

Notice Inviting Tender

Sealed Tenders are invited for Hiring of Outsourcing Agency for Providing Services to DITS/DISTRICT ADMINISTRATION, Charkhi Dadri.

EMD: Rs 50,000/- in form of DD in favour of "Deputy Commissioner" Charkhi Dadri payable at Charkhi Dadri. **Tender fee** (non-refundable) Rs 500 in form of Demand Draft in favour of Deputy Commissioner.

Term & Conditions: Tender format with terms & conditions are available on our website ---<https://charkhidadri.gov.in>

Last Date for submission of Tender: Interested agencies may submit their proposal at ADC Office, Charkhi Dadri upto 8.4.2020 at 12:00 Noon.

Date of opening of Tender: The bids will be opened on the same day i.e. 8.4.2020 at 3.00 P.M. at ADC Office, Charkhi Dadri.

Deputy Commissioner,
Charkhi Dadri.



TENDER NOTICE

Notice:- Inviting Proposal for Hiring of Outsourcing Agency for Providing Services.

Deputy commissioner, Charkhi Dadri intends to empanel outsource agency for DITS/ District Charkhi Dadri for various qualifications/ needs of services/ manpower like Accounts Officer, Superintendent, Supervisor, Junior Programmer, Accountant, Computer Operator, Assistant, Clerk, Driver, Sub-Divisional Clerk, Sanitary Supervisor, Security persons, Peon and Sweepers, Gardner, masons, carpenters, electrician, plumber, engineers, pump operator, personal assistant, private secretaries, teachers, guards, cooks and others officials/ officers related to administration required from time to time. Sealed Quotations are invited in two separate envelopes one for "**Technical Bid**" and other for "**Financial Bid**". The proforma of Technical Bid and Financial Bid are attached herewith.

Scope of work: Engagements likely to be assigned during the contract period which may be increased or decreased substantially as per requirement.

Terms & Conditions

1. Only registered firms /agencies/ Companies are eligible to furnish tender and fulfilling the Government norms like Registration number, Service Tax No./GST No., EPF, ESI, PAN need to apply.
2. Agency should be in operations for at least last three consecutive years.
3. The annual turnover duly certified by a qualified Chartered Accountant should not be less than Rs. One Crore in the last three financial years.
4. The contract can be cancelled/ terminated by giving seven(07) days notice if any irregularity or unsatisfactory performance found during the period of contract.
5. The agency will be responsible for all contributions and other statutory payments/liabilities wherever applicable. Non deposit of any amount deducted/any contributions, regularly, will entail criminal liability under Law.
6. The agency will be solely responsible for the compliance of various applicable Labour Laws & Rules and misc. provisions for their employees.
7. The manpower provided by the agency to provide services specified, will be hired at prevailing DC rate/scheme rate/at least minimum rates of wages.
8. The agency will make all payments to staff through bank only. Non compliance will attract penalty and will legally responsible for any deficiency.
9. The agency shall provide the copies of all deposits like EPF, ESI, Service Tax/GST No. etc. Non compliance will attract penalty as per applicable rules and regulations.
10. The agency will be responsible for the facilities for providing required facilities for Welfare & Health etc of the employees.
11. The staff engaged by the service provider shall be available at all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorised officers.
12. The quoted service charges by the tenderer shall remain valid for the whole period of contract and no enhancement in the rates under any circumstance shall be allowed.



13. The agency will be responsible for maintaining the record of wages & leaves etc.
14. The agency will register the employees of contractual service with the Labour Department.
15. The wages of the employees shall be deposited into their bank accounts within 07 days of the receipt of amount in contractor account from Concerned Department.
16. The successful bidder shall not charge any amount on any account from the employees to be engaged through him direct or indirect.
17. The successful bidder will sign the agreement as per the outsourcing policy and reservation policy in Part-I of Haryana Government.
18. All documents in proof of fulfilling conditions mentioned under "Terms & Conditions" are to be enclosed. The tender, which is not accompanied by the requisite documents, shall be summarily rejected. The Deputy Commissioner, Charkhi Dadri reserves the right to reject any or all tenders without assigning any reasons, whatsoever.
19. Service providers some time offers administrative charge/ service charges at (Zero) 0% or margin, which is practically not possible such service provider who offer service charges at 0 margin will not be given contract and will be disqualified. The service charges quoted by the service provider should not less than the TDS amount of the tenderer ie. @ 2%.
20. The successful bidder will be submit bank guarantee/ FDR of Rs.5.0 lacs as security in favour D.C Charkhi Dadri. The earnest money/ Security amount so deposited will be forfeited if the contractor withdraws his offer before the expiry of the date of validity of offer/contract.

Details

Period of Contract: One year from the date of agreement and may be renewed further from time to time on satisfactory performance up to three years.

Earnest money deposit: EMD is Rs. 50,000/- (Fifty Thousand only), payable in the form of DD in favour of Deputy Commissioner, Charkhi Dadri payable at Charkhi Dadri. EMD will be refunded to all the bidder except successful bidder. It will be refunded to the successful bidder after completion of the contract period subject to satisfactory service.

Jurisdiction:- Any dispute or differences or claim etc. shall be subjected to the exclusive jurisdiction of the Hon'ble court situated at Ch.Dadri/ Hon'ble Punjab and Haryana High Court at Chandigarh only. No other court shall have the jurisdiction to entertain or try in this matter.

Deputy Commissioner,
Charkhi Dadri

Technical Bid

Company/ Firm Name :-----

Address:-----

Registration No :-----

Service Tax Number:-----

Please find attached herewith the following in support of our proposal:-

Documents in proof of:

- a) Registration Number of Firm with date
- b) PF Registration Number
- c) ESI Registration Number
- d) Service Tax Number/GST No.
- e) Permanent Account Number
- f) At least three years experience in Govt./Semi Govt. Sector.
- g) Copy of Income Tax Returns for last three years.
- h) Any proof/Service Tax Returns and returns filed with ESI & PF Department of last three years.
- i) Any Certification from labor department.
- j) Earnest Money Deposit: Demand Draft of Rs. 50,000/- (Rs. Fifty Thousand only) in favor of D.C. Charkhi Dadri payable at Charkhi Dadri.
- k) Tender fee:- Demand Draft of Rs 500 (Rs Five Hundred) in favour of D.C. Charkhi Dadri payable at Charkhi Dadri.



Note:- All the photo copies should be self attested.

Authorised Signatory
(Name)
(Seal/Stamp of the Firm)

Financial Bid

Company/ Firm Name :-----


Address:-----

Registration No :-----

Service Tax Number:-----

I/We hereby quote the minimum prices for supply of required manpower on following rate.

% of EPF Deduction (Employer)	
% of EPF Deduction (Employee)	
% of Services Tax/GST	
Any other	
% of Service charge	



Authorized Signatory (Name)
(Seal/Stamp of the Firm)

