



BrahMos

An India-Russia Joint Venture

# BrahMos Aerospace Private Limited

BrahMos Complex, Adj. to DRDL Rear Gate, Kanchanbagh,  
Hyderabad – 500 058, INDIA, Email: [purchasehyd@brahmoss.com](mailto:purchasehyd@brahmoss.com)  
Tel: 91-40-2408 7043, 7051 Fax: 91-40-24087045, 2408 7173

RFP No.: BM/Contracts/MM-Stores/2025

Dated 31 Dec 2025

Dear Sir/ Madam,

## REQUEST FOR PROPOSAL (RFP)

### OUTSOURCING SERVICES FOR MM DEPARTMENT FOR BRAHMOS HYDERABAD FACILITY

1. BrahMos Aerospace Private Limited, hereinafter referred to as **Buyer**, intends to seek participation from prospective bidders for Outsourcing Services for upkeep & maintenance of storage facilities at **BrahMos Hyderabad** subject to requirements of succeeding paragraphs.

PART I	:	General Information & Instructions for the Bidders
PART II	:	Scope of Work
PART III	:	Evaluation Criteria of Bids
PART IV	:	Special Terms & Conditions of RFP
PART V	:	Standard Terms & Conditions of RFP
PART VI	:	Format for Price Bids
PART VII	:	Compliance Statement

2. This RFP is neither an agreement and nor an offer by Buyer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Buyer in relation to the Project. This RFP document and any assumptions, assessments and statements made herein do not purport to contain all the information that each Bidder may require. The Bidder shall bear all its costs associated with or relating to the preparation and submission of proposal pursuant to this RFP. Wherever necessary, Buyer reserves the right to amend or supplement the information, assessment or assumptions contained in this RFP. Buyer reserves the right to withdraw the RFP or foreclose the procurement case at any stage. The issuance of this RFP does not imply that Buyer is bound to shortlist a Bidder for the Project. Buyer also reserves the right to disqualify any Bidder should it be so necessary at any stage on grounds of National Security.

3. The receipt of the RFP may please be acknowledged.

Thanking you.



*FOR BrahMos Aerospace Private Limited*

  
S Srinivasa Rao  
GM (CMM)

*S Srinivasa Rao*

General Manager (CMM)  
BrahMos Aerospace Private Limited  
Near DRDL Rear Gate  
Kanchanbagh, Hyderabad-500058.

Head Office: 16, Carriappa Marg, Kirby Place, Delhi Cantt – 110 010, India. Ph.: 011 33 123 000  
Fax: 011 2568 4827. Website: [www.brahmos.com](http://www.brahmos.com)  
CIN: U74899DL1995PTC074334

## **PART-I: GENERAL INFORMATION AND INSTRUCTIONS FOR THE BIDDERS**

4. The salient aspects and timelines of the acquisition are tabulated below. In case of any variation in the details furnished below or in any Annexures(s) with that mentioned in the RFP, information furnished in the main body of the RFP at referred Paragraph is to be followed.

(a) The address and contact numbers for sending Bids is given below:

Bids to be addressed to:	S. Srinivasa Rao, General Manager (Materials Management) Kind Attn.: Rupali Pandey, Sr. Manager (P&P)
Postal address for sending the Bids	BrahMos Aerospace BrahMos Complex Near DRDL Complex Rear Gate Kanchanbagh PO, Hyderabad – 500058
Contact Nos. & E-mail	Mobile: 040-24087239 Email: <a href="mailto:purchasehyd@brahmos.com">purchasehyd@brahmos.com</a> , <a href="mailto:rupali@brahmos.com">rupali@brahmos.com</a>

(b) **LAST DATE AND TIME FOR DEPOSITING THE BIDS:** The sealed Bids under ***Two-Bid system (separate Techno-Commercial Bid & Price Bid)*** should reach at the above given address through post/in person latest by **20 Jan 2026 (1700hrs)**. The responsibility to ensure this lies with the Bidder. **Early submission of the Bids is acceptable to the Buyer. E-mail quotes shall not be entertained and rejected.**

(c) **FORWARDING OF BIDS:** Bids shall be forwarded by the Bidder under their original memo/letter pad inter alia furnishing details like GST number, Bank address with EFT Account, if applicable, etc. and complete postal & e-mail address of their office.

