

# **NATIONAL SCHOOL OF DRAMA**

(An autonomous Institute under Ministry of Culture, Govt. of India)  
Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001

## **Tender Document along with Terms & Conditions**

**Subject:- Invitation of Tender for annual job contract for providing Unskilled manpower services at National School of Drama, New Delhi.**

1. Sealed Tenders are invited from eligible and reputed manpower agencies only for a period of one year from the date of initiation of contract, for providing unskilled manpower services at National School of Drama, New Delhi. Agencies shall have relevant experience of having provided similar services to Govt., PSUs, Ministries, Academic & Educational Institutes only for a period of not less than three years.
2. Tender Documents can be downloaded from NSD's website <http://www.nsd.gov.in> for which the bidding agency has to pay Rs. 3,000/- (Rupees Three Thousand only) as Tender documents fee in the form of a crossed account payee Demand Draft/Pay Order from a commercial bank drawn in favour of the **Director, National School of Drama, New Delhi** which is to be attached with tender at the time of submission of bid.
3. The bids are invited into two parts, i.e., **Qualifying/Technical Bid and Financial Bid**. The Qualifying/Technical Bid consists of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid for the items mentioned in proforma at **Annexure-II**.
4. The Qualifying/Technical Bid and Financial Bid should be submitted by the bidder in sealed cover duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed '**Tender for Providing Unskilled manpower Services**'. The Qualifying/Technical Bid and financial bid should be addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001** to be dropped into the tender box kept at the Reception of NSD on or before **09.11.2017 till 1500 hours** along with the Tender Cost of Rs. 3,000/- (Rupees Three Thousand only) and Earnest Money Deposit (EMD) of Rs. 2,30,00/- (Rupees Two Lakh Thirty Thousand only) in the form of a crossed Demand Draft/Pay Order drawn in favour of the **Director, National School of Drama, New Delhi**. The tenders received without Tender Cost & EMD, incomplete tenders or tenders without the supporting documents or not agreeing to terms & conditions shall be summarily rejected. A Tender Evaluation Committee constituted for the purpose will open the Qualifying/Technical Bid of the tenderers on **09.11.2017 till 1530 hours** in the presence of authorized representative of the bidder who wish to be present at the time of opening of bidding. The representative of the bidding agency must have an authorization letter from the competent authority of the concerned agency in this regard which he has to produce at the time of the bidding.
5. If an Agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bids shall be opened by a Committee constituted by the NSD and in the presence of such tenderers who wish to be present.
6. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the NSD for rejection of his tender.

7. EMD & tender fee submission is exempted for those bidders who are having valid registration under Udyog Aadhar, Single point registration scheme of NSIC and All Micro, Small & Medium Enterprises registered with Director of Industries from DIC for the purpose of providing goods/services for which this tender is invited. To support this a self-certified photocopy of such valid registration/exemption certificate is to be attached with technical bid.

**A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.**

Bidder is required to submit the following documents as required in Technical bid Annexure-I.A **proper index should be enclosed giving all the following details duly filled with page no. No column shall be left blank. Any discrepancy in the index details and the enclosed documents and page no. will liable to rejection of tender and decision of NSD will be final. All the tender papers should be stamped & signed as a token of acceptance of all terms & conditions of the tender documents. Conditional tender will not be accepted at any cost or in any circumstances. Also the photocopies of the original documents submitted along with the tender to fulfill the eligibility condition should be self-certified with properly stamped by the duly authorized person of the company/agency for this purpose. The company /agency will have to produce the originals of the documents for the purposed of verification if required.**

**1. LICENCE/REGISTRATION NO. OF :-**

- (i) Valid Labour Contract License with number for providing manpower.
  - (ii) Registration Number under the Delhi Shops & Establishment Act 1954 of Delhi Administration or certificate issued by competent regulatory authority.
2. Bank Account details.
  3. PAN No.
  4. Goods & Service Tax (GST) Registration No.
  5. Registration No. with PF authorities.
  6. Registration No. with ESI authorities with Delhi sub-code no.
  7. The Bank Solvency Certificate of minimum value Rs. 50 Lakhs & should be issued in year 2017 only.
  8. Details of EMD / Tender Cost.
  9. Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached.
  10. Chartered Accountant Certificate regarding Turnover of the Agency/firm during the last three financial years i.e. 2014-15, 2015-16 & 2016-17 and should be not less than rupees two crore in each year.
  11. Complete details i.e. Work Order, Satisfactory working/experience letter of three similar contracts of providing unskilled manpower services (minimum 40 nos. unskilled manpower) in Delhi state with Govt., PSUs & Ministries only, where the services are provided by the Agency for last three year i.e. 2014-15, 2015-16, 2016-17 upto till date.

