

**DISTRICT INFORMATION & TECHNOLOGY SOCIETY
FATEHABAD**

SHORT TERM NOTICE INVITING TENDER

e-Tender(retender) is invited for providing services of below mentioned works/ items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of percentage price of service charges bid Proposal under online available Commercial Envelope): -

Sr. No	Description of work / Items	Time Limit for work	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Bid submission closing date	Bid opening date
1.	Tender for supply of Manpower Services of various posts/jobs in DITS/Urban Local Bodies and other Departments of Fatehabad District as per list.	One Year	10,00,000/- Rs.	15,000/- + 1,180/-	27.12.2019 04:00 PM	03.01.2020 12:05 PM	03.01.2020 02:30 PM

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid are invited at single stage under two covers i.e. Technical & Commercial. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second round shall be opened for only those Applicants whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

The payment for Tender Document Fee and the payment for EMD can be made online directly through RTGS/NEFT.

The agency will be required to make online payment of Rs. 10,00,000/- (Rs. Ten Lacs Only) towards earnest money deposit (EMD) in due course of time. If the intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit their bids for the respective event / Tenders.

The interested bidders must remit the amount of EMD and Tender fee before (03.01.2020 11:00 AM); through RTGS. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in/>. The interested bidders shall have to pay mandatorily

Tender document fee (Nonrefundable) of Rs.16,000/- (Rupee Sixteen Thousand Only). The Bidders will submit their tender documents Online after reading the “Terms and Conditions” as per the dates mentioned in the key dates: -

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	27.12.2019 04:00 PM	03.01.2020 12:05 PM
2	Bid Opening date		03.01.2020 2:30 PM	

*The Terms and Conditions may be seen on portal <https://etenders.hry.nic.in> & <https://fatehabad.nic.in/>.

Important Note: -

- 1) The Applicants/bidders have to online complete Application/Bid Preparation & Submission" stage on scheduled time as mentioned above. If any Applicant/Bidder failed to complete Agency aforesaid stage in the stipulated online time schedule for this stage, Agency Application/bid status will be considered as **“Applications/Bids not submitted”**.
- 2) Applicant/Bidder must confirm & check Agency Application/bid status after completion of Agency all activities for e-Tender.
- 3) Applicant/Bidder can rework on their bids even after completion of “Application/Bid Preparation & submission stage” (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & Technical Envelope shall be opened. Henceforth financial bid rates quoted against the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bids shall be submitted online in two separate envelopes stages:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Financial Bid

The bidders shall quote the prices in price bid format under Financial Bid.

Terms & Conditions of Contract

1. The contract with agency will be for a period of **One Year**. However, contract may be extended further as per requirement on the basis of performance.
2. The successful bidder/agency have to made an agreement with employer on a Stamp Paper of Rs. 2000/- after issue of work allotment.
3. The security amount will have to deposit by the successful bidder/agency within 03 days after allotment of work.
4. The successful agency is bound to provide the manpower within a week after issue of work order. The DITS will have right to cancel the tender if manpower is not provided within time and the security/earnest money will be forfeited.
5. Firms having GST, ESI, EPF, PAN, CONTRACT License & Registration Number are eligible for submission of tender on portal.
6. The bidder Agency must have valid service Tax/GST registration number copy of registration number issued to the bidder agency must be provided with Technical Bid.
7. The bidder Agency must have a valid PAN/TAN issued by Income Tax Department. Self-attested documentary evidence of the PAN/TAN issued to the bidder agency must be provided with Technical Bid.
8. The agency must have a valid contractor license from the competent licensing authority under the provision of Contract Labour (Regulation and Abolition) Central Rules,1970.
9. The bidder agency must submit balance sheet, Statement of income and Expenditure and Income Tax Return of last three Financial years duly attested by Chartered Accountant with Technical Bid.
10. Only those bidders with a minimum annual turnover of Rs. 1 Crore every year for last three financial years with a prior experience for providing min 1000(One Thousand) manpower of last financial year to any Govt. Department/Organization/Autonomous Institution/PSU/Municipal Corporation/DITS shall be eligible to participate in the bidding process.
11. Conditional tender and tender with deviation shall be rejected.
12. Offers/tenders should positively submitted/uploaded before the stipulated date and time prescribed on the portal.

