

**OFFICE OF THE EXECUTIVE ENGINEER, HAMIRPUR DIVISION HPPWD
HAMIRPUR (HIMACHAL PRADESH)**

NOTICE INVITING TENDER

Sealed tenders in two bid systems are hereby invited from the registered outsourcing agencies/firms/Govt. contractors having expertise in meeting the manpower requirements of the Government Departments on outsourcing basis for the following persons to be deployed in Dr. RKGMC Hamirpur:

Operator PSA Manifold System -03 Nos.

Tender documents, duly filled in, should reach in the office of the undersigned on or before 25.06.2021 by 11:30 AM which shall be opened on the same date at 12:15 PM in the presence of prospective tenderers or their authorized agents, if any, by the committee constituted for the purpose. The Earnest Money Deposit (EMD) of Rs. 25000/- (Twenty Five Thousand only) in the shape of Bank FDR or DD duly pledge in the name of the Executive Engineer, Hamirpur Division HPPWD Hamirpur should invariably be attached with the tender. The detailed terms and conditions of the tender can be had from the o/o the undersigned by making non-refundable payment of Rs. 1,000/- (Rupees One Thousand only) in the shape of Demand Draft favouring Executing Engineer, Hamirpur Division HPPWD Hamirpur upto 25.06.2021 by 11:00 AM. The same can also be downloaded from the official website of District Hamirpur hphamirpur.nic.in and deposited alongwith a demand draft of Rs. 1000/- (Rupees One Thousand only).

For any query, please contact the o/o undersigned on any working day from 10:00 AM to 05:00 PM or call on 01972-222510.

The tenderer has to submit affidavit in support of fulfilling the terms and conditions of the agreement.

The undersigned reserves to himself the right to reject or cancel the tender without assigning any reason thereto.



Executive Engineer,
Hamirpur Division,
HPPWD Hamirpur

No. PWH/HMR/CB/GA-I/Tender/2021-22- 3088-62
Copy forwarded to:

Dated: 14.06.2021

1. The Deputy Commissioner, Hamirpur for information. It is requested that the notice inviting tender may kindly be got uploaded on the official website of District Hamirpur, please
2. The superintending Engineer, 8th Circle HPPWD Hamirpur for information please.
3. The District Public Relation Officer, District Hamirpur for wide publicity.
4. The DIO, NIC Hamirpur for uploading the same on the official website of District Hamirpur.
5. Office Notice board.



Executive Engineer,
Hamirpur Division,
HPPWD Hamirpur

Detailed terms and conditions

Executive Engineer, Hamirpur Division HPPWD Hamirpur hereby invites tenders in two bid system-Technical Bid and Financial Bid from the registered outsourcing agencies/firms and Govt. contractors for the engagement of the following manpower on outsourcing basis for Dr. RKGMC Hamirpur for a period of one year (extendable to further one year on the same terms and conditions):-

Operator PSA Manifold System -03 Nos.

SCOPE OF WORK AND GENERAL TERMS:

1. All the staff to be engaged as PSA Operators (PSA Manifold System).
2. The staff engaged for operating PSA Manifold System should be two years diploma from ITI in Electrician trade/diploma in electrical engineering from the recognized institute and well experienced to operate the PSA Manifold System.
3. The Staff provided by the Agency should be fully responsible for the safety of PSA Plant and Manifold System.
4. The agency shall provide name plates to the staff deployed by them in Dr. RKGMC Hamirpur.
5. The staff provided by the agency shall have to report to the incharge of Dr. RKGMC Hamirpur for duty.
6. The duty of the staff will be for 24 hours. Employee deputed on duty should be replaced in such a way that one employee always remained on PSA Manifold System duty as per the directions of incharge of the hospital.
7. No accommodation of any kind will be provided by the Executive Engineer Hamirpur Division HPPWD Hamirpur.
8. During duty hours, no worker will do private work in or out side of the campur.
9. No party shall be allowed to be represented by a lawyer during any investigation, enquiry and dispute.
10. In the event, the Dr. RKGMC Hamirpur requires more No. of manpower for the smooth conduct of its operations; the firm shall provide the same on the same rate, terms and conditions. Nothing more than the tender rates finalized hereinafter shall be paid to the supplying firm/agency.