**The Techno-Commercial and the Price Bids** should be put in two separate sealed envelopes and then be put in a single envelope with the '**Bidder Details, RFP No., Last Submission Date**' pasted on top.

(d) **PRE-BID CLARIFICATION:**

- (i) Prior to preparation of the Techno-Commercial Bid, clarifications regarding the technical terms & conditions be obtained from Mr P Rayappa, Ph. No. 040 24087041 within 05 working days from the date of RFP.
- (ii) Prior to preparation of the Techno-Commercial Bid and Price Bid, clarifications regarding the commercial terms be obtained from Rupali Pandey, Ph.No 040-24087190 Hyderabad, [rupali@brahmos.com](mailto:rupali@brahmos.com)/ [purchasehyd@brahmos.com](mailto:purchasehyd@brahmos.com) within 05 working days from the date of RFP.
- (iii) Un-willingness of the Bidder to participate in Bid may be communicated to GM (MM), Hyderabad, [purchasehyd@brahmos.com](mailto:purchasehyd@brahmos.com) within 05 working days of receipt of RFP.

(e) **CLARIFICATION REGARDING CONTENTS OF THE BIDS:** During evaluation and comparison of Bids, the Buyer may, at its discretion, ask the Bidder for clarification of his Bids. The request for clarification will be given in writing and no change in prices or substance of the Bids will be



sought, offered or permitted. No post-Bid clarification on the initiative of the Bidder will be entertained.

**(f) CONDITIONS UNDER WHICH THIS RFP IS ISSUED:** This RFP is being issued with no financial commitment. The Buyer reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the procurement case at any stage. The Buyer also reserves the right to disqualify the Bidder, should it be so necessary at any stage.

**(g) VALIDITY OF BIDS:** The Bids should remain valid for 90 days from the last date of submission of offer.

## **PART-II: Scope of Work**

### **5. Services for Stores and Allied functions (MM department)**

**A. Vendor to provide the following resource Services :-**

Sl.	Man Power Requirement	Educational Qualification	Qty	Experience
1	Supervisor	Diploma in Engineering	01	02 Years
2	Helper cum carpenter skills	10 <sup>th</sup> std	02	02 Years
3	Helper cum Technicians	ITI	01	01 Year
4	Helper	10 <sup>th</sup> std	02	01 Year

**Age Limit:** The personnel proposed by the Service provider shall not be below the age of 23 years or above 35 years as on the date of engagement at BAPL, Hyderabad Location.

**B. The above Resources will be utilized for the following activities at Stores:-**

#### **Receipt Activities**

- (a) Support for inward of stores at Security Gate
- (b) Unloading of the material at respective locations
- (c) Unpacking / Packing of Stores
- (d) 100% verification of material by physical count / Weighing/ Length measurements etc.,
- (e) Labeling and establishing the material identification for easy retrieval.
- (f) Arranging of Stores in their designated locations as per grade, Heat Nos, dia, type, etc.,
- (g) Re-packing of the verified material & storing at their designated locations.

#### **3. Issue Activities:-**

- (a) Identification / Segregation / Kit making of all the lines items as per MAN / FAN
- (b) Cutting of Sheets & Plates as per the sizes indicated in the MAN/FAN..
- (c) Packing of Stores after completion of Verification by LCD
- (d) Establishing the identification of items as per Lot, grade, Heat Nos, dia, type, etc.,
- (e) Confirming the correctness of kit made material before offering to LCD.
- (f) Offering of the kit made items to Vendor & LCD team for Verification as per MAN / FAN
- (g) Arranging for packing of the items for transportation
- (h) Fabrication of Packing Boxes from the scrap wood available at our premises.
- (i) Security Clearance of the stores as per Gate Pass
- (j) Loading of the material on to trucks for movement of FIM to vendor location.