13. Two bids i.e. one Technical bid and another financial bid must be submitted/uploaded properly on portal. While opening of technical bid if any document is not attached/uploaded, the same will not be considered.
14. The tender rate will be filled on <https://etenders.hry.nic.in> by paying Rs. 16000/- (Sixteen Thousand only) as cost of form as e-service fee online by RTGS/NEFT as prescribed.
15. The bidder/firm shall be an incorporated entity professional manpower service provider and existence for a minimum period of 3 years. The agency shall submit documentary evidence regarding their incorporation/experience.
16. Agency will provide the manpower as per requirement according to the qualification criteria decided by DITS / concerned office Fatehabad.
17. Agency will pay the wages to the manpower through payment in individual's bank account in first week of next month. After this the agency will provide the bill and DITS/concerned office will pay the wages to the agency every month either by cheque/RTGS or NEFT. If the agency doesn't pay the salary in time the penalty of Rs. 5000/- per day will be imposed and the penalty amount will be deducted from his bill.
18. Rates of service charge should be quoted in figures as well as in words by the firm.
19. Profit %age (service charge) must be more than 2% and up to two decimal places only e.g. minimum profit percentage would be 2.01% and no firm will quote the profit %age like 2.001 or in more than two decimal figures. Only two decimal figures are allowed.
20. The service agency shall be responsible for observance of the provisions of the contract and other Labour laws as applicable. DITS Fatehabad shall not be responsible for this act in any matter.
21. The DITS Fatehabad reserves the rights to reject any or all the quotation or to reject the lowest quotations without assigning the reason.
22. Agency will be responsible for compensation of any accidental/unnatural death of the worker.
23. DITS Fatehabad will hold the ownership of the data entered by the manpower hired through agency.
24. Manpower provided by the agency can be deployed at any location in District Fatehabad by DITS/concerned office Fatehabad. The DITS will not pay any additional charges for the same.
25. The services of the personnel deputed by the agency will be utilized in rotation/shift, however normally duty timings will be same as per schedule of Haryana Govt.

26. If any of the manpower provided by the agency participates in any strike, Dharna or any trade union activities, then agency will provide new manpower fulfilling the eligibility criteria decided by DITS / concerned office in place of him/her.
27. The successful agency/bidder will have to deposit security amounting to Rs. **25,00,000(Twenty-Five Lacs only)** with DITS Fatehabad in the form of online (RTGS/NEFT) in favor of District Information & Technology Society Fatehabad. The security money will be refunded after three months on completion of contract.
28. During the currency of contract, no price hike/increase will be considered i.e. the rates quoted by the agency shall remain firm and final. However, increase in wages as prescribed by DITS/concerned office of district Fatehabad shall be allowed.
29. The antecedents of personnel deputed by the agency will have to be verified from the police authority by the agency and a certificate to this effect will be rendered by the agency at the time of appointment of worker.
30. If the work and conduct of the personnel deputed by the agency are not found satisfactory, the agency shall provide suitable replacement immediately and the agency have no right to replace the employees without permission of department.
31. Minimum wages to be paid to the manpower through agency will be fixed as per the instructions of the DITS/concerned office of district Fatehabad.
32. If more than one firm quotes the same rate of services charges, then work allotment will be done by considering other factors as under:

The marking for evaluation of Technical Bids shall be as follows:

Sl. No	Evaluation Criteria	Maximum Marks
(a)	Annual turnover of bidder Agency	25marks
(b)	Experience of providing manpower services to Departments, statutory entities, autonomous institutions, public sector undertakings (PSUs) of the Government of India or a State Government or a Municipal Corporation or any reputed private company	15 marks
(c)	Scope of work orders executed in last three years	25 marks
(d)	Annual Income Tax paid in last 3 years	20 marks
(e)	Agency Registered with ISO-	5 marks
(f)	EPF deposited (average of last three years)	10 Marks
	Total	100 marks