OTHER TERMS AND CONDITIONS:-

- a) The outsource firm/agency should have the valid license issued by the Govt. of Himachal Pradesh/Central Government to run the PSA Manifold System.
- b) The service provider must ensure that minimum entitled wages of the workers as declared by the Government of Himachal Pradesh from time to time are credited to their bank account on the 7th of the following month; service provider will not be given any relaxation in this matter. Further the employer share of EPF, as prescribed by the EPFO, shall also be deposited without fail in the EPF accounts of the workers.
- c) The EPF, GST & any others taxes leived by the Government & collected on behalf of the Government by the provider/firm/contractor will be paid in time by the to the concerned Govt. entity.
- d) An amount of Rs. 25000/- is required to be submitted as earnest money deposit (EMD) with the technical bid for the tender which shall be in the shape of Bank FDR or DD duly pledged in favour of Executive Engineer, Hamirpur Division HPPWD Hamirpur. It shall be refunded to the unsuccessful bidders on completion of the tender process and award of work.
- e) The successful bidder shall have to deposit performance security at the rate of five (5) percent of annual tender value finalized during the tendering process. The successful bidder shall have the option to adjust the EMD amount with this Security Deposit.
- f) The Executive Engineer, Hamirpur Division HPPWD Hamirpur shall not be responsible for the payment of wages of the employees to be engaged. The contractr shall be responsible for the payment of wages to the employees as per wages Act in force and as per rate fixed by the Government from time to time.
- g) In the event of injuries, illness or miss-happening etc to any worker the Executive Engineer Hamirpur Division HPPWD Hamirpur will not be responsible for any compensation and it will be the sole responsibility of the contractor/agency for the payment of such compensation.

- h) The failure to discharge the contractual obligation by the tenderers will lead to black listing of the agency concerned.
- i) The rate quoted by L-1 firm shall be subjected to negotiation, if the need be, to bring them at prevailing reasonable rate.
- j) The above terms and conditions will be treated as part of agreement. The firms/agencies must, therefore, submit the signed and stamped copy of the terms and conditions confirming that the terms and conditions are acceptable to them.
- k) Acceptance of tendered rates will be communicated through a letter as soon as possible after the tender process is over.
- l) All the tender documents submitted by the tenderer shall become the property of the Executive Engineer, Hamirpur Division HPPWD Hamirpur and it shall have no obligation to return the same to the tenderer.
- m) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
- n) If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then the Executive Engineer, Hamirpur Division HPPWD Hamirpur reserves the right to reject such tender at any stage without any financial liability.
- o) The successful tenderer shall be required to appear in the office of Executive Engineer, Hamirpur Division HPPWD Hamirpur and execute the contract documents within seven (07) days of the date of issue of communication regarding acceptance their rates from the office and start the work with effect from the date mentioned in such communication, failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender and shall provide a valid ground for the forfeiture of the earnest money.
- p) All disputes arising, if any, shall be subject to the jurisdiction of District Court, Hamirpur.

Eligibility Criteria, Evaluation of Tender:-

1. The service provider/contractor should be a registered firm proprietorship concern/partnership firms(s)/company/corporation/cooperative society or any legal entity. Copy of registration certificate confirming registration No. and credentials of the service provider/contractor firm must be enclosed.
2. Copy of PAN No. issued by income Tax Department and copies of Income Tax Returns of last three financial years must be enclosed with the technical bid.
3. The service provider/contractor shall enclose an affidavit, duly notarized, on Stamp Paper of Rs. 10/- to the effect that the service provider/contractor (Bidder) has never been blacklisted by any public authority.
4. The service provider/ contractor must have GST registration and a copy of the registration certificate must be enclosed with the technical bid.
5. Service provider should have minimum three year experience in providing the technical services on outsourcing basis in the Government Institutions. Copy of Experience Certificate in confirmation of the above fact from the last served authority must be enclosed
6. The Service provider/Contractor should be duly registered with the ESI & EPF department having its jurisdiction for the HP. Copy of registration with ESI and EPF must be enclosed.
7. The tender document duly completed should be submitted in two separate parts. The first part should be sealed in separate envelope super scribed as "Tender for Dr. RKGMC Hamirpur - technical bid". This should contain all the documents, duly signed, as mentioned in Para one to Para six along with the Earnest Money deposit (EMD) of Rs 25,000 in the form as prescribed at Para'd' of other conditions. The second part will consist of the" "Tender for Dr. RKGMC Hamirpur - financial bid" in the format as prescribed and it should be so super scribed on the face of the second envelope. Both the envelopes should be sealed in one bigger envelope and duly super scribed as "Tender for Dr. RKGMC Hamirpur" addressed to the Executive Engineer Hamirpur Division HPPWD Hamirpur.
8. No tender will be considered unless and until all the documents are properly signed.
9. Tenders are advised to be present along with the original documents at the time of opening of tenders for any kind of clarifications with regard to documents submitted
10. The technical bids will be opened in the first stage and will be evaluated on the basis of criteria defined above.
11. The financial bid shall be submitted in the proforma enclosed and shall contain the unconditional financial aspect of the bid only. The rates should be filled in carefully after considering all the aspects of work as described in "Scope of work and terms and conditions. No request for change

or variation in rates or terms and conditions of the contract shall be entertained on the ground that the tenderer had not understood the work or the terms and conditions of this contract.

12. Tenderer is required to fill the rates both in words as well as in figures in the "Administrative or Service charges per person" column of the financial bid for all the categories of the personnel required by this office. This rate shall include all the expenditure /costs to be incurred on the management of personnel, uniform, and commission of the contractor/firm/agency, etc. Rates shall be quoted both in figures and words quite legibly and bid not containing rates for all items will be rejected. No overwriting and cutting in the rates will be allowed and such tender will be rejected straightway.
13. The financial bids received in the proforma enclosed herewith will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. The tender evaluation committee will assess the financial bids of the bidders who have been declared eligible after technical evaluation. Since both the Dr. RKGMC Hamirpur as well as the contractor are under an obligation to pay the minimum wages (as revised from time to time by the Govt. of HP) and the employer's share of EPF contribution thereon, and the applicable GST, the bid, in fact, shall be for the Administrative or Service charges only and shall be awarded to the bidder who has quoted the lowest rate of administrative or service charge per person. For this purpose the cumulative total of "total amount per person" column of the financial bid shall only be taken into consideration and the firm/agency having the lowest quoted value per person in respect of the above column shall be awarded this outsourcing contract.
14. If the rates quoted by the lowest bidder are found unreasonably high as compared to prevailing market rates and are not acceptable to the evaluation committee, the same shall be subjected to negotiation. In case, the negotiated rates are not at all acceptable to the L1 bidder, decision of the Executive Engineer Hamirpur Division HPPWD Hamirpur shall prevail in the matter & he can award the contract to other eligible firm/ tenderer in the hierarchy on the rates finalized after negotiation or he/she may cancel the entire tendering process without assigning reason thereto to any or all stakeholders.
15. The contract shall be awarded initially for a period of one year from the date of commencement of contract. However, the contractor shall continue to work at the rates finalized on the last date of the contract even beyond contract period for at least two months or till the new contract is finalized, whichever is earlier. The Executive Engineer Hamirpur Division HPPWD Hamirpur reserves to himself the power to extend the term for a further period of one year on the same terms and conditions.
16. The contractor shall present monthly bill inclusive of prevailing wage rate, employer's share of EPF, Agency/Firm's Administrative/ Service charges and applicable GST to this office concerned for making payments and the payment for such bills shall be released after verification within 10 days by the this office concerned. No advance payment shall be made under any circumstances. The Minimum Wages, EPF, GST & any others taxes levied by the Government & collected on behalf of the Government by the contractor will be paid without default by the service provider/firm/contract to the Govt. entity concerned.
17. Tax deduction at source and other taxes as per applicable laws viz, GST, Income Tax Act, etc will be deducted by the office concerned while releasing payment.
18. Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the Executive Engineer Hamirpur Division HPPWD Hamirpur whose decision in the matter shall be final and binding on all.

(Signature of Tenderer)

PENALTIES AND OTHER DEFICIENCY CHARGES

1. Any misconduct/misbehavior on the part of the manpower deployed by the service provider/contractor will not be tolerated. Any such person will have to be replaced by the service provider/contractor at his own cost, risks and responsibilities immediately, with written intimation to the administrative officer. The service provider/contractor shall ensure that the person deployed are disciplined and their conduct in office premises, must be best suited and it must be ensured by the service provider that the persons employed for the work do not indulge in consumption of alcohol, paan, smoking etc. and should not found be indulged in gambling, satta or any immoral act.
2. In case the service provider/contractor fails wholly or partly to carry out the assigned job within assigned time or job is not performed to the satisfaction of the department, the same shall be arranged through other agencies at the risk and cost of the service provider/contractor.
3. No payment shall be made for the work which is not performed and proportionate deduction shall be made for the same.
4. If during inspection, the workers are not found in uniform and without Identity Card, a penalty of Rs. 500/- per employee will be charged per instance per day.
5. If at any time any representative/personnel of service provider/contractor is found intoxicated or smoking or under the influence of alcohol, penalty of Rs, 2000/- will be imposed on the service provider.
6. If there is no improvement in performance even after penalties, the tender inviting authority reserves the right to impose penalty based on the merits of the case.
7. After giving sufficient opportunity to improve service, if there is no improvement, the tender may be cancelled.

(Signature of Tenderer)

PROFORMA FOR FINANCIAL BID

Sr. No.	Particulars of service (Col.1)	Minimum daily wagherate per person (Col.2)	Monthly rate (30 days) per person (Col.3)	Employer's share of EPF @ 12% (Col.4)	Total of column (4+5) (Col.5)	Administrative or Service charge per person (excluding GST) based on Col.06 (Both) in %age and figures) (Col.6)	Total amount per person (Col.7)
1	Operator PSA and Manifold System						

Note:-

1. Bidders are advised to read "criteria for evaluation of bids" in tender document before quoting their rates. The rates are exclusive of GST and other taxes, if any.
2. Administrative or Service charge shall include all the expenditure /costs to be incurred on the management of personnel, uniform, and commission of the contractor/firm/agency.
3. Minimum daily wage rate per person is liable to change with the notification of new wage rates by the Govt. of HP.

I hereby declare that all the information supplied above is true & I am fully conversant with the terms & condition of the contract and failure to supply correct and complete information shall make this bid liable for rejection.

(Signature of Tenderer)

Full Address