#### **Maintenance Activities**

- (a) Support to follow 5S principle (Sort, Set in order, Shine, Standardize & Sustain).
- (b) Upkeep and Maintenance of all Storage facilities
- (c) Preventive Maintenance / cleaning of raw materials
- (d) Removal of rust, Greasing and protective covering of raw materials.

#### **Fabrication of Packing Boxes :-**

- (a) In case, any packing box is to be fabricated, the scrap wooden material available in BAPL will be utilised and box fabricated by the Carpenter.



- (b) Wood, Plywood, Consumables such as Fevicol, Nails, Clamps etc., will be procured and provided by BAPL on as required basis.
- (c) Procurement of Carpentry working tools & equipment as required will be in the scope of the outsourcing Service Contractor.
- (d) Onetime payment towards procurement of Carpentry tools will be extra.
- (e) Carpentry Tools will be property of BrahMos Aerospace and to be handed over to BrahMos on completion of the Contractual Period.

**Other Works**:-Any other jobs assigned from time to time as per the requirement of BAPL.

**Duration of Services**:-Initial period of 02 years and further extendable on as required basis.

**Clarifications if any** :- The vendor may contact MM department for any clarifications, if required

### **PART-III: EVALUATION CRITERIA OF BIDS**

6. The Bidder is required to submit detailed Techno-Commercial Bid containing all Terms & Conditions as enumerated at Part II, Part III, Part IV, Part V, Part VI and Part VII of this RFP and give confirmation of their acceptance of all Terms & Conditions which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e., Seller in the Contract) as selected by the Buyer.
7. The deviations, if any, may be clearly indicated in the Techno-Commercial Bid along with the Compliance Statement in the format enclosed at Part-VIII. Failure to do so may result in rejection of Bid submitted by the Bidder.
8. Only those Bids will be evaluated, which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially. The bidder, whose price is arrived as lowest, will be declared as L-1 bidder by Buyer.
9. **EVALUATION OF TECHNO-COMMERCIAL BID:** The Techno-Commercial Bid forwarded by the Bidders will be evaluated by a Techno-Commercial Evaluation Committee (TCEC) to confirm that the items being offered meet the requirement. The TCEC will examine the extent of variations/differences, if any, in the technical characteristics of the items offered by Bidder. The Bidder, if required, may also be called for the TCEC meeting for clarification on the Techno-Commercial Bid submitted by them.

#### **10. EVALUATION OF PRICE BID:**

- (a) The Price Bids of only for those Bidders will be opened and evaluated, whose technical bids have been cleared by TCEC. The unopened Price Bids will be returned back to the Bidders by the Buyer on request by the Bidders. The Price Bids will be evaluated on the basis of basic cost or basic total cost of complete scope.
- (b) If there is a discrepancy between words and figures, the amount mentioned in words shall prevail.
- (c) **PROCEDURE FOR COST COMPARISON:** The Price comparison will be considered on the basic cost for Services as per the scope.



#### **PART-IV: SPECIAL TERMS & CONDITIONS OF RFP**

**11. The Bidder is required to give confirmation of their acceptance of Scope and Commercial Terms & Conditions including detail/ certificates/ documents required to be submitted as per para 9 of the RFQ. Compliance Statement will automatically be considered as part of the Contract concluded with the successful Bidder (i.e., Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.**

**12. PRICE/ PAYMENT TERMS:** The Buyer will retain the right to obtain detailed price breakup of the quoted cost at any time during the procurement process and the service provider should not have any objection for the same.