12. To avoid any kind of malpractice in the payment of salary/ wages/ service charges for the job quoted herein must be in conformity with the govt./ statutory laws /by laws / regulations keeping in view the unskilled manpower services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woolen uniforms including 1 pair of shoes, 2 pair of socks, 2% TDS to be deducted including any other statutory deduction if required. (The quality & colour of uniform needs to be strictly approved by NSD). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill.
13. The performance of company/ agency will be checked by the committee of NSD officials after visiting/inquiring at current working site as per the details provided by the agency. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of NSD will be final and binding on the parties qualified in the technical bid.

**B. EARNEST MONEY DEPOSIT:-**

1. Earnest Money Deposit of Rs. 2,30,00/- (Rupees Two Lakh Thirty Thousand only) shall be kept in the envelope containing the qualifying/technical bid. Those who do not qualify the pre-qualification conditions, shall be summarily rejected and their financial bids shall not be opened.
2. The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by NSD on the EMD for the above said period.

**C. EVALUATION OF TENDER:-**

1. The Qualifying/Technical Bid shall be opened in the first instance in the presence of the tenderers or their representatives. Only one authorized representative per tenderer, will be permitted to be present half an hour before the time of opening of tender with authorization letter and proof of identity.
2. In the Financial Bid, amount mentioned in proforma at **Annexure-II** should be written both in words and figures. If there is any discrepancy between the amount / information quoted in words and figures, the amount/ information quoted in words will be treated as final.
3. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for tenders in future for a period of three years.

**D. PERFORMANCE SECURITY:-**

1. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs. 5,00,000/- (Rupees Five Lakh only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of the Director, National School of Drama, New Delhi as per the text provided by the NSD. No exemption is applicable on performance security.
2. The EMD of successful tenderer shall be returned after the Contract with NSD is awarded and performance security of Rs. 5,00,000/- is furnished by the successful tenderer.
3. The performance security will be valid for a period of 30 days beyond the date of completion of the Contract obligation.
4. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the NSD, the tender will be rejected and the EMD shall be forfeited by NSD.

**E. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

- |   |                                     |
|---|-------------------------------------|
| i) Procedure for submitting the bids                      | : <b>Two bid systems</b>            |
| ii) Cost of Tender  | : <b>Rs. 3,000/-</b>                |
| iii) Time and last date of submission of tender documents | : <b>09.11.2017 till 1500 hours</b> |
| iv) Time and date of opening of qualifying/technical bid  | : <b>09.11.2017 till 1530 hours</b> |

**F. GENERAL CONDITIONS OF THE CONTRACT:-**

1. National School of Drama does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. The Contractor shall provide unskilled manpower services. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Contractors shall ensure proper supervision of the duties of his staff through his own supervisor.
3. The Contractor will supply fresh sets of uniform/badges, Identity cards to his worker who shall wear the same while on work and also keep their uniform clean and one set of recent passport size photograph for records each of his employee.
4. The Contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity. He shall submit police verification reports as mandatory along with the photographs and the detailed particulars of the staff provided to the NSD.
5. The successful tenderer shall be fully responsible and comply with all EPF & ESIC Act, Payments of Wages Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contract, from time to time and take such necessary steps as may be deemed necessary in this regard. **The tenderer shall submit a monthly report containing the salary details along with details of EPF & ESI deducted and credited into individual's account with appropriate/concerned department as a Proof for release of their monthly payment duly certified by the party on letter head.** If it is noticed at any stage that EPF & ESI of any individual has not been credited properly, this department will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same. TDS will be deducted as applicable.

