

Tender No: DITS/2019/1641

08/11/2019



TENDER DOCUMENT

TENDER FOR
SUPPLY OF MANPOWER

To

Room No. 202, 2nd Floor, Old Mini Secretariat Building
DC Office Rohtak

TENDER TITLE: FOR SUPPLY OF MANPOWER

TENDER REF NO: DITS/2019/1641

TENDER LAST DATE: 14/11/2019 at 3 PM

1. PREFACE:

Sealed e-Tenders are invited by the District Information Technology society Rohtak (hereinafter referred to as DITS) on behalf of the Chairman DITS under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing manpower under skilled, semi-skilled and Unskilled categories in the O/o DITS Rohtak located at the address mentioned below for one year (extendable to further one year) on the terms and conditions mentioned in the tender document.

2. NAME AND ADDRESS OF THE AUTHORITY

The District Information technology Society, Rohtak. Phone: 01262-246553, E mail: nicrohtak@gmail.com

2.1 ADDRESS FOR DOWNLOADING TENDER DOCUMENT : <http://rohtak.gov.in>

2.2 CONTACT PERSON(S) FOR ANY QUERIES RELATED TO TENDER:

Tender related clarification may be obtained from: Shri. H L Chawla, Account Officer DITS Written queries can be sent by email at: dioroh@hry.nic.in

SrNo	Name of work	Details
1	e-Tender Fee	Rs. 5000/-
2	e-Tender No.	DITS/2019/1641
3	Submission of Earnest Money Deposit (EMD)	Rs. 300000/- (Three lacs) in the form of Demand Draft only in the name of "Deputy Commissioner-Cum-Chairman DITS Rohtak", payable at Rohtak
4	Place of Payment	DITS, Room No. 202, 2 nd Floor, Old Mini Secretariat Rohtak
5	Last date of the Submission/ Receipt of the e- Tender (Part I and Part II)	14/11/2019 at 3 PM

The cost of tender document is Rs.5000/-(Rupees five Thousands Only) payable by Demand draft in favour of "Deputy Commissioner-Cum-Chairman DITS Rohtak, at DITS rohtak. The cost of tender may be submitted along with Technical bid in the form of a Demand draft in favour of "Deputy Commissioner-Cum-Chairman DITS Rohtak. The cost of tender document is NON-REFUNDABLE. Tender submitted without cost will be rejected.

2.3 Submission of the e- Tender by **14/11/2019 at 3 PM**

2.4 This Tender is an Tender; offers will be accepted in hard copy.

2.5 Tenders without Earnest Money are liable to be rejected.

3. SCHEDULE FOR INVITATION FOR BIDS:

i) Date of publish of Tender document: 08-11-2019, 5.00 P.M.

ii) Last date of receipt of Tender: **14/11/2019 at 3 PM.**

- iv) Date and time of opening of Tender (Technical Bid) : 14-11-2019, 4.00 P.M.
- v) Date and time of opening of Financial Bid : 14-11-2019 Just after technical Bids
- vi) Bid will be opened at SDM Office, Rohtak.

5. PERIOD FOR VALIDITY OF TENDER DOCUMENT: Six months from the date of opening of the Tender

6. TYPE OF BID: Two bid system (Technical & Financial) i.e. Two cover system

7. SCOPE OF WORK:

To provide the requisite manpower in accordance with the minimum rate of wages as per DC rate (The work to be carried is of data entry, scanning and digitization. Multi task service(MTS)

a. Requirement of Man power

Manpower required at	Total Manpower
DITS	200

The number of manpower may be increased or decreased at the option/ requirement of the Office from time to time. The contractor shall pay the minimum rate of wages as applicable in DC rate. The O/o DITS is not governed by Shops and Establishment Act or none of the provisions of Shops and Establishment Act is applicable as O/o DITS is a Govt. of Haryana Office.

b. Qualification, Age etc as per DITS Policy.