Following payment terms shall prevail for the duration of contract:

Service Provider will raise an invoice on BAPL on monthly basis containing the following documents to be submitted to HOD (F&A) M/s BAPL Hyderabad by SELLER for claiming payment:

- (a) Ink signed copy of Commercial Invoice in Original
- (b) Copy of Order placed on service provider by BAPL along with Certificate of Acceptance issued by the Buyer Representative.
- (c) Proof of GST paid by the service provider (to be updated in the GST portal).
- (d) Proof of ESI and PF payment to the respective government authorities in respect of the personnel employed by the Service provider (ESI/PF challans, etc.,) for previous completed month.
- (e) Proof of salary paid on or before 02<sup>nd</sup> day of the previous months along with previous salary slips issued to the personnel of service provider in respect of work done for BAPL.
- (f) Computed Attendance register & Leave Records for all the personnel employed by the Service provider duly authenticated by Supervisor/ Officer-in-charge & verified and authenticated by reps of MM, BAPL, Hyderabad.

**13. INVOICE PREPARATION:** All Invoices shall be raised and submitted to Sr.AGM (F&A), BAPL, Hyderabad at the following Address:

BrahMos Aerospace Pvt. Ltd.,  
BrahMos Complex,  
Near DRDL Complex Rear Gate,  
Kanchanbagh PO, Hyderabad - 500058.

- GSTIN No. for Hyderabad unit is 36AABCR8269E1Z6 and the same shall be mentioned in all invoices as applicable.

**14. Performance Security Deposit / Performance cum Warranty (PWB):** On successful negotiation, selected Service provider needs to submit Security deposit in the form of Bank Guarantee equivalent to 5% of the total basic value of contract issued by any Nationalized Bank or Private Bank (HDFC Bank/ ICICI Bank/ Axis Bank/ Kotak Mahindra Bank) in favour of 'BrahMos Aerospace Private Limited', valid for a contract period plus additional three month claim period within 10 days from date of issuance of PO.

**15. Liquidated Damages:** Delay in provisioning of requisite manpower as detailed in Scope at Part -II / replacement of manpower within the stipulated time period of 30 days (as per Replacement clause 27), will lead to Liquidated Damages of a value of 0.5% per week upto a maximum of 10% of order value.



## **PART -V STANDARD TERMS AND CONDITIONS**

16. BAPL requires the services of a reputed, well established and financially sound Third-Party Service Provider / Manpower Suppling Agency registered as a Company in India for providing various manpower to BAPL for carrying out various services in its premises located across India. The Following Documentation including all the necessary statutory documents like registration, PF etc. shall be deposited along with the techno- Commercial bid failing which the Service provider will be rejected: -

- (a) The Service provider should be a registered / incorporated as a company under Indian Companies Act. Attested copy of the registration of agency needs to be enclosed.
- (b) Labour license from the labour commissioner (Form -5)
- (c) Service provider should be registered with Income Tax and Service Tax departments. Attested copy of GST registration letter/ certificate to be enclosed.
- (d) Service provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts etc. The following documents needs to be enclosed.
  - Attested copy of PF registration letter/ certificate
  - Attested copy of ESI registration letter/ certificate
- (e) Bank details of Service Provider.
- (f) List of clients with proof of orders for similar requirement, if any in last 03 years.
- (g) The Service provider shall submit affidavit stating that the Company is not / has not been black listed by any Ministry / Department of Government of India, Private Sector Companies/ PSUs / Banks etc.
- (h) All the documents submitted shall be duly signed by the authorized signatory otherwise documents will not be considered as invalid.

17. **Undertaking:** The Service provider shall provide an undertaking that they will comply with all relevant statutory provisions of Factory's Act, Contract Labour Act, Payment of Wages Act etc as notified by the Central and State Government from time to time, but shall not be restricted to, Minimum Wages, Employee's Provident Fund (PF), Employees State Insurance (ESI), Service Tax etc., along with contractual obligations envisaged in the contract.

18. Once the wage / remuneration of the personnel proposed by Service provider is approved by BAPL, the Service provider cannot alter /change/upgrade/ downgrade during the period of the contract except changes required due to changes in statutory laws, without approval of BAPL. **The Service provider may give undertaking to this effect.**

19. The Service provider shall furnish, the following documents in respect of the personnel who are proposed to be deployed at BAPL before the commencement of contract:

- (a) List of personnel with full details i.e., date of birth, marital status, address, educational and professional qualification, experience etc.
- (b) Detailed bio-data of the personnel with photograph affixed.
- (c) Set of self-attested photocopies of certificates in respect of educational qualification and industrial exposure, Aadhaar card, Bank details, License details, proposed wage/remuneration details, etc.,
- (d) Certificate of verification of antecedents of the personnel by local police authority.