The points table for the marking system in order to evaluate the Technical Bid shall be as follows:

Sr. No.	Evaluation Criteria	Against Post for which No Test will be conducted”	
		Evaluation Parameter	Marks
1.	Annual turnover of bidder Agency	Less than Rs. 01.00 crore	Ineligible
		Rs. 1 - 2.5 crores	5 marks
		Rs. 2.5 - 05 crores	10 marks

		Rs. 5 - 10 crores	15 marks
		More than Rs. 10.00 crores	25 marks
2.	Number of years for which manpower services rendered to Departments, statutory entities, autonomous institutions, public sector undertakings (PSUs) of the Government of India or a State Government or a Municipal Corporation or any reputed private company.	Less than 3 years	Ineligible
		3-4 years	5 marks
		4-5 years	10 marks
		More than 05 years	15 marks
3.	Total quantum of work orders executed in last three years (Rupees)	Upto 3 crores	5 marks
		3-5 crores	10 marks
		5-10 crores	15marks
		10-20 crores	20 marks
		Above 20.00 crores	25 marks
4.	Average annual Income Tax paid in last 3 years	Less than Rs. 1.00 lakhs	0 marks
		Rs. 1.00-2.50 lakhs	5 marks
		Rs. 2.50-5.00 lakhs	10 marks
		Rs. 05.00-10.00 lakhs	15 marks
		More than Rs. 10.00 lakhs	20 marks
5.	Agency Registered with ISO-9001:2015 ISO- 14001:2015 OHSAS- 18001:2017	ISO-9001:2015 ISO- 14001:2015 OHSAS- 18001:2017 (Any One Certificate) - 5 Marks	5 marks
6.	EPF Submitted (average during last three years)	Below Rs10 Lac (avg) - 0 Marks Rs 10 Lac to below 15 lac - 5 Marks 15 lac or above - 10 Marks	10 Marks
	Total		100 marks

33. The Income tax will be deducted as per rule and regulation of **Income Tax Act**.
34. Offers/tenders will be opened on the date and time prescribed in the NIT in the presence of tenderer/authorized representative of tenderer(s), if no representative/tenderer is present at the time of opening of tender, the process will not halt at all, tender will be opened on prescribed date and time. In case the date of opening of tenders falls on a holiday or holiday is subsequently declared on that date the tenders will be opened on the next working day following the holiday.
35. Retaining of DITS/Govt. fee charges collected as service charges more than 3 days by the worker will be responsible for paying interest@18% PA on retaining amount.
36. The DITS will have the rights to increase/decrease the workman as per requirement.
37. Exemption will not be allowed to the agency/bidder registered with MSME/NSIC for deposit of Tender cost, EMD and Security money.
38. If the bidder agency withdraws his tender at any stage during the currency of his validity period, his security/earnest money shall be forfeited.
39. In the event of a breach of contract in any manner the security deposited shall be forfeited.

40. DITS Fatehabad reserves the rights to cancel/revoke the contract of outsourcing agency for manpower at any stage without further intimation/any reasons.
41. The agency should have not been debarred, blacklisted, charged with any mal-practice by any department. The bidder/agency shall have to submit an affidavit to this effect
42. The service provider's person shall not claim any benefit/compensation/absorption/regularization of service from this office.
43. In case of any disputes, the matter subjects to Fatehabad Jurisdiction.
44. Agency's will keep the signature and seal at bottom of every page of the tender document/terms and condition.