6. The successful tenderer will accept full and exclusive responsibility for disbursement of full wages and other obligations referred to under the law now and hereafter imposed by State Govt./Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him against any accident.
7. NSD will have no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep that the NSD indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.
8. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NSD under any circumstances even after expiry of the contract. No claim for continuity for service under contract or otherwise will be entertained by NSD.
9. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
10. The tenderer shall comply with the provisions of all local laws viz Employee State Insurance Act, Workmen's Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time by the govt.
11. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
12. Tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NSD. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor Agency shall be got rectified by the Contractor at his own risk and cost. In case the agency face to rectify / indemnify the damage, the NSD reserve the right to deduct it from the performance guarantee.
13. The decision of the authorized officials of NSD regarding the satisfactory standard of unskilled manpower services shall be final and binding on the Contractor.
14. The contractor will be fully responsible for coordinating with the licence authority and have to be present & to provide all necessary details required time to time by licensing authority.
15. The Agency will be responsible for procuring Contract Labour License from Labour Department, Govt. of NCT of Delhi after being awarded the contract within two months.
16. GST/Tax paid by the firm/ agency to the Govt. in favour of NSD for the said work will be reimbursed only on production of actual deposit receipt for NSD and will give undertaking for the current month.
17. The bidder shall take the sole responsibility for providing services on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of Contract as per the text provided by the NSD.

18. The successful tenderer should submit Universal Account Number (UAN) of all the staff deputed after release of their first payment.
19. All the statutory requirement to be complied as per government rules & regulations.
20. Uniform to be provided 2 pairs of summer & 1 pair of winter woolen uniforms, 1 pair of shoes, 2 pair of socks. The uniform quality & colour strictly needs to be approved by NSD.
21. The monthly salary to the workers should not be paid in cash and to be directly transferred in their bank account from the first month of award of contract. Party will also submit the copy of the letter issued to the bank for transferring salary in workers account as a token of proof on the day of release of salaries. Party will also provide monthly ECR sheets of EPF & ESI before release of payment.
22. The bidder shall submit a written power of attorney authorizing the signatory of the bid to participate in the bid.
23. The agency shall submit memorandum of understanding in case of partnership, LLP, consortium or joint venture.
24. The bidder shall submit full details of his ownership and control of the agency, if it is a partnership firm than ownership and control details of each partner shall be furnish.
25. Each bidder is required to confirm and declare with his bid that no agent, middle man or any intermediary has been or will be engaged to provide any services, or any other item or work related to the award and performance of this contract. He has to further confirm and declare 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. If NSD, New Delhi subsequently finds to the contrary, than it reserve the right to declare the bidder as non-compliant and declare any contract, if already awarded to the bidder to be null and void.
26. Canvassing or offer an advantage or any inducement by any person with a view to influencing acceptance of a bid will be an offence under law of India. Such action will result in the rejection of the bid in addition to other punitive measures.
27. One bid per bidder:-Each bidder shall submit only one tender either by himself or as a partner in a joint venture, consortium. If a bidder or any of the partner in a joint venture participate in more than one bid the bids are liable to be rejected.
28. Bids and all accompanying documents shall be in English or Hindi, in case any document is in other language, it shall be accompanied with its English translation. The English version shall prevail in matters of interpretation and decision of NSD will be final in this regard.
29. Conditional bids / offers will be summarily rejected.
30. Earnest Money Deposit shall be forfeited, if the successful bidder refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame specified by the NSD.
31. All pages of the tender must be neatly typed and signed by the person duly authorized to signed by the bidder.
32. Mode of communication of confirmation of contract - By speed post/fax/email that the bid has been accepted.

33. Number of unskilled manpower as mentioned is only indicative and the actual number may depend upon circumstance, may vary in accordance with the requirement.
34. The unskilled manpower staff shall not accept any gratitude or reward in any manner.
35. The manpower shall not participate in any union or association activities.
36. The workers posted should not indulge in smoking, drinking etc. if any of the worker ever found indulging in these activities then the NSD reserve the right to terminate the contract and the performance security will be forfeited.

**G. SCOPE OF WORK:-**

1. The bidder shall take the sole responsibility for providing Unskilled manpower on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of Contract.
2. The services provided by Firm/Agency shall be to the entire satisfaction of NSD.

**H. PHYSICAL STANDARDS AND QUALIFICATIONS:-**

The employees of the Agency shall be of Good character and of sound health and a certificate must be provided by the concerned in this regard.