8. TERMS AND CONDITIONS FOR CONTRACTOR TO PAY WAGES TO DEPLOYED MANPOWER:

- i) Office will provide the monthly attendance details of deployed manpower to prepare a bill by contractor.
- ii) On the basis of bill, contractor shall pay the wages, ESI and EPF to each employee.
- iii) After transferring the monthly wages, EPF and ESI to his deployed manpower, contractor shall submit the bill to Patent office with pay bill, EPF and ESI Details.
- iv) Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the Patent Office every month.
- v) The normal time to make the payment by the Patent Office is 7 days from the date of receipt of the bill.
- vi) Contractor shall be capable to pay the wages as per tender document timely before 7th of every month from his own resources.
- vii) Contractor shall be capable to pay monthly wages up to 3 - 4 months from his own resources in case of delay in payment by Patent Office due to unavoidable circumstances.
- viii) The contractor shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures.

9. TERMS AND CONDITIONS FOR DEPLOYED MANPOWER

- i) The deployed manpower will get the benefit of Gazetted holidays as notified/ declared by the Office of DITS for Rohtak Office. For holiday on these days, the manpower will be paid wages at the DC Rate. The bill for Gazetted holidays shall be claimed on month to month basis.
- ii) The deployed manpower has to work from Monday to Saturday during office hours from 9.00am to 6.00pm.
- iii) Deployed manpower may be the employee/ contractual employees of the Contractor's firm but they cannot be employee or servant of Patent office.
- iv) All disputes & differences arising out of or in any way connected with this agreement of DITS shall be deemed to have arisen in Rohtak and only courts in Rohtak shall have jurisdiction to determine the same.
- v) After getting the Award, firm has to provide an affidavit that his branch office exists in Rohtak, in case not existence earlier.

10. EARNEST MONEY DEPOSIT (E.M.D.):

Every bidder shall submit the (Bid security) earnest money deposit equal to Rs.300000/- in the form of Demand Draft only in the name of "Deputy Commissioner-Cum-Chairman DITS Rohtak. The EMD shall be submitted in closed envelope. The EMD of all the unsuccessful and L-2 onward bidders will be returned on approval of lowest one bidder (L-1) by Deputy Commissioner-Cum-Chairman DITS Rohtak.

11. TECHNICAL BID: ELIGIBILITY CONDITIONS:

The tendering Company/Firm/Agency shall fulfil the following technical specifications for Technical Bid:-

- (i) The Company/Firm/Agency shall have at least three years' experience in successfully providing manpower to Government or Public Sector Companies/Banks etc. Experience will be based on registering through Labour Act.
- (ii) The Company/Firm/Agency shall have financial turnover of at least Rs. Two Crore per annum for each of the last three years.
- (iii) The manpower Company/Firm/Agency shall have been registered with the appropriate registration authority.
- (iv) Tenderer shall provide a self-attested copy of valid manpower license from the Regional Manpower Commissioner for specific number required for the contract under Contract Manpower (Regulation & Abolition) Act, 1970.
- (v) The Head Office/ Branch Office of the manpower Company/Firm/Agency shall be located in Rohtak.
- (vi) The Company/Firm/Agency shall have been registered with the Income Tax and Service/GST Tax Department.
- (vii) The Company/Firm/Agency shall have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

Note: Documentary evidence is required to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID. It must be indexed.

12. EVALUATION CRITERIA:

- i) Total number of Bids received will be announced to bidders during Bid opening time.
- ii) Technical and financial Bid will be opened by Designated Evaluation Committee in presence of bidders.
- iii) Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
- iv) Price quoted in financial bid will be announced to bidders.
- v) Evaluation committee will evaluate the Technical and Financial Bid and submit their reports to the competent authority.
- vi) On the approval of Competent Authority, Lowest One (L-1) bidder name will be declared.

13. GENERAL INSTRUCTIONS:

- i) Interested Parties shall submit their sealed tenders after inspection of the premises. The inspection of the premises can be made between 11.00 a.m. and 4.00 p.m. on all working days (Saturday and Sunday are Holiday) till the last date of download of Tender.
- ii) O/o DITS reserves the right to accept or reject tender in part or full without assigning any reasons whatsoever.
- iii) O/o DITS takes no responsibility for delay, loss or non-receipt of applications.
- iv) The contract shall commence from the date of receipt of acceptance of the work order. The work order issued by this office shall be accepted by the tendering Company/Firm/Agency within 10 days from the receipt of the order or 15 days from the date of the said order whichever is earlier and the contract will continue initially for a period of one years from the date of award of work order and may be renewed for further period of one year unless it is curtailed or terminated by the DITS owing to deficiency of services, sub-standard quality of skilled/ semi-skilled/unskilled manpower deployed, breach of contract, reduction or cessation of the requirements or for any appropriate reason.
- v) The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- vi) The requirement of the manpower may increase or decrease during the period of initial contract also. In case of decrease in the requirement, the same will be informed to the contractor and additional manpower shall be withdrawn at the given time. If the requirement is increased, the contractor shall provide additional manpower for skilled, semi-skilled and unskilled manpower on the same terms and conditions in reasonable time.
- vii) All selected manpower shall wear Identity Card provided by the contractor every day during working hours.
- viii) The tenderer will be bound by the details furnished by him/her to this Office, while submitting the tender or at any subsequent stage. In case any of such document furnished by him/her is found to be false at any stage, it would be deemed to be a

breach of terms of contract making him/her liable for legal action besides termination of contract in Rohtak jurisdiction only.

- ix) The persons deployed shall observe all etiquette and protocol while performing duty and shall be in proper formal dress.
- x) All the documents should be signed by the Tenderer.

14. PERIOD OF CONTRACT / TERMINATION NOTICE

The contract shall be valid initially for a period of one year from the date of award of work order. This contract may be renewed for further period of one year on the same terms and conditions as mentioned in the tender document, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. Either party can terminate the contract at any time by giving three months prior notice in writing.

15. RIGHT TO ACCEPT OR REJECT TENDER

- i) The right of acceptance of tender will rest with DITS.
- ii) DITS reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

16. BIDDER TO GET INFORMED HIM SELF FULLY:

The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along-with the terms and conditions and thereafter he has filed the tender document for bid process.

17. TERMINATION

This agreement may be terminated by either partly or fully by giving three months notice in writing of the intention to terminate without specifying any reason(s) for termination. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner

FORM – 1 TECHNICAL BID (All Documents should be signed and Seal)

1. For providing manpower to the O/o DITS Rohtak
2. Name of the Tendering Company/Firm/Agency (Attach certificate of registration)
3. Name of the Proprietor /Director of Company/Firm/Agency
4. Full address of the Registered Office
5. Full address of Branch offices
6. Labour Licence (All) (Attach attested Copy)
7. Total Experience in the field as per labour licences (Date of issue and their proof)
8. Banker of Company/Firm/Agency _____
(Full Address) (Attach certified copy of statement
_____ of A/c for the last three years) Telephone
Number of Banker
9. PAN/GIR No. _____ (Attach attested copy)
10. GST Registration No. _____ (Attach attested copy)
11. E.P.F. registration Number _____ (Attach attested copy)
12. E.S.I. Registration Number _____ (Attach attested copy)
13. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years.
(Attach separate sheet if space provided is insufficient)

Financial Year	Amount in Lakhs	Remark if any
2016-2017		
2017-2018		
2018-2019		

14. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sr	Details of client along with address, telephone numbers	No. of manpower supplied	Amount of Contract (in Lakhs)	Duration of Contract	
				From	To
1					
2					
3					

15. Non Blacklisted Affidavit must be attached.

Signature of authorized person Name: _____

Seal: _____ Date Place

FORM – 2 FINANCIAL BID (On the Letter Head of Firm)

- Service Charges in %age
- ESI, EPF, GST will be paid as per Government Norms.
- Wages will be paid as per DC Rate
- Financial Bid should have as per government Letter No. 43/5/2001-#GS-II Dated 20th Feb, 2014