- (e) In case the personnel deployed are medically unfit to work during their tenure, the Service provider shall withdraw such employees immediately on receipt of such a request and replace the person with same qualification/ caliber.

**20. Client Interview Clause:**

- (a) Final interview of deputed personnel will be conducted on mutually agreed date by BrahMos panel members and the service provider to keep sufficient pool of candidates available for Interview.
- (b) If candidates are found not suitable during Interview, service provider to provide fresh candidates on a mutually agreed suitable date.
- (c) In case of any replacement of personnel by the Service provider during the period of the contract, the new personnel also need to undergo the above-mentioned scrutiny process and approval by BAPL.

**21.** The personnel provided by the Service provider shall be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of BAPL. The personnel shall wear formals and their attire shall be as per the dress code of BAPL/Work Location and follow the Personal & Industrial Safety requirements of the work place. The Service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by Service provider.

**22.** The personnel deployed by the Service provider shall not form/ join any Labour union or resort to strike or demonstration or any other agitation of this nature during their tenure.

**23.** In case, the personnel employed by the Service provider commits any act of omission or commission that amounts to misconduct/indiscipline incompetence malfeasance / security risk, the Service provider will be liable to take immediate appropriate action against such personnel, including registering a police case for the malfeasance/being security risk and their removal from site of work, within one (1) day of being brought to their notice. The Service provider must also cater for the replacement in such cases at the earliest as mentioned in **Replacement Clause no.27**.

**24.** BAPL may advise the Service provider to dismiss or remove from the site of work any personnel employed by the Service provider who may be incompetent or subject to misconduct and the Service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel if they are unacceptable to BAPL because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from BAPL and initiate action of replacement with in time frame as mentioned in **Replacement Clause no.27**.

**25.** The personnel supplied by the Service provider should not have any adverse Police records / criminal cases against them. The Service provider should make adequate enquiries about the character and antecedents prior engaging their personnel whom they are recommending. The character and antecedents of each personnel will be verified by the Service provider before their deployment at work Center only after investigation by the local Police and collection of proofs of identity like driving license, Aadhaar card, bank account details, previous industrial exposure, proof of residence and recent photograph and a certification to this effect should be submitted to BAPL.

**26.** The personnel deployed by the Service provider shall not interfere with the duties of the employees of BAPL as well as other third-party manpower engaged at BAPL & our Supplier Locations.



27. The Service provider shall provide suitable identity cards to the personnel deployed at BAPL with recent photograph of the personnel, personal information such as ID No, Name, Date of birth, Designation, Contact No and Blood Group.

28. Non-Disclosure Agreement (NDA): Personnel deployed by Service provider must not act against the interest of BAPL. Personnel employed by Service provider shall not divulge or disclose to any person/personnel any details of office operation process, technical know-how, security arrangements, and administrative /organizational matters, under any circumstances shall not take out of work location, documents pertaining to BAPL, as all are confidential and secret in nature. **The Service provider to provide Undertaking of Secrecy in prescribed format obtained from all of their personnel before commencement of the contract. As a Company, the Service provider also needs to provide its own Non-Disclosure Agreement to BAPL before commencement of this contract.**

29. The Service provider shall ensure proper conduct of their personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.

30. **Working days, Working Hours, Closed Holidays & Availability of Personnel:**

- (a) All categories of personnel of the service provider shall be required to work as per the policy of BAPL, Hyderabad:-
- (b) Certificate of attendance & Leave records to be maintained by Service Provider & to be authenticated by BAPL
- (c) Working Hours: The number of working days per month is 26/27 days for all the personnel and shall adhere to BAPL, Hyderabad working hours (i.e 9:00 AM – 5:45PM), however, if needed the personnel shall work for extended hours during urgent Job requirements without any additional pay.
- (d) All the Personnel of Service Provider are required to report for work at as per the timings of the work Center.
- (e) Closed Holidays: Closed Holiday at the work location may be considered as Holiday for personnel. However, on need basis / urgent requirement the personnel need to work on closed holiday at nominated location.

