



**Board of School Education Haryana,  
Bhiwani**

(ISO Certified Organization 9001 : 2008)

**BID DOCUMENT FOR  
EMPENALMENT OF  
VENDORS/AGENCIES**

**For the Services of Housekeeping and Sanitation Maintenance of Horticulture/Electrical/Carpentry, Pump Operation, Plumbing, Driving, Computer Operator, Clerk/Clerk-Cum-Computer Operator, Lab Technician and Junior Engineer at Board of School Education Haryana, Bhiwani.**

To

The Secretary,  
Board of School Education Haryana,  
Bhiwani

**Board of School Education Haryana, Bhiwani**  
**E-Tender Summary**

Sr. No.	E-Tender No.	BSEH/ONLINE/
1	Description	E-Tender For the Services of Housekeeping and Sanitation and other services for a period of One year and further extendable for maximum two years on yearly basis and on satisfactory performance.
2	Earnest Money Deposit	Rupees 5,00,000/- (Rs. Five Lacs only)
3	Cost of the E-Tender Document	Rupees 2,000/- (Rs. Two thousand only)
4	Last Date for submission of Bid Document	04-05-2017 at 12:00 noon.
5	Opening Date and Time of the Bid Document	04-05-2017 at 12:30 pm.
6	Tentative date of work order	Within one month of opening of Bid Document or as decided by the Authority.
7	Date of providing Services	Within one month after handing over of work order
8	Contact number for any type of information regarding the Bid Document	Sh. Ishwar Singh Siwach, Asstt. Secretary (Admin.) L.L. No.- 01664-244171 to 244176, Extension.-381 Mob. No.- 9813601224
9	Account number of the Board	HDFC Bank 04791450000663 (IFSC Code HDFC0000479)
10	Board's Website	<a href="http://www.bseh.org.in">www.bseh.org.in</a>
11	E-Tender Website	<a href="http://www.etenders.hry.nic.in">www.etenders.hry.nic.in</a>
12	Total amount to be deposited	Bid document + EMD Rupees 2,000/- + Rupees 5,00,000/- = 5,02,000/- (Rs. Five Lacs Two Thousand only)
13	Mode of submission of bid	Online through <a href="http://www.etenders.hry.nic.in">www.etenders.hry.nic.in</a>

# **Instructions to the Bidders for submitting Electronic Tendering System**

**This condition will over-rule the conditions stated in the Tender Document, wherever applicable.**

1	The Digital Signatures of the authorized person/persons will be binding on the contractor/firms/individuals
2	Tender Document can be downloaded from Website <a href="http://www.etenders.hry.nic.in">www.etenders.hry.nic.in</a> and Board's Website <a href="http://www.bseh.org.in">www.bseh.org.in</a> .
3	The Bidders are strictly advised to follow the Date and Time as mentioned in the online notice inviting Tender. The Date and Time shall be binding on all Bidders.
4	The Bidders shall upload their Technical offer containing Documents, Qualifying criteria, Technical specification, schedule of deliveries and all terms and conditions except the rates (Price Bid).
5	The Bidder shall quote the prices in online Price Bid Format.A-1
6	If Bidder fails to complete the online Bid preparation and submission stage on the stipulated Date and Time, his/her bid will be considered as 'Bid not submitted' and hence Bidder need not to appear at the Tender Opening Stage.
7	For further details, please log in <a href="http://www.etenders.hry.nic.in">www.etenders.hry.nic.in</a> .

**TENDER DOCUMENTS****Contents of Tender documents.**

The tender documents shall comprise of:

**TECHNICAL BID:**

1. Tender Notice
2. General Instruction for Bidders: Annexure-1
3. General Terms and conditions; Annexure-2
4. Scope of work for Housekeeping & Sanitation and other services; Annexure-3
5. Performa for manpower deployment plan, to be filled up by the bidder; Annexure-4
6. Check list for technical bid, Part-A; Annexure-5
7. Check list for technical bid, Part-B Annexure-6
8. Undertaking (on a Stamp Paper of Rs. 100/-) Annexure-7
9. Form of Agreement ; Annexure-8
10. Tender Form; Annexure-9

**FINANCIAL BID:**

11. Financial Bid for House Keeping and Sanitation Maintenance of Horticulture/ Electrical/Carpentary, Pump Operation, Plumbing, Driving, Computer Operator, Clerk/Clerk-Cum-Computer Operator, Lab Technician and Junior Engineer ;Annexure-A-1

Signature of the Bidder with seal

## General Instructions for Bidder

### (A) QUALIFICATION CRITERIA:-

#### 1. Eligibility Conditions

Only the eligible bidder can quote rates for the job if they fulfil the eligible criteria as given below:

- a) The bidder should be holder of license under Contract Labour Regulation and Abolition Act, 1970.
- b) The bidder must possess valid EPF and ESI registration number.
- c) The bidder must possess the PAN for Income Tax purpose in the name of the firm/proprietor.
- d) The bidder must have minimum three years experience in the field of above mentioned works. The certificates issued by concerned department, establishing the satisfactorily completion/execution of \similar works stating the amount of work executed must be enclosed with the tender. Copy of award letter shall not be considered as proof of work executed.
- e) The bidder must have Service Tax number form the competent authority.
- f) The firm must have **average turnover of 3 consecutive years more than Rs. 2.00 Crore (Rupees Two Crore)** during the last three financial year in the books of accounts, profit & loss account statement and balance sheets, which should be duly signed by the Chartered Accountant for the last three financial year as follows:-

#### 1. Financial year 2013-14

#### 2. Financial year 2014-15

#### 3. Financial year 2015-16

- g) The bidder shall attach an affidavit that the Contractor/ firm has never been de-barred/ disqualified and/or black listed and no such action is in process/ pending.