**a. UNSKILLED MANPOWER:-**

- I. Age: **Not less than 18 years.**
- II. Character: Good.
- III. Not suffering from any communicable disease.

**The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, Telephone number, recent passport size photograph, in form of a data base in both hard & soft form for approval and will be responsible for providing medical fitness certificate & police clearance certificate of the staff deployed.**

**I. PROVISION OF MANPOWER:-**

1. All the Unskilled manpower deployed by the Contractor will perform duties as per schedule of NSD.
2. The Contractor will be liable to comply any instructions/order given in written or verbal time to time for better and efficient services.

**J. TERMINATION OF CONTRACT:-**

In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and unskilled manpower deposit will be forfeited. The decision of the NSD in this regard will be final.

**K. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitrator appointed under the provision of Indian arbitration and conciliation Act 1996 by NSD (Ist Party) at the cost of both the parties, whose decision will be final and binding on both parties. All the disputes arising between the parties shall be tried within the Delhi jurisdiction.

**L. DURATION / PERIOD OF CONTRACT:-**

The contract will be valid for a period of one year from the date of agreement. However it will be awarded for six months and followed by six months more on satisfactory performance. The contract can also be extended further as per requirement, if services are found satisfactory on same tender terms & conditions.

**M. VALIDITY:-**

The Tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender.



**NATIONAL SCHOOL OF DRAMA**

**ANNEXURE – I**

**( To be kept duly signed in Envelope 1 – Qualifying/Technical Bid – Page No. 8 to 12 )**

**TECHNICAL BID**

**NATIONAL SCHOOL OF DRAMA**

**ANNEXURE-I**

**QUALIFYING/TECHNICAL BID**

**Technical Bid to be kept duly signed in Envelope-1**

**Bidder is required to forward the following documents. All the columns are essentially to be filled. Any discrepancy in the index details and the enclosed documents and page no. will liable to rejection of tender and decision of NSD will be final.**

**DETAILS TO BE FILLED WITH PAGE NO. Page No.**

1. Name of the Registered Firm/Agency :
  
2. Address of the Firm/Agency :  
(with Tel no., Fax & Email)
  
3. Name & Address of the Proprietor/ :  
Partners/Directors (with mobile no.)
  
4. Contact Person(s) (with mobile no.) :
  
5. **LICENCE/REGISTRATION NO. OF :-**
  - (i) Valid Labour Contract License with number :  
for providing manpower
  
  - (ii) Registration Number under the Delhi Shop & :  
Establishment Act 1954 of Delhi Administration
  
6. PAN No. :
  
7. Goods & Service Tax (GST) Registration No. :
  
8. (i) Registration No. with PF authorities :  
(ii) Registration No. with ESI authorities with :  
Delhi sub-code no.
  
9. The Bank Solvency Certificate of :  
minimum value Rs. 50 Lakhs & should be :  
issued in year 2017 only

10. Details of EMD / Tender Cost :
11. Undertaking certificate on Rs. 10/- non-judicial stamp :  
paper duly signed, stamped & notarized to be attached
12. Bank Accounts Details :
13. Chartered Accountant Certificate regarding Turnover of the Agency/firm during the last three financial years i.e. 2014-15, 2015-16 & 2016-17 and should be not less than rupees two crore in each year.
14. Complete details i.e. Work Order, Satisfactory working/experience letter of three similar contracts of providing unskilled manpower services (minimum 40 nos. unskilled manpower) in Delhi state with Govt., PSUs & Ministries only, where the services are provided by the Agency for last three year i.e. 2014-15, 2015-16, 2016-17 upto till date.
15. To avoid any kind of malpractice in the payment of salary/ wages/ service charges for the job quoted herein must be in conformity with the govt./ statutory laws /by laws / regulations keeping in view the unskilled manpower services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woolen uniforms including 1 pair of shoes, 2 pair of socks, 2% TDS to be deducted including any other statutory deduction if required. (The quality & colour of uniform needs to be strictly approved by NSD). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill.
16. The performance of company/ agency will be checked by the committee of NSD officials after visiting/inquiring at current working site as per the details provided by the agency. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of NSD will be final and binding on the parties qualified in the technical bid.

**UNDERTAKING CERTIFICATE**

The agency has to give affidavit on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized certifying that:-

- (a) No 7A/14B enquiry etc. under the EPF & Manpower Act is pending against the company.
- (b) The tenderer / agency of the bidding firm is not involved in any criminal cases.
- (c) The tenderer / agency of the bidding firm is not black listed in any government offices.
- (d) Credentials submitted by the tenderer for this tender (duly self-certified) are genuine.
- (e) The reimbursement of ESI, EPF & GST tax is claimed only on actual deposit of proof of deduction of said GST tax with the Govt. Deptt.
- (f) The contractor / bidder should also give an undertaking that full payment will be given to the employees which shall not less than as approved by the local govt. and in case of any complaint received from any employee regarding the short payment/non deposition of EPF & ESI, the performance guarantee will be forfeited and decision of NSD will be final.
- (g) The contractor/ bidder should certify about the genuineness of the documents submitted regarding Chartered Accountant and its company with full details i.e. name of the company, full address, contact no., registration no. and name of contact person.
- (h) I hereby certify that all the information furnished in the offer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the firm has not been black listed / de-listed by any Institutional agencies / Govt. Deptt. / PSU. I understand that in case any deviation is found in the above statement at any stage, the tender will be out right rejected & action as deem fit will be initiated against the firm/agency.

**( Signature of Authorized Signatory with date )**

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

Place: \_\_\_\_\_

**Name of the Firm/Agency & stamp**

**Note:- The undertaking certificate should be given in the above prescribed format only. Any deviation / incomplete in undertaking certificate will liable to rejection of tender.**

**NATIONAL SCHOOL OF DRAMA**

**ANNEXURE – II**

**( To be kept duly signed in Envelop 2 – Financial Bid – Page No. 13 to 15 )**

**FINANCIAL BID**

**NATIONAL SCHOOL OF DRAMA**

**ANNEXURE – II**

**(To be kept duly signed in Envelope 2 – Financial Bid)**

**FINANCIAL BID**

1. Name & address with telephone no. :  
of the Registered Firm/Agency
2. Particulars for providing 40 nos. Unskilled manpower services at NSD as mentioned below:-

<b>Particulars</b>	<b>Total Service Charges in rupees per month (should be quoted in both words &amp; figure)</b>
<b>1. Service Charges</b> should be lumpsum for providing Unskilled manpower services 40 nos. <b>The service charges should be inclusive of uniform charges.</b>  <b>The service charges should be inclusive of charges for the uniform.</b> <b>To be quoted only in amount, not in percentage. Nothing extra will be paid.</b>	

- Note:-**
1. The Firm/Agency has to pay to the above workers at least minimum wages fixed by the Labour Department, Govt. of NCT of Delhi from time to time & will be paid accordingly. GST Tax deposited and P.F. & ESI paid as per latest Govt.'s norms and will be reimbursed on production of documentary proof.
  2. GST Tax paid by the firm to the Govt. in favour of NSD for the said work will be reimbursed only on production of actual deposit receipt for NSD and will give undertaking for the current month.
  3. 2% TDS will be deducted from the bills as applicable.
  4. Complete details i.e. Work Order, Satisfactory working/experience letter of three similar contracts of providing unskilled manpower services (minimum 40 nos. unskilled manpower) in Delhi state with Govt., PSUs & Ministries only, where the services are provided by the Agency for last three year i.e. 2014-15, 2015-16, 2016-17 upto till date.
  5. To avoid any kind of malpractice in the payment of salary/ wages/ service charges for the job quoted herein must be in conformity with the govt./ statutory laws /by laws / regulations keeping in view the unskilled manpower services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woolen uniforms including 1 pair of shoes, 2 pair of socks, 2% TDS to be deducted including any other statutory deduction if required. (The quality & colour of uniform needs to be strictly approved by NSD). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill.

6. The performance of company/ agency will be checked by the committee of NSD officials after visiting/inquiring at current working site as per the details provided by the agency. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of NSD will be final and binding on the parties qualified in the technical bid.

I agree and accept all the terms & conditions of the tender.

**Signature of the Bidder with date**

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

**( Name of the Firm/Agency and stamp )**

Place: \_\_\_\_\_