31. The performance of the employees will be reviewed annually by BAPL based on internal assessment and the Service provider shall be intimated about retaining/replacement of the employee for subsequent years within the tenure of this contract.

32. The Service provider needs to obtain prior approval and complete all due requirements pertaining to respective personnel before deployment at BAPL. BAPL shall participate in necessary scrutiny of the personnel proposed by the Service provider prior to deployment at BAPL, as detailed in this contract document.

33. **Replacement Clause:** The selected Service provider shall ensure that the attrition rate of candidates will not exceed more than 5% in a year. The selected Service provider shall immediately provide a substitute in the event of any personnel leaving the job / terminated from services due to any reason. The delay by the Service provider in providing a substitute beyond 30 (30) working days shall attract Liquidated Damages on the Service provider.

34. **Notice Clause / Notice Period:** Service Provider shall instruct employees for Minimum of 3 months' notice period and replacement to be provided with minimum of 1 month overlap period for training and handing over for which payment to either relieving/joining personnel will not be paid by BrahMos. In case of delay in replacement of manpower, LD clause is applicable to Service Provider. However, BAPL reserves the right to relieve the candidate as per their discretion without any explanation or financial implication.



35. **Group Personal Accident & Health Insurance:** The Service provider need to provide suitable insurance in the form of "Group Personal Accident Insurance Group Health Insurance "covering all of their personnel deployed in BAPL & BAPL Supplier Locations. Copy of Master Policy document and other related document(s) need to be submitted to BAPL prior to commencement of the contract by the Service provider. Premium paid by the firm will not be reimbursed in any case.

36. The personnel engaged by the Service provider shall be the employees of the Service provider and it shall be the duty of the Service provider to pay their wages/remuneration on or before first working day of every month.

37. The Service provider will be wholly and exclusively responsible for payment of wages to the personnel engaged by them in compliance with all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and BAPL shall not incur any liability for any expenditure whatsoever on the personnel employed by the Service provider on account of any obligation. The Service provider will be required to provide particulars of payment of ESI, PF, Group Insurance of their personnel deployed in BAPL.

38. As per applicable ESI and PF rules, the Service provider needs to provide identity card(s) pertaining to ESI and PF to all their personnel being deployed at BAPL.

39. **Wage:** The minimum wage payable to each personnel employed by the Service provider is fixed upfront as detailed in worked out based on Central Government or State Government minimum wage act, whichever is higher based on their categories (Skilled, Unskilled, Graduate etc). The financial bids shall be compared for the total money outlay. The administrative charges will be the crucial deciding factor for deciding the lowest bidder and award of contract.

40. **Escalation of Wage:** The Service provider will ensure that the wage of the personnel deployed at BAPL will commensurate with minimum wages as notified by Central/ State Govt. (whichever is higher) & amended from time to time, at any point of time.

41. For all intents and purposes, the Service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and deployed in BAPL. The personnel deployed by the Service provider in the BAPL / our Supplier Locations shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against BAPL / our Suppliers.

42. The Service provider shall be solely responsible for the redressing grievances / resolution of disputes relating to personnel deployed. BAPL / our Suppliers shall, in no way, be responsible for settlement of such issues whatsoever.

43. The Service provider shall indemnify BAPL against any loss or damage of Goods/Materials/Equipment etc., on account of negligence or fault of any personnel engaged by the Service provider.

44. The Service provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by them and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If BAPL suffers any loss or damage on account of negligence, default or theft on the part of the personnel employed or the employees/ agents of the Service provider, then



the Service provider shall be liable to reimburse to BAPL for the same. The Service provider shall keep the BAPL fully indemnified against any such loss or damage.

45. The technical information, i.e specifications, operation manuals, and any other related documents handled during execution of the works are the property of BAPL and shall not be divulged or used for any other purpose in any manner. These documents shall not be copied, transcribed, traced or reproduced in any other form. Under no circumstances the Service provider or his personnel shall release information that is made known to him/her during the execution of the works to any other individual or press in any manner or form.
46. The personnel (including the coordinator if any) employed by the Service provider shall not carry any kind of electronic devices such as smart mobile phones, laptop, tablet, video player, audio player, any form of recording device, any form of storage device, camera, transmitter, radio, portable hard disk, pen drives, CDs, etc., (as per banned list of BAPL security office) with them during their works at BAPL. It is also the responsibility of the Service provider to ensure that the deployed personnel should also comply with administrative safety and security related instructions and protocols.
47. The security personnel of BAPL may check and frisk the personnel deployed by the Service provider and their belongings at any time during their presence at BAPL (including check-in and check-out time) and they need to cooperate for the same without any hesitation. All the personnel deployed by the Service provider are bound to follow the safety/ security rules prescribed by Safety Officer/Security Officer of BAPL amended from time to time.
48. The personnel deployed by the Service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular/ confirmed employees of BAPL during the period or after expiry of the contract.
49. Sub-contract: The Service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of BAPL.
50. The personnel deployed by the Service provider shall not claim any benefit / compensation / absorption / regularization of service from in BAPL under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the Service provider to BAPL.
51. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the Service provider shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/other capacity.
52. That on the expiry of the contract, the Service provider will withdraw all their personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Service provider it shall be the entire responsibility of the Service provider to pay and settle the same.
53. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the personnel deployed by it in BAPL.
54. The Service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from the BAPL to the Service provider shall be acknowledged immediately on receipt on the same day. The Service provider shall strictly observe the instructions issued by the BAPL in fulfilment of the contract from time to time.



55. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the BAPL to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

56. The Service provider shall maintain all statutory registers under the applicable acts and laws. The Service provider shall produce the same, on demand, to the concerned authority of the BAPL or any other authority under law.

57. The Tax Deduction at Source: (TDS) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Service provider by the BAPL /it's paying authority.

58. The Contract may be extended for further period if required subject to meeting the following specific conditions.

- (a) Satisfactory performance, on recommendation of BAPL MM Dept.
- (b) Acceptance of same terms and conditions of this contract for the proposed extension of the contract.
- (c) Wages to be paid as per the wages finalized in the contract from time to time of the personnel deployed.
- (d) Latest minimum wages to be maintained every year always meeting the minimum wages as notified by Central/State Govt. amended from time to time, at any point of time during the extended period of the contract.
- (e) No change in the % value of the Service provider's Service charge.

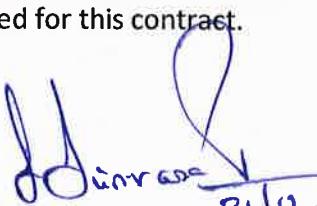
59. In case, the Service provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof \BAPL is put to any loss, obligation, monetary or otherwise, BAPL will be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit / Bank Guarantee of the Service provider, to the extent of the loss or obligation in monetary terms.

60. The Service Provider must ensure disbursement of wage and remuneration to their personnel by 01<sup>st</sup> of every month.

61. **Dispute resolution:** In case of any dispute arising out of this contract, same will be deliberated by a Committee exclusively constituted for this contract & shall be settled amicably with participation of the Service provider and the BAPL.

62. **Validity Period of contract for the Service provider:** Contract period will be **for 02 years initially**. However, based on satisfactory performance, the contract may be renewed further, on agreed terms & conditions by the Committee exclusively constituted for this contract.



  
 S. Srinivasan  
 General Manager (ADM)  
 Brahmos Aerospace Pvt. Ltd.  
 Near DRDO Rear Gate  
 Kanchanbagh, Hyderabad-500058.