#### 2. **Technical Bid and Financial Bid Submission:**

Technical Bid and Financial Bid can be uploaded in single stage two cover Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid proposal under online available Commercial Envelope). Last date and time for online submission of Bid is 04-05-2017 at 12:00 noon.

#### 3. **Earnest Money Deposit (Bid Security):**

The EMD for the Bid is Rs. 5, 00, 000/- (Rupees Five Lacs Only). The amount of EMD is to be deposited in the Board's Account Number 04791450000663 of HDFC Bank (IFSC HDFC 0000479) through NEFT/RTGS and the proof of the deposited scanned copy should be uploaded with the E-Tender Document.

Any tender not accompanied by bid security proof shall be out rightly rejected.

Bid validity period will be for sixty day from the date of opening of the technical Bid.

EMD of the unsuccessful bidder will be returned at the earliest after expiry of the final bid validity.

Performance Security of amount **Rs. 10, 000, 00/- (Rs. Ten lacs only)** for House Keeping and Sanitation Services and other Services as mentioned in Tender Notice is to be deposited by the successfully bidders within one month of allotment of work.

EMD of successful bidder shall be returned on receipt of Performance Security by the Board and after signing the agreement.

Bid security shall be forfeited if the bidder withdraws his bid during the period of Bid validity.

Bid security shall be forfeited if the successful bidder refuses to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Board.

The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period.

**Signature of the Bidder with seal**

**One Bid per Bidder:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the member of the consortium participate in more than one bid, the bids are liable to be rejected.

**4. COST OF BID:-**

The tender document can be obtained from the office of the Assistant Secretary (M.M.), Board of School Education Haryana Bhiwani after paying the non refundable tender fee of Rs. 2000/- (Rs Two thousand only) in cash or can be downloaded from the Board website: [www.bseh.org.in](http://www.bseh.org.in). In case of downloaded tender document, the tender cost is to be deposited with EMD.

**5. VISIT TO BOARD CAMPUS:**

Board campus area is spread over approx.116 acre of land. Besides various property items there are Administration block, Stores, Teachers home, School, Water Works Area, Sewer and water plant and Residential houses in the campus. There are two entry/ exit points of the board. There are plants, trees and grassy lawns. The bidder should also check the No. of Vehicles, Electrical Arrangements, Water Works, Wooden and Furniture Arrangement. The bidders are therefore advised to visit the campus and acquaint themselves with the area, scope of work and operational system thoroughly. The cost of visit shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to Board campus and is fully aware of the scope of work and operational conditions prior to the submission of the Bid.

**6 TENDER DOCUMENTS:-****7.1 Contents of Tender documents.****7.1.1 The tender documents comprise of:****A Technical Bid:**

- 1 Tender Notice
- 2 General Instructions for Bidder; Annexure-1
- 3 General Terms and conditions; Annexure-2
- 4 Scope of work for House Keeping and Sanitation and other services; Annexure-3
- 5 Performa for manpower deployment plan, to be filled up by the bidder; Annexure-4
- 6 Check list for technical bid, Part- A; Annexure- 5
- 7 Check list for technical bid, Part- B Annexure-6
- 8 Undertaking (on a Stamp Paper of Rs. 100/-) Annexure-7
- 9 Form of Agreement; Annexure-8
- 10 Tender Form; Annexure-9

**(B) FINANCIAL BID:**

Financial Bid for House Keeping and Sanitation and other services; Annexure- A-1

7.1.2 The bidder is expected to examine all instruction, Forms, Terms and Conditions in the tender document. Failure to furnish all information required in the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk any may result in rejection of his bid.

7.1.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

7.1.4 Bids with less than 2 percentage Service charges will not be accepted.

**8 PREPARATION OF BID:****8.1. Language.**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Board, shall be written legibly and clearly in English or Hindi language without any cutting/overwriting, provided that any printed literature furnished by the Bidder may be in another language but it must be accompanied by an accurate translation in English/Hindi with its pertinent portions in bold letters or highlighted.

**Signature of the Bidder with seal**

## **8.2. Documents Comprising the Bid.**

### **8.2.1 Technical Bid and Financial Bid Submission:**

Technical Bid and Financial Bid can be uploaded in single stage two cover Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid proposal under online available Commercial Envelope). Last date and time for online submission of Bid is 04-05-2017 at 12:00 noon.

8.2.2 The complete tender must be submitted online on [www.etendershry.nic.in](http://www.etendershry.nic.in) before 04-05-2017 at 12:00 noon. The tender received after the due date and time shall not be entertained.

### **8.3. BID PRICES:-**

8.3.1. Bidder shall quote the rate per person per shift per month As Annexure A-1 for the job in India Rupees both in words and figures. The tendered rates include all the liabilities of the contractor such as statutory liabilities like Minimum Wages, ESI, EPF contributions, **Bonus**, service charges, all kinds of taxes etc., cost of uniform and identify cards of personnel deployed by the contractor and all consumable, tools, vehicles etc. required for the smooth and satisfactory execution of the works which should be clearly stated by the contractor. The Statutory deductions like income tax, work contract tax etc (Wherever applicable) shall be made from the bills of the contractor.

8.3.2. Conditional bids/ offers will be summarily rejected.

### **8.4. FORM OF BID:-**

The Form of Bid is to be submitted complete in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and date. Copies of relevant power of attorney shall be attached.

### **8.5. Currencies of Bid and Payment:-**

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

### **8.6. Duration of Contact:-**

The contract shall be valid initially for one year however the same can be extended on same rates, terms & conditions for another one or two year or part thereof with written mutual consent of both the parties.

