

TENDER NOTICE

DEPUTY COMMISSIONER-CUM-CHAIRMAN DITS, JHAJJAR

Inviting Proposal of Interested Agencies for the hiring of Outsourcing Agency for Providing Services for several offices/departments for several services.

Terms & Conditions: The Eligibility criteria and other details can be downloaded from <http://jhajjar.nic.in>

Issue of Tender Form: Tender form can be downloaded from <https://etenders.hry.nic.in> from 09-06-2020 to 24-06-2020 up to 11:00 AM.

Cost of Tender: Rs. 5,000/- (Five Thousand Rupee Only) which will be non-refundable.

Last Date: 24-06-2020 up to 11:00 AM.

Opening of Bid The bids will be opened on 24-06-2020 at 02:30 PM in the office of Additional Deputy Commissioner-cum-Vice Chairman DITS, Jhajjar.


Addl. Deputy Commissioner,
for Deputy Commissioner-cum-
Chairman DITS, Jhajjar.

04/6/2020

TENDER NOTICE

DEPUTY COMMISSIONER-CUM-CHAIRMAN DITS, JHAJJAR

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

Deputy Commissioner-cum-Chairman DITS, Jhajjar intends to impanel outsource agency for several offices/departments for several services with various qualifications/Needs of services/manpower like Junior Programmer, Data Entry Operator, Multi-Tasking Staff, Driver, Peon, etc. required from time to time, as per Government instructions.

Scope of work: Engagements likely to be assigned during the contract period which may be increased or decreased substantially as per requirement. The successful bidder may also be allotted work of other departments, agencies & societies, etc. in district Jhajjar.

Terms and Conditions

1. Only agency fulfilling the Government norms like Registration number/GST No., EPF, ESI, PAN can apply.
2. The firm/company should be the license holder under the Contract Labor (Regulation And Abolition) Act, 1970
3. Agency should have at least three years' experience.
4. The firm should have a minimum turnover of at least Rs. 2.00 Crore (Two Crore) per year for the last three years.
5. The contract can be canceled/terminated by giving fifteen days' notice if any irregularity or unsatisfactory performance found during the contract period. For example - Non-payment/Part Payment/Timely Not Payment, Non-Deposition of EPF/ESI & any other liabilities, etc.
6. The agency will be responsible for all contributions and other statutory payments/liabilities wherever applicable. Non-deposit of any amount deducted/ any contribution, regularly, will entail criminal liability under Law.
7. The agency will be solely responsible for the compliance of various Labor Laws & Rules and Misc. provisions for their employees.
8. **The manpower provided by the agency to provide services specified will be hired on DC rates (Rates fixed for the prescribed posts by the Deputy Commissioner)/scheme rates (Scheme rates fixed by the competent authorities for the concerned posts.).** Non-compliance will attract penalties and will be legally responsible for any deficiency.
9. The firm will pay the honorarium/wages to their manpower up to the 7th of the day of every month.
10. The agency shall provide copies of all deposits like EPF, ESI, Service Tax/GST No., etc. Non-compliance will attract penalty as per applicable rules and regulations.
11. The agency will be responsible for the facilities for the contractual staff as per rules, and regulations.
12. The agency will be responsible for maintaining the record of wages & leave etc.
13. The agency will register the employees of contractual service for their welfare with the Schemes/Guidelines under the Labor Department and Centre/State Government from time to time. For example- Financial Assistance for Studies/Marriage, Compensations/Pensions/Family Pensions, etc.
14. The agency will follow the instructions and guidelines issued by the Centre/State Government from time to time.
15. The successful bidder will sign the agreement as per the outsourcing policy of the Haryana Government within seven days at their expenses.

Details


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

Security Deposit: Rs. 50,00,000/- (Fifty Lakh only), payable in the form of Bank Guarantee in favor of Deputy Commissioner-cum-Chairman DITS, Jhajjar payable at Jhajjar, is to be deposited by the successful bidder with Contract Agreement.

Time, last date of submission of online Bid: Up to 11:00 AM on 24-06-2020.

Time Bid Opening:- At O/o Additional Deputy Commissioner-cum-Vice Chairman DITS, Jhajjar on 24-06-2020 at 02:30 PM.

All documents in proof of fulfilling conditions mentioned under “**Terms and Conditions**” are to be uploaded on <https://etenders.hry.nic.in> The e-tender, which is not accompanied by the requisite documents, shall be summarily rejected. The Deputy Commissioner-cum-Chairman DITS, Jhajjar reserves the right to reject any or all tenders without assigning any reasons, whatsoever.


Addl. Deputy Commissioner,
for Deputy Commissioner-cum-
Chairman DITS, Jhajjar. 24/6/2020

Technical Bid

To

Deputy Commissioner-cum-
Chairman DITS, Jhajjar.

Subject: - Submission of Technical Bid.

R/Sir,

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

Documents in proof of:

- Registration Number of Firm with Date
- PF Registration Number
- ESI Registration Number
- GST No.
- Copy of Licence under the Contract Labor (Regulation and Abolition) Act, 1970.
- At least three years' experience in Govt. / Semi Govt. Sector/PSU/Limited Corporations.
- Proof of turnover for the last three years.
- Latest challan/ECR for EPF, ESI & GST (for Returns filed). Otherwise NOC from the Competent Authority of the Concerned Office/Department.
- Copy of Income Tax Returns for the last three years.
- Affidavit that the bidder/agency should not have been debarred/blacklisted or charged with any malpractice.
- Earnest Money Deposit in the form of Bank Guarantee of Rs. 50,00,000/- (Rs. Fifty Lakh only) favoring "Deputy Commissioner-cum-Chairman DITS, Jhajjar" payable at Jhajjar.

Note: - All the photocopies should be readable and self-attested.

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

Financial Bid

To

Deputy Commissioner-cum-
Chairman DITS, Jhajjar.

Subject:- Submission of Financial Bid.

R/Sir,

We hereby quote the minimum prices for the supply of required manpower on the following rates:-

EPF, ESI, GST & Service Charges, etc. will be extra as per follows:-

% of EPF Deduction (Employer)	As per Govt. norms
% of ESI Deduction (Employer)	As per Govt. norms
% of EPF Deduction (Employee)	As per Govt. norms
% of ESI Deduction (Employee)	As per Govt. norms
% of GST	As per Govt. norms
% of Service Charge	To be filled in Price Bid

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