**PART VI- PRICE BID FORMAT**

S. No	Designation	Criteria	Manpower required	Amount per Annum	Amount for 02 years
a)	Provisioning of Supervisor @ Rs. _____ per person per month.	Diploma in Engineering with 02 yrs experience.	01		
b)	Helper cum carpenter @ Rs. _____ per person per month.	10th pass with carpenter skills and 02 year experience)	02		
c)	Helper cum Technicians @ Rs. _____ per person per month.	ITI with 01 year experience)	01		
d)	Helper @ Rs. _____ per person per month.	10th pass with 01 year experience)	02		
e)	Manpower Cost (total of (a) to (d))		06		
f)	EPF, ESI/ Workmanship compensation Insurance(if ESI not covered) /PF Contribution (Breakup to be given as separate Annexure)		06		
g)	Other expenses, if any (Detailed breakup to be given as separate annexure)		06		
	<b>Grand Total ((e)+(f)+(g))</b>				

**Applicable GST Rate:- \_\_\_\_\_ (will be re-imbursed extra at actuals.)**

**SAC Code:** \_\_\_\_\_

**Note:**

- (a) Medical Checkup & background verification of the representatives will be done by the service provider after due approval of BAPL.
- (b) The above quoted Price should include all expenses / compensation as per Government regulations as mentioned in the RFP. Expenses on account of ESI/ workmanship compensation Insurance (If ESI Not covered), PF contribution, bonus etc as applicable should be covered under Total quoted cost.
- (c) BAPL will not be liable for any additional claim for a period of 02 years during the currency of this order. Boarding/ Lodging and transportation will not be provided by BAPL and has to be borne by the Service provider/ individual.
- (d) L1 vendor will be determined based on Grand Total as per the above Sheet.
- (e) Detailed price break-up for individual positions to be given. Breakup of the quoted cost with ESI, PF, bonus, Company's profit percentage and all other expenses needs to be submitted as a separate Annexure.



**PART VII - COMPLIANCE STATEMENT**

Sl. No.	Clause	RFQ Requirement	Comments by Bidder
<b>PART I - General Information</b>			
1	Sl. No. of Clause as per RFQ	Terms & Conditions as per RFQ	Complied (Yes / No) If No, give details
<b>Part II - Scope of Work</b>			
2	Sl. No. of Clause as per RFQ	Terms & Conditions as per RFQ	Complied (Yes / No) If No, give details
<b>Part III – Evaluation Criteria of RFQ</b>			
3	Sl. No. of Clause as per RFQ	Terms & Conditions as per RFQ	Complied (Yes / No) If No, give details
<b>Part IV - Special Terms &amp; Conditions of RFQ</b>			
4	Sl. No. of Clause as per RFQ	Terms & Conditions as per RFQ	Complied (Yes / No) If No, give details
<b>Part V – Standard Terms &amp; Conditions of RFQ</b>			
5	Sl. No. of Clause as per RFQ	Terms & Conditions as per RFQ	Complied (Yes / No) If No, give details

**Signature of Competent Authority of Bidder**

**Note:-** Deviations, If any, needs to be brought out clearly in the Techno-Commercial Offer as follows:-

<b>DEVIATION LIST</b> <b>(From RFP Scope/ Technical and Commercial Conditions)</b>			
<b>RFP Part No Para No.</b>	<b>RFP Requirement</b>	<b>Deviation</b>	<b>Reason/ Justification if any</b>



Bank Details of the Vendor  
**ELECTRONIC PAYMENT SYSTEM MANDATE FORM**

<u>SI No</u>	<u>Description</u>	<u>Details</u>
1	Name of the Firm & Address	
2	Email ID	
3	PAN No.	
4	Name of the Bank	
5	Name of Branch & Address	
6	Branch IFSC Code	
7	MICR Code	
8	Type of Account	
9	Bank Account No.	
10	Type of EPS	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the institution responsible.

(Signature of the Bidder, with Official Seal)

Date:

Certified that the particulars furnished above are correct as per our records.