### **8.7. Format and Signing of Bid:-**

8.7.1 The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the term and conditions of the tender by the bidder.

8.7.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.7.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Board of School Education Haryana Bhiwani, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialled/ signed and date by the person or persons signing the bid.

## **9. Submission of Bid:-**

### **9.1.1 Technical Bid and Financial Bid Submission:**

Technical Bid and Financial Bid can be uploaded in single stage two cover Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid proposal under online available Commercial Envelope). Last date and time for online submission of Bid is 04-05-2017 at 12:00 noon.

**Signature of the Bidder with seal**

9.1.2 The Technical Bid (online Bid under Technical Cover) should consist of the following documents:-

- (1) Earnest Money Deposit (Bid Security) for the amount Rs 5, 00,000/- (Rs. Five Lacs only) + Rs/ 2000/- of document cost in case of the Tender Document is downloaded from the website.
- (2) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/ agency with name, designation, Office/ Residential address and office Telephone numbers, whether the bidder is a Sole Proprietor/Partnership Firm/JV(Joint Venture) and if partnership firm, name addresses and telephone numbers of Directors/ Partners also;
- (3) Self attested copy of PAN No. card under Income Tax Act;
- (4) Self attested copy of Service Tax Registration Number;
- (5) Self attested copy of Valid Registration No. of the Agency/ Firm;
- (6) Self attested copy of Valid Provident Fund Registration Number;
- (7) Self attested copy of valid ESI Registration Number;
- (8) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- (9) Proof of experience supported by documents from the concerned organization;
- (10) Duly filled and signed Annexure 1 to 9;
- (11) General Instructions and Terms & Conditions;
- (12) Scope of work for House Keeping and Sanitation.
- (13) Undertaking
- (14) Other papers which are part of the Tender Document
- (15) Performa for the Manpower Deployment Plan

9.1.3 The Financial Bid (comprising of price bid proposal under online available commercial Envelop) for work should contain only the Price bid in original duly filled in figures and words.

9.1.4 The tenders shall remain valid and open for acceptance for a period of 60 days from the last date of submission of tender.

**9.2. Late and Delayed Tenders:-**

9.2.1 Bids must be submitted online not later than the date and time stipulated in the Tender. The Secretary may, at its discretion, extend the deadline for submission of bids. Any bid received by the Board after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by fax or by post or by offline mode will be entertained.

**10.1 Bid Opening and Evaluation:-**

10.1.1 The authorized representatives of the Secretary, Board of School Education Haryana, Bhiwani will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the appointed place and time.

10.1.2 The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

10.1.3 Conditional bids will also be summarily rejected.

10.1.4 Financial bids of only the technically qualified bidders will be opened for evaluation. The date and time for opening the Financial Bids shall be communicated to the technically qualified bidders to facilitate for being present at the time of opening the Financial Bids, if they want.

10.1.5 The Financial Bid not conforming to the minimum wages and other statutory obligations like EPF, ESI etc. are liable to be rejected.

**10.2 Right to accept any Bid and to reject any or all Bids:-**

10.2.1. The Secretary, Board of School Education, Haryana, Bhiwani is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reason.

10.2.2 The Secretary may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Govt. Deptt./ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertaking, etc.

10.2.3. The Secretary may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

**Signature of the Bidder with seal**



**11. Award of Contract:-**

- 11.1. The Secretary, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 11.2. The Secretary, will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount, which Board will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 11.3. The successful bidder will be required to execute a contract agreement within a period of 7 days from the date of issue of Letter of Offer.
- 11.4. The successful bidder shall be required to furnish a Performance Security within 7 days of receipt of 'Letter of Offer' for an amount of Rs. 10,00,000/- (Rs. Ten Lacs only) for House Keeping and Sanitation and other services in the form of Demand Draft form a scheduled bank in favour of Secretary, Board of School Education Haryana, Payable at Bhiwani or through RTGS/NEFT in the account of Board or depositing by Cash on Board's Cash Counter against proper receipt for the service concerned for which "Letter of Offer" is issued by the Board. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also extended by the contractor accordingly.
- 11.5. The Secretary, Board of School Education Haryana reserves the right to award the contract to any agency without assigning any reason.
12. The bidder shall mention, in the prescribed Performa, the number of the personnel he proposes to deploy on day-to-day basis, including holidays, for the smooth execution of the work. Besides this, the bidder shall mention the list of major equipments that the proposes to use in smooth execution of work.

**Signature of the Bidder with seal**

### General Terms & Conditions

1. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of the absent personnel on that particular day shall be levied by the Board of School Education Haryana and the same shall be deducted from the contractor's bills.
2. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 1 above shall be levied.
3. In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
4. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract the Secretary reserves the right to forfeit the performance Security and the firm will be black listed for a period of four years from participating in such type of tender.
5. Minimum number of trained manpower required to do the work, has to be specified by the contractor in technical bid of the tender.
6. The Secretary reserves the right to cancel or reject all or any of the tender without assigning any reason.
7. Any act on the part of the tendered to influence anybody in the Board of School Education Haryana is liable to rejection of his tender.
8. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall provided by the contractor at his own cost.
9. The minimum age for deployment of Personnel shall not be less than 18 years.
10. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
11. The contractor shall abide by and comply with all the relevant laws and statutory requirement covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI, Bonus, Gratuity, Leave etc. with regard to the personnel engaged by him. It will be the responsibility of the contractor to provide details of manpower deployed by him, to get issued ESI cards to its employees and the contractor will have to provide information to its employees regarding the amount deposited/ accumulated in their EPF account at regular intervals under the EPF rules/regulations.
12. The Board of School Education Haryana shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
13. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner. Subletting of contract is not allowed.
14. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regards to be submitted to the Board.
15. The Contactor will maintain a register in which day-to-day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking regarding payment of wages as per rules and laws in force, before receiving the 2<sup>nd</sup> payment onwards.
16. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
17. The contractor and its staff take proper and reasonable precautions to prevent any loss, destruction, waste or misuse the areas of responsibility given to them by the Board.

**Signature of the Bidder with seal**

18. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the staff/visitors, especially with female/staff/ visitors and should project an image of utmost discipline. The Board shall have right to have any person removed in case of complaints or otherwise. The contractor shall have to arrange the suitable replacement timely in all such cases.
19. That in the event of any loss occasioned to the Board, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Board, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Secretary will be final and binding on the contractor.
20. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
21. The contractor shall deploy his personnel only after obtaining the Board approval duly submitting curriculum vitae (CV) of these personnel. The Board shall be informed at least one week in advance and contractor shall be required to obtain the Board's approval for all such changes along with their CVs.
22. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour law or Regulations, be directed to be paid by the Board, such money shall be deemed to be payable by the contractor to the Board within seven days. The Board shall be entitled to recover this amount from the contractor by deduction from money due to the contractor.
23. The contractor shall indemnify and hold the Board harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
24. The contractor shall ensure that the personnel deployed by him shall not take part in any staff union and association activities. If any personnel found participated in such activities, the Contractor shall have to remove him/her immediately.
25. The Board shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Board does not recognize any employee/employer relationship with any of the workers of the contractor.
26. If as a result of post payment audit any over payment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Board from the contractor.
27. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Board.
28. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis.
29. The contract is likely to commence after completion of all formalities for Security Arrangements and would continue until a period of One year, unless it is curtailed or terminated by this office owing to deficiency of service. The contract period may be extended for a further period as decided by board.
30. Payments of wages must be paid through NEFT/RTGS/A/c payee cheque and wages must be paid up to 7<sup>th</sup> of every month, otherwise Rs 100/- per day per worker penalty may be deducted from the bill.
31. Previous payment Vouchers regarding deduction of E.S.I, E.P.F. and Service Tax must be attached and duly attested along with Account Numbers of all deputed employees at Board. The contractor will supply monthly dossier with format enclosed as Annexure- B.
32. At the end of year if deduction for E.S.I, E.P.F. and Service Tax are not found correct or updated the Performance Security amount will be forfeited and the firm will be blacklisted and criminal case will also be registered.
33. If any employee is employed by the Contractor, the Contractor shall be liable for Labour Court Proceeding if any.

34. Minimum wages shall be paid as per D.C. Bhiwani rates. If the D.C. rates are revised during the financial year, the wages should be paid as per revised DC rates
35. Termination of services of any person deployed by the Contractor shall be made by a letter of termination of Contractor, Board will not issue any letter in this regards.
36. In the event of any provisions of the contact requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by both parties.
37. No items are allowed to be taken out without proper gate pass issued by the officer-in-charge, or his authorized representative. The specimen signature of such authorized officer will be available with the security personnel.
38. The work shall be executed as per the scope of work; Annexure -3 with utmost sincerity and as per direction of officer-in-charge and no lapse of any sort shall be allowed.
39. It will be sole responsibility of the contract that the men/women engaged are trained and Board will not be liable for any mishap directly or indirectly.
40. The Contractor/ Service provider shall not claim any damages, costs, charges liabilities arising out of performance/non performance of service, which it may suffer or otherwise incurs by reason of any act/omission, negligence, default or error in judgement on part of itself and/or its persons in rendering the service under this agreement.
- 41. OBLIGATION OF THE CONTRACTOR:-**
- a. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of return every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- b. The Board will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as Income Tax on the income comprised therein. Any other statutory deductions, if required shall also be made as applicable.
- 42. Dispute Resolution:-**
- 42.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Secretary, Board of School Education Haryana, Bhiwani.
- 42.2 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- 42.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.
- 43. JURISDICTION OF COURT:-**
- The courts at Bhiwani shall have the exclusive jurisdiction to try all disputes, if any arising out of this agreement between the parties.
- 44. Payment to the Contractor:-**The payment to the contractor for the work done/service provided shall made on monthly basis subject to the following:
- 44.1. The contractor shall ensure full compliance of letter bearing no.43/5/2001-3GS-II dated 20.02.2014 issued by Chief Secretary to Government of Haryana with regard to this contract and shall be solely responsible for the same.
- 44.2 The work has been satisfactorily executed, as per the Terms & Conditions of the contract, for the month for which the contractor has raised the bill.
- 44.2 The disbursement of the wages to the workers has already been done by the contractor for the month for which the payment is being claimed by the contractor.**
- 44.3 A certificate to this effect that payment of wages to the workers has been made upto 7<sup>th</sup> of the last month, will have to be tendered.

**Annexure-3****SCOPE OF WORK (HOUSEKEEPING & SANITATION AND OTHER SERVICES)**

The scope for sanitation extends to all official building and roads in the campus, parking and selective residences etc. The following activities shall be performed on regular basis:

SR. No	Activity	Frequency
1.	Sweeping in covered area	Once in a day and also as and when required.
2	Scrubbing wet cleaning of floor, passages and different types of floor area provided in different rooms and staircase of the building.	Once in a day and also as and when required.
3	Sweeping open spaces like roads, courtyards, garages, parking lots etc.	Once in a day and also as and when required.
4	Cleaning open spaces like lawns, play grounds etc. where necessary.	Once in a day and also as and when required.
5	Cleaning and sanitation of toilets, bathrooms and passages etc. attached thereto including floors, dado walls and all fittings/ fixture.	Thrice in a day and also as and when required.
6	Sweeping/ cleaning/ wet mopping of main hall of canteen/mess/kitchen/pantry etc.	Thrice in a day and also as and when required.
7	Cleaning of different types of doors/ window frames, glasses/ wire mesh and fixtures.	Once in a day and also as and when required.
8	Removal of cobwebs and dusting of walls.	Once in a day and also as and when required.
9	Unclogging of floor traps, gully traps, building manholes etc.	Once in a week.
10	Vaccum cleaning of carpets, sofas, curtains etc.	Once in a day and also as and when required.
11	Cleaning of terraces	Once in a day and also as and when required.
12	<b><u>Maintenance:</u></b> A) Horticulture B) Electrical C) Carpentry	
13	<b><u>Pump Operation, Driving and Plumbing:</u></b>	
14	<b><u>Clerk/Clerk-Cum-Computer Operator, Computer Operator, Lab Technician and Junior Engineer:</u></b>	

Note: - The scope of work of sanitation services includes collection of garbage from houses, various places and disposal of the same as per the direction of the Officer-in-charge, Board or his authorized representative and should be eco-friendly. The Services of Housekeeping and Sanitation should also be provided by the Services Provider at various Regional Office of Board's situated at some Districts and The scope covers (Sr. No. 12, 13 & 14) regarding maintenance of Horticulture, Electrical, Carpentry and Pump Operation, Driven, Plumbing and other work.

**Signature of the Bidder with seal**

## ANNEXURE-04

## PERFORMA FOR MANPOWER DEPLOYMENT PLAN

SL. No.	Description
1	Unskilled worker = 170 approx.
2	Unskilled (Horticulture) =015 approx.
3	Skilled (Electrician, Carpenter, Driver & Pump Operator.) = 25 approx.
4	Clerk/Clerk-Cum-Computer Operator as per requirement
5	Lab Technician -Do-
6	Junior Engineer -Do-

Signature of the Bidder with seal

**CHECKLIST FOR TECHNICAL BID**

## PART-A

Sl. No.	Documents asked for	Page number at which document is placed
1	Proof of Earnest Money Deposit (Bid Security) of Rs. 5,00,000 as given in point-3 of Annexure-I	
2	One self-attested recent passport size photograph of the authorized person of the bidder, with name, designation, address and office telephone numbers of Directors/ Partners (As per Annexure-09).	
3	Undertaking on a Stamp paper of Rs. 100/- as per the given Format, Annexure-07.	
4	Self-attested copy of PAN card.	
5	Self-attested copy of Service Tax Registration Number	
6	Self- attested copy of Registration Number of the firm/ agency	
7	Self-attested copy of Valid EPF Registration Number	
8	Self- attested copy of Valid ESI Registration Number	
9	Self-attested copy of Valid License No. under Contract Labour (R & A) Act-1970	
10	Proof of satisfactorily execution of similar works as specified in the Eligibility conditions, Annexure-I	
11	Self attested copy of Annual Income Tax Returns of previous three years supported by audited trading, Profit & Loss Account balance sheets for the last three financial year.	
12	An affidavit that the Firm/ Contractor have never been de-barred and/or black listed.	

**Signature of the Bidder with seal**

## CHECK-LIST FOR TECHNICAL BID

## PART-B

Sl. No	Information to be provided	To be filled by the Bidder	For Office Use
1.	Manpower on roll (different category)		
2.	Experience of similar work in year		
3.	Number of trained supervisory staff		
4.	Any other information		

Note: - Photocopies of all necessary documents, duly self-attested must be attached for verification of the Information provided.

**Signature of the Bidder with seal**



(ON A STAMP PAPER OF RS.100/-)  
UNDERTAKING

To

The Secretary  
B.S.E.H.  
Bhiwani - 127021

(Designation and Name of the concerned Department)

Name of the firm/Agency\_\_\_\_\_

Name of the tender\_\_\_\_\_

Due Date:\_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the term and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provision of Minimum Wages Act, Contract Labour Act other statutory provision like Provident Fund Act, ESI Bonus, Gratuity, Leave Relieving Charges, Uniform and Allowance thereof and any other charges applicable form time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We do hereby undertake that complete services of Housekeeping & Sanitation at Board shall be ensured by our firm as well as any other point considered by our Agency.
5. **I/We do hereby undertake that payment of wages to all workers will be disbursed upto 7<sup>th</sup> of every month, otherwise Rs.100/- per day per worker penalty may be deducted from my bill.**

Signature of the Bidder  
Name and Address of the Bidder.....

.....  
Telephone No. ....-  
E-mail.....

**Signature of the Bidder with seal**

### SERVICE AGREEMENT

THIS AGREEMENT is made on this..... day of..... between the Secretary, Board of School Education Haryana, Bhiwani called BOARD (which expression shall, unless excluded by repugnant to the context, be deemed to include its successors in office and assignees) of the first and M/s \_\_\_\_\_, a company registered under the Companies Act, 1956/a partnership firm constituted between.....having its place of business or registered office at ..... acting through ..... its Managing Director/Partner (hereinafter referred to as " Service Provider" which expression shall, unless excluded by a repugnant to the context or meaning thereof, be deemed to mean and include its/his/her/their respective heirs, executors, administrations and successors (S) of them and the executors, administrators and successors of the surviving partners, as the case may be) of the second part.

WHEREAS the Service Provider is engaged in the business of providing.....Service.

AND WHEREAS on the aforesaid representation made by the Service Provider to Department, the parties hereby enter into this agreement on the terms and conditions appearing hereinafter.

NOW THEREFORE, THIS AGREEMENTS WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:

#### 1. SERVICE PROVIDER'S REPRESENTATIONS AND WARRANTIES

The Service Provider hereby represents warrants and confirms that the Service Providers-

- 1.1 has full capacity, power and authority to enter into this agreement and during the continuance of this agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated herein and has already taken and shall and continue to take all necessary and further actions (including but without limiting to the obtaining of necessary approval/consents in all applicable jurisdictions) to authorize the execution, delivery and performance of this agreement;
- 1.2 has the necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure and capability to perform its obligation in accordance with the terms of this agreement and to the satisfaction of the Government;
- 1.3 Shall, on the execution of this agreement and providing service to the Department, not violate, breach and contravene any conditions of any agreement entered with any third party/ies;
- 1.4 Has complied with and obtained necessary permissions/ licenses/ authorizations under the Central, State and local authorities and obtained all required permission/licenses for carrying out its obligations under this agreement.

#### 2. OBLIGATIONS OF THE SERVICE PROVIDER

- (a) The Service Provider shall operate and provider services to the Department at its various sites on..... Days a week from..... Am. to.....p.m. List of services and the material are as prescribed in Annexure 'A'.
- (b) The regularity of the performance of the service will be essence of this agreement and shall form a central factor of this agreement. The Service Provider shall take all possible steps to ensure to maintain its performance as determined by the Department from time to time.

**Signature of the Bidder with seal**

- (c) The assessment made by the Service Provider/give the required quality of services shall be final and acceptable by and binding upon the Service Provider.
- (d) If the Department notices that the personnel of the Service Provider has/ have been negligent, careless in rendering the said services, the same shall be communicated immediately to the avoid recurrence of such incidents and reports to the Department.
- (e) If any of the personnel of the Service Provider indulges in theft, negligence any illegal/irregular activity, misconduct, the Service Provider shall take appropriate action against its erring personnel and intimate accordingly to the Department or itself can take action in accordance with law.
- (f) The Service Provider shall furnish a personal guarantee of its Managing Director/ Partner, guaranteeing the due performance by the Service Provider of its obligation under this agreement.

### **TERMS OF PAYMENT**

3. (a) Fees and charges for the services to be rendered are at Annexure 'B' as agreed to between the parties.
- (b) All payments made by the Department shall be after deduction of tax at source wherever applicable as per the provision of the Income Tax Act, 1961.
- (c) The Service Provider, being the employer in relation to person engaged/employed by it to provide the service under this agreement shall alone be responsible and liable to pay wages/salaries to such person which in any case shall not be less than the minimum wages as fixed or prescribed under the Minimum wages as fixed or prescribed under the Minimum Wages Act, 1948 (Act XI of 1948) for the category of workers employed by it from time to time or by the State Government and /or any authority constituted by or under law. He will observe compliance of all relevant labour laws.
- (d) The Service Provider will have to produce the register of wages or the register of wages-cum-muster roll of the preceding month along with the bill to be submitted on the \_\_\_\_\_ day of every calendar month for verification to the nominated official of Department. The Service Provider shall ensure that payment to his employee is made in the presence of an authorized representative of the Department.

### **4. SUBMISSION AND VERIFICATION OF BILLS**

The Service Provider shall submit on a monthly basis the bills for the service rendered to enable the Department to verify and process the same.

### **5. DISCIPLINE**

- (a) The Service Provider shall issue identity cards, on its own name and trading style, to its personnel deputed for rendering the said services, which at Department's option, and would be subject to verification at any time. The Department may refuse the entry into its premises to any personnel of the Service Provider not bearing such identify card or not being perfectly dressed.
- (b) The Department shall always have the right and liberty to do surprise inspection at its sites.
- (c) The Department rendered by the Service Provider under the agreement will be under close supervision, co-ordination and guidance of the Department. The Service Provider shall frame appropriate procedure for taking immediate action as may be advised by Department from time to time.
- (d) It is understood between the parties hereto that the Service Provider alone shall have the right to take disciplinary action against any person(s) to raise any dispute and/or claim circumstances be the Service Provider for any purpose, whatsoever nor would Department be liable for any claim(s) engaged/employed by the Service Provider for any purpose, whatsoever, of any such person (s).

**Signature of the Bidder with seal**

## 6. NATURE OF AGREEMENT

The parties hereto have considered agreed to any have a clear understanding on the following aspects:

- (a) Agreement is on the principal to principal basis and does not create and shall not deem to create any employer-employee relationship between the Department and the Service Provider. The Service Provider shall not by any acts, deeds or otherwise represent any person that the Service Provider is representing or acting as agent of Department, except to the extent and purpose permitted herein.
- (b) This agreement is for providing the aforementioned service and is not an agreement for supply of contract labour. It is clearly understood by the Service Provider that persons employed by the Service Provider for providing services as mentioned herein, shall be employees of the Service Provider only and not of the Department. The Service Provider shall be make payment to its said employees towards their monthly wages/salaries and other statutory dues like Employees Provident Fund, Employees State Insurance, minimum wages, bonus, gratuity etc.
- (c) Department shall not be liable for any obligation/ responsibilities, contractual, legal or otherwise, towards the Service Provider's employees/agents directly and /or indirectly, in any manner whatsoever.

## 7. STATUTORY COMPLIANCES

- (a) Service Provider shall obtain all registration(s)/permission(s)/license (s) etc. Which are/may be required under any labour or other legislation (s) for providing the service under this agreement.
- (b) It shall be the Service Provider's responsibility to ensure compliance of all the Central and State Government Rules and Regulation with regard to the provision of the service under this agreement. The Service Provider indemnifies and shall always keep Department indemnified against all losses, damages; claims actions take against Department by any authority/ office in this regard.
- (c) **It shall be the Service Provider's responsibility that the wages to the workers shall be disbursed up to the 7<sup>th</sup> of the each month, otherwise Rs.100/- per day per worker shall be deducted from the bill as a penalty irrespective of payment of Bills by the Board.**
- (d) The Service Provider undertaken to comply with the applicable provision of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, in applicable, for carrying out the purpose of this agreement. The Service Provider shall further observe and comply with all Government laws concerning employment of staff employed by the Service Provider and shall duly pay all sums of money to such staff as may fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirement of law.
- (e) The Service Provider shall give an undertaking by the 22<sup>nd</sup> of each month in favour of the Department that he has complied with all his statutory obligations. A draft of the said undertaking is attached herewith as Annexure 'C' to this agreement.

## 8. ACCOUNTS AND RECORDS

- (a) The Service Provider shall maintain accurate accounts and records, statements of all its operations and expenses in connection with its functions under this agreement in the manner specified by the Department

**Signature of the Bidder with seal**

- (b) That, if any time, during the operation of this agreement of thereafter the Department is made liable in any manner whatsoever by any order, direction or otherwise of any Court authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the Service Provider or to any third party in any event not restricted but including as mentioned in sub-clauses No (a), (b) and (c) hereinabove, the Service Provider shall immediately pay to the department all such amounts and costs also and in all such cases/events the decision of the Department shall be final and binding upon the Service Provider. The department shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the Service Provider.

**9. INDEMNIFICATION**

- (a) The Service Provider shall at its own expenses make good any loss or damage suffered by the Department as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said service at any time of the premises of the Department or otherwise.
- (b) The Service Provider shall at all times Indemnify and keep indemnified that Department against any claim on account of disability/death of any of its personnel caused while providing the service within/outside the site or other premises of the Department which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the working or their personnel of the Service Provider or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any Person whether in the employment of the Service Provider or not, who provided or provides the service at the site or any other premises of the Department shall be as provided hereinbefore.
- (c) The Service Provider shall at all times indemnify and keep indemnified the Department third against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the Department's premises or before and after that.
- (d) That, if at any time, during the operation of this agreement of thereafter the Department is made liable in any manner whatsoever by any order, direction or otherwise of any Court authority or tribunal, to pay any amounts whatsoever in respect of or any or present or ex-personnel of the Service Provider or to any third party in any event not restricted but including as mentioned in sub-clause No (a), (b) and (c) hereinabove, the Service Provider shall immediately pay to the department all such amounts and costs also and in all such cases/events the decision of the Department shall be final and binding upon the Service Provider. The department shall be entitled to deduct any such amounts as aforesaid, from security deposit and/or from any pending bills of the Service Provider.

**10. LIABILITIES AND REMEDIES**

In the event of failure of the Service Provider to provide the services or part thereof as mentioned in this agreement for any reasons whatsoever, the Department shall be entitled to procure service from other sources and the Service Provider shall be liable to pay forthwith to the Department the difference of payments made to such other sources, besides damages at double the rate of payment.

**11. LOSSES SUFFERED BY SERVICE PROVIDER**

The Service Provider shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/non-performance of services, which it may suffer or otherwise incur by reason of any act/omission, negligence, default or error in judgment on part of itself and /or its personnel in rendering or non-rendering the service under this agreement.

**Signature of the Bidder with seal**

**12. TERM**

This agreement shall be effective for a period of ..... years with effect from.....up to..... and can be extended further for such period and on such terms and condition as may be deemed fit and proper by the Department.

**13. TERMINATION**

- (a) Either party can terminate this agreement by giving one month’s written notice to the other without assigning any reason and without payment of any compensation hereof. However, the Department shall give only a 24 hours notice of termination of this agreement to the Service Provider when there is a major default in compliance of the terms and conditions of this agreement or the Service Provider has failed to comply with its statutory obligations.
- (b) If Service Provider commits breach of any covenant or any clause of this agreements, Department may send a written notice to Service Provider to rectify such breach within the time limit specified in such notice. In the event Service Provider fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and Service Provider shall be liable to Department for losses or damages on account of such breach.
- (c) The Department shall have the right to immediately terminate this agreement structure of the Service Provider. Henceforth, any assessment of this agreement, in part or whole, to any third party without the prior written consent of the Department shall be ground for termination of this agreement forthwith.

**15. COMPOSITION AND ADDRESS OF SERVICE PROVIDER**

- (a) The Service Provider shall furnish to the Department all the relevant papers regarding its constitution, names and address of the management and other key personnel of the Service Provider and proof of its registration with the concerned Government authorities required for running such a business of Service Provider.
- (b) The Service Provider shall always inform the Department in writing about any change in its address or the name and address of its key personnel. Further, the Service Provider shall not change its own ship with prior approval of the Department.

**16. SERVICE OF NOTICES**

Any notice or other communication required or permitted to be given between the parties under this agreement shall be given in writing at the following address or such other address as may be intimated from time to time in writing.

Department	Service Provider
.....	.....

**Signature of the Bidder with seal**

**17. CONFIDENTIALITY**

It is understood between the parties hereto that during the course of business relationship, the Service Provider may have access to confidential, information and it undertakes that it shall not, without Department's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information. This clause shall survive for a period of 5 years from the date of expiry of this agreement or earlier termination thereof.

**18. ENTIRE AGREEMENT**

This agreement represents the entire agreement, the parties and supersedes all previous or other writing and understandings, oral or written, and further any modification to this agreement, if required shall only be made in writing.

**19. AMENDMENT/MODIFICATION**

The parties can amend this agreement at any time. However, such amendment shall be effective only when it is reduced in writing and signed by the representatives of both parties hereto.

**20. SEVERABILITY**

If, for any reason, a court of competent jurisdiction finds any provision of this agreement, or portion thereof, to be unenforceable, that provision of the agreement will be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this agreement shall continue in full force and effect.

