

MANPOWER REQUIREMENT

Sealed tenders are invited from Security agencies including reputed, registered and license holders for providing manpower of Security Guards, Peon, Sweeper and Mali in Utkarsh Society, Haryana EDUSAT Project, EDUSAT Block (Opp. Kothi No. 19), Sector – 2, Panchkula. Detailed information can be downloaded from the website 'www.schooleducationharyana.gov.in'. The tender must reach at the office of the undersigned upto 22.02.2013 by 3:00 P.M.

**Administrative Officer
Utkarsh Society, Panchkula**

DETAILED NOTICE INVITING TENDERS

NAME OF WORK	PROVIDING MANPOWER FOR HOUSEKEEPING SERVICES, SECURITY SERVICES, UPKEEP AND MAINTENANCE OF LAWN OF UTKARSH SOCIETY, HARYANA EDUSAT PROJECT, DIET BUILDING, OPP. KOTHI NO. 19, SECTOR – 2, PANCHKULA.
TENURE	ONE YEAR
EARNEST MONEY	Rs.20,000/-
LAST DATE OF RECEIPT OF TENDER	22.02.2013 at 3:00 P.M.
DATE OF OPENING OF TENDER – TECHNICAL BID	23.02.2013 at 11:00 A.M.
DATE OF OPENING OF TENDER – FINANCIAL BID	26.02.2013 at 11:00 A.M.
PLACE OF OPENING OF TENDER	CONFERENCE HALL, UTKARSH SOCIETY, HARYANA EDUSAT PROJECT, DIET BUILDING, FIRST FLOOR, OPP. KOTHI NO. 19, SECTOR – 2, PANCHKULA.

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Demand Draft of Earnest Money.
2. Application – Technical Bid and declaration.
3. Attested copy of registration with Labour Department Haryana of the agency.
4. Attested copy of registration with Additional Director General of Police, Law & Order-cum-Controlling Officer, Haryana of the agency.
5. Attested copy of PAN/GIR Card.
6. Attested copy of the latest IT return filed and previous three years balance sheets by the agency.
7. Attested copy of Service Tax registration certificate.
8. Attested copy of the PF registration certificate.
9. Attested copy of the ESI registration certificate.
10. Work experience of similar work during the past few years.
11. Certified documents in support of entries in the column of Technical Bid application.
12. Copy of the terms and conditions mentioned in the Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

Note – All copies must be attested.

TENDER NOTICE

Sealed tenders on behalf of UTKARSH SOCIETY, HARYANA EDUSAT PROJECT, DIET BUILDING, OPP. KOTHI NO. 19, SECTOR – 2, PANCHKULA are invited under two bid system i.e. “**Technical Bid**” and “**Financial Bid**” from registered, reputed, financially sound manpower companies, firms, agencies and Cooperative Societies for providing manpower of the following for a period of one years from 1st April, 2013 to 31st March, 2014, which can be extended further on the terms and conditions mutually agreed by both the parties and work performance basis: -

S. No.	Name of the Post	Number of posts	Minimum Educational qualifications
1.	Security Guards for round the clock security	3	Matric pass with Hindi. Candidate must be Ex-serviceman.
2.	Peon	2	Middle with Hindi
3.	Sweeper	1	Able to read and write in Hindi
4.	Mali	3	Able to read and write in Hindi. Fully conversant and experienced as a Mali.

Service provider agencies having at least three years experience in the field and valid license from Labour Department Haryana, Additional Director General of Police-Law & Order-cum-Controlling Authority, Haryana and also having registration with the Regional Provident Fund Commissioner, Employees State Insurance Corporation (ESIC), Service Tax and PAN/GIR Number for providing various manpower, as enunciated above, shall be eligible.

The interested agencies should send their offers in tender documents, to be obtained from Society's office or by downloading from the website 'www.schooleducationharyana.gov.in' and deposit it alongwith Earnest Money of Rs.20,000/- in the shape of Pay Order or Demand Draft in favour of Utkarsh Society, Panchkula payable at Panchkula so as to reach the office of Utkarsh Society, Haryana EDUSAT Project, EDUSAT Block (Opp. Kothi No. 19), Sector – 2, Panchkula latest by 22.02.2013 at 3:00 P.M. duly super scribed on envelope “Technical Bid” and “Financial Bid” separately. The Technical and Financial Bids will be opened on 23.02.2013 and 26.02.2013 respectively at 11.00 A.M. in the office of the Society in the presence of bidders, who may like to be present. **The bids receiving without any service charges and less than 2% charges will not be accepted.**

The Society has the right to accept or reject any/all tender(s) without assigning any reason.