Annexure-I: a)

Sr. No.	Category of Workers
1	Waterman, Chowkidar, Cattle Pond Chowkidar, Road tree watchman, Forest guard, Light-man, Beldar, Grass cutter, Unskilled Labourer, Peon, Khalasi, Cart-man, Cleaner, Cook, Mali, Key Man, Aya, Sweeper, Mobility Assistant, Road Roller Driver, Langri, Barbar, Conductor, Washer Man, Dobhi, Boatman, Coolies, Dak Runner, Cattle Catcher, Godown keeper, Library keeper, Fishery Watcher, Mochi, Attendant Diary Hospital, Sanitary Helper, Telephone Operator, Ticket verifier, Tailor Master
2	Aerial Spray labour
3	Laboratory Attendant, Process Server, Bill distributor, Daftari, Mate, Hammer Man, SafaiMazdoor, Fire Man,
4	Moharar, Assistant Mechanics, Fitter, Pipe Fitter, Head Fireman, Lift Operator, Gunman, ClerkMetric/ Library Attendant, Tracer, Turner Moulder, Cinema Operator, Street Light Inspector, Electrician, Switch Board Operator, Head work Mistari, Welder, Tax Collector, Head Pump fitter, Painter 2 nd class
5	Steno Typist, Lab Technician
6	Clerk Cum Typist/ Lascar /Clerk cum House Keeper/ Telephone Operator/ Conductor/ Lib. Asstt./ Statistical Asstt.,
7	Clerk Graduate, Blacksmith
8	Clerk-cum-Typist Graduate
9	Driver L-V
10	Licensing Inspector, Tax Inspector, Sanitary Inspector (Super- wiser), Dispenser, Inspector, Veterinary Compounder, Pharmacist, Vaccinator, Charge Man, Meter Repairer, Sub Fire Officer
11	Driver H-V
12	Lady Health Visitors, Mechanical Forman, Tax Superintendent, Chief Sanitary Inspect., Fire Station Officer, Painter I st class, Stock Asstt., Wire Man, Head Cook, Drafts Man
13	Road Inspector, A, N.M., Assistant Pump Motor Operator, Head Mali, Sewer Man, Raj Mistri, Mason, Carpenter

14	A.L.M./S.A. for equal to his work or having Two years I.T.I. Diploma Holder (Up to 5 years' Experience More than 5 Years' experience More than 10 Years' experience
15	Computer operator/ Data Entry Operator
16	Line Man
17	Clerk Cum Urdu Reader/ Urdu Translator
18	Sub Divisional Clerk
19	Naib Tehsildar Election
20	GSO/SSA(3 year Diploma)
21	Junior Computer Programmer/Junior Programmer/Programmer
22	Junior Scientific Assistant
23	Asstt. [Accountant/ Account Asstt./ Accounts Clerk/ Head Clerk/ Stenographer/ Junior Scale Stenographer/ Head Draftsman
24	Section Officer/Accounts Officer
25	Radiographer
26	Patwari/ Revenue/Canal
27	Steno Instructor (Eng./ Hindi) Instructor cutting tailoring etc./ Kanungo
28	J.E. Mechanical/ J. E. Civil/ J.E. Electrical/ Zildar
29	Legal Advisor (Law Graduate)
30	1. Diesel Mechanic 1 st Grade.
	2. Diesel Mechanic 2nd Grade
	3. Plumber

*The manpower will be provided by the agency as per requirement from time to time.

Annexure-II

TECHNICAL BID

For selection of Manpower Services Agency to provide manpower services to DITS Fatehabad.

Sl. No.	Description	Response
1.	Name of Bidder Company/Firm/Agency (Attach certificate of registration)	
2.	Name of Proprietor(s)/Director(s) of Company/Firm/Agency	
3.	Full Address of Registered Office (including telephone no., fax no. & e-mail address)	Telephone No.: FAX No.: E- Mail Address:
4.	Full Address of Operating Branch (including telephone no., fax no. & e-mail address)	Telephone No.: FAX No.: E- Mail Address:
5.	Banker of Company/Firm/Agency	