**21. CAPTIONS**

The various captions used in this agreements are for the organizational purpose only and may not be used to interpret the provisions hereof. In case of any conflicts between the captions and the text shall prevail.

**22. WAIVER**

At any time any indulgence or concession granted by the Department shall not alter or invalidate this agreement nor constitute the waiver of any of the provision hereof after such time, indulgence or concession shall have been granted. Further, the failure of the Department to enforce at any time, any of the provision of this agreement or to exercise any option which is herein provided for requiring at any time the performance by the Service Provider of any of the provision of this agreement nor in any way effect the validity of his agreement or any of thereof or the right of the Department to enforce the same in part or in the entirety of it. Waiver, if any has to be in writing.

**23. FORCE MAJEURE**

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, labour disputes and governmental or public authority's demands or requirements.

**24. DISPUTE RESOLUTION**

This agreement shall be deemed to have been made/executed at... for all purposes. In the event of any dispute related to the interpretation or rights or liabilities arising out of this agreement, the same shall, at first instance, be amicable settled between the parties. If any dispute is not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the Department. The award given by the arbitrator shall be final and binding on the parties. The venue of arbitrator shall be Bhiwani.

**Signature of the Bidder with seal**

**25. GOVERNING LAW/JURISDICTION**

The applicable law governing this agreement shall be the laws of India and the courts of Bhiwani shall have the exclusive jurisdiction to try any dispute with respect to this agreement.

**26 TWO COUNTERPARTS**

This agreement is made in duplicate. The Service Provider shall return a copy of this agreement duly signed and stamped as a token of acceptance of all term and conditions mentioned above. In the event of commencement of order acceptance, it will be taken that all terms are acceptable.

**27. LIST OF ANNEXURE**

- ANNEXURE 'A' .....
- ANNEXURE 'B' .....
- ANNEXURE 'C' .....

**IN WITNESS WHEREOF THE DEPARTMENT AND THE SERVICE PROVIDER ABOVE SAID HAVE HEREUNTO SUBSCRIBER THEIR HANDS ON THE DAY MONTH AND YEAR FIRST MENTIONED ABOVE IN THE PREESENCE OF THE FOLLOWING WITNESSES:**

SIGNED, SEALED AND DELIVERED.

WITNESSES

- |    |   |  |
|----|---|--|
| 1. | Signature:<br>Name<br>Date:<br>Designation: | Signature:<br>Name:<br>Date:<br>Designation: |
| 2. | Signature<br>Name:<br>Date:<br>Designation: | For and on behalf of the Governor of Haryana |

SIGNED, SEALED AND DELIVERED

WITNESSES

- |    |  |   |
|----|--|---|
| 1. | Signature:<br>Name<br>Date:<br>Address:  | Signature:<br>Name:<br>Date:<br>Address:  |
| 2. | Signature:<br>Name:<br>Date:<br>Address: | For and on behalf of the Service Provider |

**Signature of the Bidder with seal**



**TENDER FORM FOR.....**

Affix duly Attested  
P.P. Size photograph  
of the prospective  
bidder.

1. Cost of tender: Rs 2,000/-
2. Due date for submission to tender 04-05-2017 at 12:00 noon.
3. Opening date and time of Technical Bid 04-05-2017 at 12:30 pm.
4. Names, address of firm/  
Agency.....  
.....  
and Telephone number.....
5. Registration No. of the Firm/Agency.....
6. Name, Designation, Address.....  
and Telephone No. of Authorized person of Firm/  
Agency to deal with.....
7. Please specify as to whether Tenderer is sole proprietor/  
Partnership firm. Name and Address and Telephone No.....  
of Directors/partners should.....  
specified.
8. Copy of PAN card issued by Income Tax and copy of previous three  
Financial Year's Income Tax Return.....
9. Provident Fund Account No.....
10. ESI Number.....
11. License number under Contract Labour (R & A) Act, if any.  
.....
12. Details of Bid Security deposited:
  - (a) Amount: Rs.....  
(Rupees in word also).....
  - (b) FDR No. or DD No. or.....  
Bank Guarantee in favour of.....
  - (c) Date of issue:.....
  - (d) Name of issuing authority:.....
13. Details of Tender cost, if  
downloaded from the website.....
14. Details of ISO Certificate:.....
15. Any other information, if any:.....  
.....
16. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the term and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name and Address (with seal)

(Signature of the bidder)  
Name and Address (with seal)

## FINANCIAL BID FOR MANPOWER SERVICES

Rates to be quoted by the bidder must be as per cost analysis given below:

SL. No.	Description number of manpower required per day	Rate per person per shift for whole month (inclusive of all taxes) (in figure)	Rate per person per shift for whole month (inclusive of all taxes) (in word)
1	Unskilled = 170 approx.		
2	Unskilled (Horticulture) = 15 approx.		
3	Skilled (Electrician, Carpenter, Driver & Pump Operator). =25 approx.		
4	Clerk/Clerk-Cum-Computer Operator (as per requirement)		
5	Computer Operator (as per requirement)		
6	Lab Technician (as per requirement)		
7	Junior Engineer (as per requirement)		

**Note :-**

1. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R & A) Act, weekly-off replacement charges, Bonus, cost of Uniform of personnel deployed by the contractor, all kinds of taxes, service charges etc. of the agency. The rate quoted will be for per shift of eight hours per person per month. If the minimum wages is revised by the Government of Haryana/Government of India, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour Laws will be treated as invalid.
3. The contract is for one year.
4. The number of manpower required shown above is indicative and the actual quantity may vary.
5. The bidders may quote the rates in Indian Rupees as well as in words and shall be protected by transparent tap, failing which the bid shall be rejected.
6. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words, Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender.

**Signature of the Bidder with seal**