**Administrative Officer
Utkarsh Society**

**TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO THE
UTKARSH SOCIETY, SECTOR – 2, PANCHKULA**

TECHNICAL BID

I.	Name of the Contractor/Agency/Firm applying for providing outsourcing services. (attested copy of certificate of registration)	
II.	Postal Address	
III.	Telephone/FAX/Mobile No. of the Contractor/Agency/Firm	
IV.	Status of the Contractor/Agency/Firm (Whether Private or Public Sector Undertaking or Sole Proprietor or Partnership or Cooperative Society etc.)? The tenderer should attach a resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents.	
V.	Name and mobile number of the person to be contacted	
VI.	Whether the tenderer possesses the requisite experience? Give details.	
VII.	Particulars of Licence obtained from Labour Department Haryana. (attested copy of the document to be attached)	
VIII.	Particulars of Licence obtained from Additional Director General of Police, Law & Order-cum-Controlling Officer, Haryana. (attested copy of the document to be attached)	
IX.	Details of PAN/TAN No. obtained (attested copy of the document to be attached)	
X.	The details of Service Tax No. allotted to the agency/firm. (attested copy of the document to be attached)	
XI.	Details of registration with Employees Provident Fund Commissioner. (attested copy of the document to be attached)	
XII.	Details of registration with Employees State Insurance Corporation. (attested copy of the document to be attached)	
XIII.	Financial resources, assets in terms of	

	tenderer's property (movable and immovable) held on the date of submission of tender. (Latest audited balance sheets of previous three years are also to be attached)	
XIV.	Details of earnest money DD No.: _____ Name of the Bank: _____ Branch: _____ Date: _____	
XV.	Profile of the agency/firm I. Technical Manpower on roll II. Financial Annual turnover in Lacs. III. Miscellaneous ISO certification of the firm. Yes/No	
XVI.	Declaration in the form of Affidavit, duly attested by Executive Magistrate/Notary Public, that the individual/firm/agency including its partners and share-holders, was not black listed/ prosecuted by any Departments/ Statutory Bodies in Haryana or by any Court of Law, and fully understood all the terms and conditions contained herein and undertake myself/ourselves abided by them is to be attached.	

I/We certify that I/We have read over the tender document containing detailed terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages as prescribed by Deputy Commissioner of concerned district of Haryana alongwith all other statutory dues such as EPF, ESI etc. I/We undertake to observe the compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, EPF Act, 1952 and ESI Act, 1948 as amended from time to time or any other rules framed thereunder from time to time by the Central or State Government.

Place: _____

Signature of the Tenderer

Date: _____

Address _____

**TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO THE
UTKARSH SOCIETY, SECTOR – 2, PANCHKULA**

FINANCIAL BID

1.	Name of the Service Provider/Agency/Firm applying for providing outsourcing services.	
2.	Postal Address	
3.	Name and mobile number of the person to be contacted	
4.	Service/Administrative Charges (Not less than 2% of the DC rates)	

Place: _____

Signature of the Tenderer

Date: _____

Address _____

DETAILED TERMS AND CONDITIONS:

1. The eligible interested Contractor/Agencies may submit tenders, mentioning therein their eligibility, photocopies of various registration certificates (EPF, ESI, Labour and Police), evidence of adequacy of working capital for this contract, past experience and performance certificates from other government departments etc., for all the posts mentioned above. All the documents/papers attached with tender document must be countersigned/attested by the signing authority of the agency/contractor. Agencies/Firms must have service tax registration number alongwith PAN Number issued by the Income Tax Department. The firms are required to mention the service charges in their quotation which will be charged by them over and above DC rates. The firm will have to provide the facility of EPF and ESI to the workers engaged by them during the period of contract. Conditional tender will not be accepted. Validity of tender is one year.
2. Earnest money of Rs.20,000/- shall be submitted alongwith the tender in shape of demand draft or pay order drawn from any scheduled bank in favour of Utkarsh Society payable at Panchkula.
3. The tender must be reached at the office of the undersigned upto 22.02.2013 by 3:00 P.M.
4. The envelope containing Technical Bid shall be opened first on the scheduled date and time i.e. 23.02.2013 at 11:00 A.M. in the office of the Utkarsh Society in the present of the representatives of the Agencies/Contractors, who wish to be present on the spot at that time. Technical Bid shall be evaluated by the Society. Necessary clarification required by the Society shall be furnished by the Tenderer within the time given by the Society for the same. Financial Bids of technically qualified/eligible bidders, meeting the entire requisite criterion, only shall be opened on the scheduled date and time i.e. 26.02.2013 at 11:00 A.M.
5. In case, the date fixed for opening of Bids is subsequently declared as holiday by the Government, the Bids will be opened on next working day, however, time and venue remaining unaltered.
6. The Bidder shall quote the Technical and Financial Bids strictly as per the format enclosed at Annexure 1 and 2.
7. Each Contractor/Agency shall submit only one tender. A contractor who submits more than one tender will be disqualified.
8. The manpower to be provided by the agency shall always remain the employee of the agency for all intents and purposes and the service/agency shall alone be liable for any dispute amongst their employees and the agency, which may arise in any court of law. The Society shall under no circumstances be deemed or treated as the employer of the person engaged for any purpose. The services of the person so engaged shall hereafter cease on the expiry of the term without providing him any claim for the regularization of services or any other consequential benefit.
9. The Contractor/Agency shall not employ any person below the age of 18 years.
10. The contract shall automatically expire after 31st March, 2014 unless extended further by this office.

11. The Contractor/Agency shall be responsible for the attendance of his staff in the Society. In case of any staff of the Contractor/Agency remains absent or granted leave, Contractor/Agency will sent/arrange his substitute for the absence period.
12. The Service Provider/Agency will have to produce the register of wages or the register of wages-cum-muster roll of the preceding month along with the bill to be submitted on the 5th day of every calendar month for verification to the nominated official of the Society. The agency will pay wages as per DC rates and disburse the wages in the form of account payees cheque in the premises of the Utkarsh Society in the presence of person authorized on or before 7th of each month.
13. **Provident Fund of manpower engaged by the contractor/agency/firm, both employee's as well as employer's share including administrative charges, shall be deposited by the Utkarsh Society, being the principal employer and not by the contractor/agency/firm that provided the manpower, as provided in rule 30(3) of The Employees' Provident Funds Scheme, 1952.**
14. EPF, ESI, Service Tax and Service Charges are payable on minimum wages of DC rates. The TDS shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Contractor/Agency by this office.
15. The agency will submit the copies of challans, pertaining to ESI and Service Tax deposited, showing the individual figure of deposit for the previous month alongwith remuneration bill. The payment to the agency will be released after seeing the statement of ESI/Service Tax or any other statutory provision to be complied by the agency that the agency has deposited its part of the contribution in advance.
16. The contractor/agency shall issue identity cards, on its own name, to its personnel deputed for rendering the said services, which at Society's option, and would be subject to verification at any time. The Society may refuse the entry into its premises to any personnel of the contractor not bearing such identity card.
17. The outsourcing policy for engaging/outsourcing of services issued by Government from time to time will be strictly followed by the agency.
18. The agency will have to observe/comply all the rules and regulations pertaining to EPF, ESI and Labour Laws, as applicable from time to time. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills and the security deposit of the agency, to the extent of the loss or obligation in monetary terms.
19. The agency engaged shall pay wages to its employees, as prescribed in the agreement, by way of account payee cheque/bank draft/pay order. In case of default in this regard or any other deficiency/default in providing service, the Society shall terminate the agreement by giving fifteen days notice.
20. **Acceptance of Tender:**
 - (i) If it is found that the tender is not submitted in proper manner, or contains too many corrections 'or' unreasonable rates or amounts, it would be open for the Officer-in-Charge not to consider the tender, forfeit the amount of earnest money and/ or de-list the contractor.

- (ii) If any tenderer withdraws his tender prior to expiry of said validity period or mutually extended period or make modifications in the rates, terms and conditions of the tender within the specified period/fails to execute the agreement; the department shall without prejudice to any other right or remedy, be at liberty to forfeit the amount of earnest money absolutely. If any contractor, who having submitted a tender does not execute the agreement, the work has to be put to retendering in addition to forfeiture of Earnest Money/Security Deposit and other actions under agreement.
21. **Award of Contract:** The Officer will award the contract to the Contractor/Agency whose tender has been determined to be substantially responsive to the tender documents and who has attained the lowest evaluated tender price, provided that such contractor has been determined to be eligible in accordance with the provision of the terms and conditions of the 'Tender' documents.
22. **Notification of Award:** Prior to expiration of the original period of tenders validity prescribed by the Officer, the Officer will notify the successful contractor/agency by registered letter that his tender has been accepted. This letter or acceptance shall name the sum which the Officer will pay to the contractor in consideration of the services provided by the contractor as prescribed in the contract (i.e. contract price), date of signing the contract agreement and date of start.