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| --- |
| **Cost of Application Form: - Rs. 200/-****Sr. No………..Date of Sale………….** |

Govt. Polytechnic Mandi Adampur (HARYANA)

PHONE NO. 01669-242256

 Sealed tenders on behalf of the Principal, Govt. Polytechnic, Mandi Adampur are invited under two bid system i.e. “Technical Bid” and “Financial Bid “from registered, reputed and financially sound manpower firms for providing outsourcing service for man power requirement including Chowkidar, Mali ,Sweeper, Clerk, Junior Programmer, Electrician etc. for a period of one year from **1st. April, 2015 to 31, March,2016** Which can be extended for another one year on the same terms and condition with mutual consent of both the parties. Service provider having minimum two year experience from any Govt. organizationand minimum annual turn over of 50 Lakh in last two year and having valid ESI, EPF, Service Tax and PAN Nos. from the concerned department of the Government for providing various Manpower as mentioned above shall be eligible.

 The interested agencies should send their offers in tender documents to be obtained from the office of the Principal, Govt. Polytechnic, Mandi Adampur with a cost of Rs. 200/- (non refundable) and deposit it alongwith **Earnest Money** **of Rs. 50,000/-** in the shape of **Demand Draft in favour of the Principal, Govt. Polytechnic, Mandi Adampur** payable at Mandi Adampur, so as to reach the Principal, Govt. Polytechnic, Mandi Adampur latest by **20/03/2015** upto **3.00 PM** duly superscribed on envelope **“Technical Bid”** and **“Financial Bid” separately- Tender for Outsourcing Services.** The Technical Bids will be opened on **24/03/2015** at **11.00 AM** in the office of the Principal, in the presence of bidders who may like to be present.

 The Principal, Govt. Polytechnic, Mandi Adampur has the right to accept or reject any/ all tender (s) without assigning any reason.

 Principal,

 Govt. Polytechnic Mandi Adampur

DETAILED NOTICE INVITING TENDERS

|  |  |
| --- | --- |
| **NAME OF WORK** | **PROVIDING HOUSE KEEPING SERVICES****SECURITY AND OTHER MAN POWER** |
| TIME LIMIT | ONE YEAR |
| EARNEST MONEY | Rs. 50000/- |
| LAST DATE OF SALE OF TENDER | 19/03/2015 by 3.00 PM |
| LAST DATE OF RECEIPT OF TENDER | 20/03/2015 by 3.00 PM |
| DATE OF OPENING OF TENDER | 24/03/2015 by 11.00 AM |
| PLACE OF OPENING THE TENDERS | O/o Principal, Govt. Polytechnic, Mandi Adampur |

**Manpower Requirement**

 Sweeper, Chowkidar, Mali/Beldar, Clerk, Junior Programmer, Electrician etc. The number of manpower may be increased or decreased at any time without assigning any reason.

**Page 1 of 6**

**General Terms and conditions**

1. The contract is likely to commence from 1st. April, 2015 and would continue till 31st. March, 2016. The period of the contract may further be extended for a period of 1 year after the completion of aforesaid period on the same terms and conditions with the mutual consent of both the parties and based on the requirement of this office for the above manpower at that time or may be curtailed/ terminated before the contract period owing to deficiency in service or substandard quality of the material/ manpower deployed by the selected Firm/ Agency. The Principal, however reserves the right to terminate the contract at any time after giving one month’s notice to the selected Firm/ Agency.
2. The bids have been invited under two bid system i. e. **Technical bid** and **financial bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing” Technical Bids for the Tender for outsourcing Services” and “Financial Bids for Tender for Outsourcing Service”. The Bidder shall quote the Technical and Financial Bids as per the format enclosed at Annexure 1 and 2.
3. The envelope containing Technical Bid shall be opened first on the scheduled date and time **24/03/2015** at **11.00 AM** in the office of the Principal, Govt. Polytechnic, Mandi Adampur in the presence of the representative of the Firms/ Agencies, who wish to be present on the spot at that time. Financial Bids of Technical qualified/ eligible Bidders meeting all the requisite criterion only shall be opened in the presence of the short listed contractors or their authorized representative. In case the date fixed for opening of Bids is subsequent declared as holiday by the Government, the Bids will be opened on next working day, however, time and venue remaining unaltered.
4. The earnest money deposit (EMD) of Rs. 50000/-(Rupees Fifty Thousand Only), refundable (without interest should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft of any of the Scheduled Bank drawn in favour of Principal, Govt. Polytechnic, Mandi Adampur. Tenders not accompanied by earnest money of the requisite amount will be summarily rejected. The Earnest Money Deposit shall be treated as a Security Deposit if the offer is accepted by the Competent Authority. No interest shall be paid by the Department on earnest money or security deposit. EMD of unsuccessful bidders shall be returned after the award of the contract.
5. If the contractor after award of contract fails to perform the assigned work, his full security amount will be forfeited.
6. The security deposit of the contractor shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and violation of any terms and conditions of the contract as stipulated in the Bid document. A fund of security Deposit is subject to full and final settlement of the final payment for the work contracted/executed under the contract. No interest will be paid to the contractor on the Security Deposit.
7. In case the contractor discontinues the contract before the expiry of the period his security will be forfeited.
8. The contract shall generally be awarded to the lowest bidder as per Bid Evaluation Criteria complying with statutory norms. However Principal does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
9. **The minimum service charge to be quoted by an Agency shall be 5% of basic wages. In case any Agency quotes less than 5% as Service Charges in the Financial Bid will be summarily rejected.**
10. The agency shall provide a non-judicial stamp paper of Rs. 100/- for preparing a contract/ agreement. The successful tenderer shall enter into a contract/ agreement with the Institution as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by Institution whichever is earlier.

**Page 2 of 6**

1. The staff deployed will be issued identity card by the contractor which will be required to be displayed at time of duty. In case of pilferage, theft/breakage, the contractor will be responsible. The Principal, Govt. Polytechnic, Mandi Adampur will be at liberty to deduct the amount of such loss from the contractor after holding an enquiry. In case of unsatisfactory performance and violation of any condition of the contract, the contract shall be liable to be cancelled and security will be forfeited.
2. The conditional Bid shall not be considered and will out rightly be rejected.
3. **A security of Rs. 1.00 Lacs shall be deposit by the contractor**. The same shall be refundable, but no interest shall be paid on the date of termination / Expiry of contract.

**Legal**

1. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance etc. in respect of the person deployed by it in this office.
2. Wages mean the rates of wages fixed by the Deputy Commissioner, Hisar for the trade and employment which covered under the minimum wages act. 1948(Act. No. 11 of 1948). The rate quoted should not below the DC rate. The firm quoting rate below DC rate will be summarily rejected.
3. Wages as per the minimum wages act would be payable. Since, the wages are variable in nature and would be made applicable as per the circular issued by the competent authority to this effect from time to time and the Agency should submit a copy of the circular while claiming the increased wages as per the circular.
4. The Tax Deduction of source (TDS) shall be deducted as per the provisions of Income tax Department, as amended from time to time and a certificate to this effect shall be provided by the agency to this office.
5. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monitory or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills and the Security Deposit of the agency, to the extent of the loss or obligation in monitory terms. If any amount still required to be recovered, the same will recovered through process of Law.
6. The Principal, Govt. Polytechnic, Mandi Adampur, Haryana reserves the right to accept or reject any/all Bids without assigning any reason.

I/We certify that I/We have read the terms and conditions as given in the service agreement. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages as fixed or prescribed under the minimum wages Act, 1948 along with all other statutory dues as Employees Provident Fund, Employees State insurance , Employee deposit Link Insurance etc. to his employee. The service provider shall also have to observe compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act. 1936, Minimum Wages Act, 1948, Contract labour (Regulation and Abolition) Act, 1970, State/ UT Contract Labour (R&A) Rules, 1974, EPPF Act, 1952, ESI Act. (1948) as applicable and as amended from time to time and or any other rules framed thereunder from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Place:-……………… Signature with Stamp

**Page 3 of 6**

 Date:- ………………

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

**Packet-1 (Sealed) containing Technical Bid**

1. Completed Tender Form (Duly signed on each page. No page should be altered from the tender form).
2. The demand draft of Rs. 50000/- towards the payment of ‘Earnest Money Deposit.
3. Attested copy of registration of agency
4. Attested copy of PAN/GIR card.
5. Attested copy of the Two latest IT return field by agency
6. Attested copy of Service Tax registration certificate.
7. Attested copy of PF registration letter/certificate
8. Attested copy of ESI registration letter/certificate.
9. Certified copy of the statement of bank account of agency for the last six months.
10. Work experience of Two years of any Govt. Organization.
11. The tender must give list of the services clients during the last two years.

NB- All copies must be attested/self-attested with seal of firm.

**Packet II (Sealed) containing the Financial bid**

Financial bid on the letterhead of the Firm/ company.

**The packet I and II shall be placed in a single envelope and it should be sealed and super scribed as “Quotation for Outsourcing services”.**

**Page 4 of 6**

Annexure-I

**Technical Bid**

**(**To be enclosed in a separate sealed envelope**)**

For the tender of Outsourcing Services for Manpower

|  |  |
| --- | --- |
| Name of the Firm applying for providing outsourcing services  |  |
| Name of partner/ Proprietor/ Director |  |
| Full Office Address |  |
| Telephone/ Phone/ Mobile No./ Fax/ E-mail of the Firm |  |
| Name and Mobile number of the persons to be contacted |  |
| Details of Earnest money Deposit |  |
| Banker of Firm/ Agency with full Address |  |
| Firm Registration No./ Date of Registration |  |
| Detail of PAN/ GIR No. |  |
| The detail of Service Tax no. allotted to organization/ Firm |  |
| Details of Registration with the authorities of ESI/EPF |  |
| Financial turnover of the tendering Firm/ Agency for the last Two Financial Year(Attach Proof) |  |
| Whether the bidder possessed the requisite experience, if yes, give details(Separate sheet be attached, if needed) |  |
| Remarks, if Any |  |
|  |  |

 **Page 5 of 6** Signature with Seal

Annexure-II

**Financial Bid**

**(**To be enclosed in a separate sealed envelope**)**

For the tender of Outsourcing Services for Manpower

1. Name/ Address of tendering Firm: …………………………………………….
2. Rates are to be quoted in the format given below, on the letterhead of the firm/ Company on monthly basis and other by-laws applicable (inclusive off all statutory liabilities, taxes, levies, cess etc. if any).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. no. | Post | Wages | EPF | ESI | Service Charge | Service Tax | Any other Charge | Total |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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Date: ----------- Signature & Seal of the Tenderer

Place: - Name:-…………………………..

Note:-

* The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No blanks/overwriting in the Financial Bid will be allowed and such type of mistake shall make the tender liable for rejection straightway. Each and every column should be filled in Financial Bid.
* All entries in the Tender Form should be legible and filled clearly, neatly and accurately. Any alteration, erasing or over- writing would make tender invalid. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized may be attached.

**Page 6 of 6**