6.	Full Address of Banker (Attach certified copy of statement of bank account for the last three years)	Telephone No.: FAX No.:
7.	Authorization in favor of the signatory issued by the competent authority of the Bidder Company/Firm/Agency (Attach authorization note)	
8.	Details of payment of Earnest Money Deposit (Give No. and date of deposit)	Paid into Account No. ,Bank Name: _____ IFSC: Date of payment: _____ No. of U TR/Challan: _____ Origin ating Bank: _____ _____ IFSC:
9.	PAN/GIR No. (Attach attested copy of PAN/GIR)	
10.	Service Tax/GST Registration No. (Attach attested copy of registration)	
11.	E.P.F Registration No. (Attach attested copy of registration)	
12.	E.S.I Registration No. (Attach attested copy of registration)	
13.	Registration No. of Contractor (Labour) License for providing manpower (Attach attested copy of registration)	
14.	Registration No. under Shops and Establishment Act (Attach attested copy of registration)	
15.	Certificate from Bidder Company/Firm/ Agency for deposit of EPF upto date i.e. 30.11.2019. (Attach certificate of chartered accountant)	
16.	Certificate from Bidder Company/Firm/ Agency for deposit of Service Tax up to date i.e. 30.11.2019. (Attach certificate of chartered accountant)	

17. Financial turnover of the Bidder Company/Firm/Agency for the last three financial years with documentary proof and certificate of the Chartered Accountant thereof.

Financial Year	Amount (Rs. In Crore)
2016-17	
2017-18	
2018-19	

18. Give details of the major clients served/presently being served by Bidder Company/ Firm/ Agency in the following format:

Sl. No.	Client Name ¹	Full Address of Client with telephone numbers	No. of manpower provided ²	Contract Amount	Duration		Copy of work order
				(Rs. in lakhs)	From	To	
1							

2							
3							
4							
5							

NOTE:

1. It should also be mentioned whether the client is a Govt. Department, Statutory or autonomous institution, university, Central PSU, State PSU or a private company (with annual turnover if it is a private company).
2. Details of manpower supplied designation-wise to be attached in separate sheet. Copy of client satisfaction for completion of works of providing (Manpower) valued not less than 01 Crore each, during the last 3 (Three) years.
3. Copy of client satisfaction for completion of works of providing (Manpower) valued not less than 01 Crore each, during the last 3 (Three) years.

NOTE:

1. It should also be mentioned whether the client is a Govt. Department, Statutory or autonomous institution, university, Central PSU, State PSU or a private company (with annual turnover if it is a private company)
 - a. Details of manpower supplied designation-wise to be attached in separate sheet
 - b. Satisfaction Grading should be signed by an officer of Client

Sr. No.	Client Name and Full Address of Client with telephone numbers ¹	No. of manpower provided ²	Contract Amount	Copy of work order	Satisfaction Grading by Client ³		
			(Rs. in lakhs)		Excellent	Good	Poor
1							
2							
3							
4							

mentioning date not earlier than 30.11.2019. The satisfaction grading may be verified by the concerned office.

19. Length of experience of providing manpower services i.e. providing manpower to reputed Private Companies/ Public Sector Companies and Government Department etc.
20. Details of available infrastructure in terms of systems for recruitment and placement of professional Management resources, both in terms of physical infrastructure, available experts and online resources.
21. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person(s)

Date:

Name(s):

Place:

Seal:

Annexure-IV

DECLARATION

1. I, Son/ Daughter/ Wife of Shri , resident of

 Number.....authorized signatory of the Bidder
 Company/Firm/Agency is duly

authorized and competent to sign this declaration.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. I indemnify DITS / concerned office against any loss incurred by DITS due to any act of omission or commission by the manpower recruited and engaged by my Company/Firm/Agency and deployed in DITS.
4. I solemnly declare that my Company/Firm/Agency has not been blacklisted/debarred from participating in any tender of any Ministry/Department/University/Statutory or Autonomous Institution/CPSU/State PSU in the last five years.
5. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I, on behalf of my Company/Firm/Agency, declare that I/We have read the entire tender document and all the terms and conditions of tender and declare that I/We have clearly understood and unequivocally agree to all the terms and conditions and will abide by the terms and conditions.

Date:

Place:

Signature of authorized person(s)

Name(s):

Seal: