

कार्यालय प्राचार्या चौ० मनीराम गोदारा राजकीय महिला महाविद्यालय
भोड़िया खेड़ा(फतेहाबाद)

टेंडर नोटिस

हरियाणा सरकार की आउट सोर्सिंग पोलिसी (No. 16/7/2015-1GSII dated 06/04/2015) के अनुसार इच्छुक ठेकेदारों को सूचित किया जाता है कि वर्ष 2021-22 के लिए महाविद्यालय में तथा जिला पुस्तकालय में कनिष्ठ पुस्तकालयाध्यक्ष माली, स्वीपर, चौकीदार, चपरासी, लैब अटैण्डेंट, रेस्टोरर, लिपिक, स्टेनो टाईपिस्ट इत्यादि के पद पर अनुबंध आधार पर नियुक्तियों के लिए मुहर बंद निविदाएं दिनांक 30/06/2021 सायं 4 बजे तक पंजीकृत डाक/कोरियर/दस्ती द्वारा आमंत्रित की जाती हैं। अधूरी तथा निश्चित समय के बाद प्राप्त होने वाली निविदाएं बिल्कुल अमान्य होगी। नियम व शर्तें महाविद्यालय की वेबसाइट <http://gcwbhodiakhera.ac.in> पर देखी जा सकती है या किसी भी कार्यदिवस पर कार्यालय से प्राप्त की जा सकती है।

नोट :- लिफाफे पर "Tender for Outsourcing man power for doing miscellaneous duties" अवश्य लिखा होना चाहिए। निविदाएं प्राचार्य कक्ष में दिनांक 01.07.2021 को दोपहर 12:00 बजे निविदादाताओं एवं महाविद्यालय समिति की उपस्थिति में खोली जायेगी। किसी भी निविदा को निरस्त करने का अन्तिम अधिकार महाविद्यालय प्राचार्य का होगा।

Verna
Principal प्राचार्या
CMG, GCW Bhodia Khera
Fatehabad-125050

CMG Govt. College for Women Bhodia Khera, Fatehabad

Instructions and format for the tender 2021-22

All the columns must be filled correctly. No column must be left blank otherwise your tender will summarily will be rejected.

Sr. No	Particular of the Form	Details	Copy attached (Yes/No)
1	Name of the firms with address		
2	Mobile No. and Email ID	Mob Email	
3	Firm Registration under Govt Acts	(validity details) From to.....	
4	Copy of EPF Registration	(validity details)	
5	Copy of ESI Registration	(validity details)	
6	Copy of Service Tax Registration	(validity details)	
7	Copy of registration with additional Director General of Police, Law & order-cum controlling officer, Haryana of the agency.	(validity details)	
8	Copy of valid Labour License from Labour Department License under the contract Labour (Regulation and Abolition)Act, 1970 or any other rules framed there under from time to time by the Central or State Government.		
9	PAN/TAN No.		
10	Copy of the latest IT return of last three year with Audited Balance Sheet by CA		
11	List of Registered Personnel (Min 30)		
12	Copy of Annual turnover of last three years(at least 10 lakhs of each year)		
13	Copy of work experience of last three years		
14	Copy of Demand Draft in favour of Principal, CMG GCW Bhodia Khera Of Rs. 50,000/-	Draft No Bank..... Dated	
15	Copy of ISO 9001:2008 of the form		
16	Declaration in the form of Affidavit, duly attested by Executive Magistrate /Notary Public, that the individual /firm/agency including its partners and share-holders, was not black listed/prosecuted by any Departments/ Statutory Bodies in Haryana or by any Court of Law, and fully understood all the term* and conditions contained herein and undertake Self/ourselves abided by them Is to be attached.		
17	Security Certificate		
18	Service Charge for the year (Valid upto two decimals only)		*

Certified that all the above information is correct and true in my knowledge, nothing has been concealed therein, if found any, I shall be for cancellation of my tender form.

Signature of the Service Provider

Address _____

Minimum Eligibility Criteria :-

Minimum criteria for eligibility is given below:-

1. The Agency/firm/organization should be registered under Company Act 1956, Society Registration Act/Trust Act etc.
2. Good financial strength having a minimum turnover of Rs. 10 Lakhs during each of the last three financial years. Audited balance sheet or CA's Certificate of last three years should be submitted.
3. Agency/firm/organization must have at least three years experience in the relevant field across cities/states preferably in the Government Sector
4. Having minimum thirty registered personnel in the relevant field The list of such professionals shall be submitted along with Technical Bid
5. Joint venture/Consortium/MOU will not be considered.
6. The offer should be for entire work and not for the part work.
7. The price quoted should be all-inclusive and not open-ended Agency/firm/organization should keep their bid valid for one year from the date of submission of the bid envelopes.
8. Earnest money in the shape of demand draft (DD) of Rs. 50000(Fifty Thousand only) must be enclosed with the tender. DD of unsuccessful tendered will be returned with in a week.
9. Financial Bids shall be opened of only those Agencies/Firms/Organizations which shall fulfill the above mentioned conditions
10. After fulfilling the eligibility conditions. Financial Quote shall be the deciding factor meaning thereby that any firm having fulfilled above conditions and lowest rates shall be LI. However, if L2 wants to match the rates it shall be allowed. Similarly LI can also lower its rates further based on the negotiations and reputation.
11. Firm should not have been blacklisted/deterred/penalized for non performance.
12. However, other terms and conditions to be fulfilled by the Agency/Firm/Organization are to be defined by the College.
13. As the college needs the services of Restorer, Steno Typist, Lab Attendant, Peon -Chowkidar, Mali, Sweepers, etc. The eligibility of the outsourcing services will be as per Haryana Govt. Norms.
14. The rates quoted above shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the tendered
15. Leave reserver for weekly rest and other holidays/National holidays shall be provided by the Service Provider and no extra charges will be paid by the college.
16. The selected agency will have to sign a service agreement on the given format within seven days from the. date of the receipt of work order.

I/We certify that I/We have read the terms and conditions of the tender as well as the provisions as mentioned 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 such as Employees Provident fund. Employees State Insurance. Employees deposit fund Insurance etc to the employees. I/We undertake to observe the 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 there under 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.

Certified that I/We have read over the tender document containing the nature and scope of work, all thirty terms & conditions have been understood by us.

I/We undertake to abide the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.

Place:-

Signature of Tenderer

TERMS AND CONDITIONS

- 1.** All the information as required in the tender document should be filled up in the relevant part and no column should be left unfilled. An incomplete tender document or submitted without the earnest money deposit will be summarily rejected.
- 2.** In case the date of opening of a tender declared is a holiday the tender shall be received/opened on the next following day at the same time
- 3.** The Agency will have to deposit earnest to the tune of Rs.50.000/- in the shape of Demand Draft covering the period of contract duly pledged in favour of the Principal, GMG GCW Bhodia Khera.
- 4.** The manpower to be provided by the agency shall always remain the employee of the agency for all intents and purposes and the service provider/the agency shall alone be liable for any dispute amongst their employees and the agency, which may arise in any court of law.
- 5.** All the persons provided by the service agency/provider should be healthy, physically fit and free from communicable diseases. The agency will have to give wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees under Labour/Minimum Wage Act
- 6.** The service provider shall be responsible for the attendance of his staff in the College. In case of any staff of the agency remains absent or granted leave by them, they will send/arrange his/her substitute otherwise a penalty of Rs.200/- per day per person will be imposed upon him and the penalty so imposed will be deducted from the bill of the agency .
- 7.** In case of inability of personnel deputed to the job in this Department the same will be got done from the market at the risk cost of service provider and amount will be deducted from the bill presented in the college.
- 8.** In case the contractor discontinues the contract before the expiry of the period his earnest money shall be forfeited.
- 9.** The personnel sent/deputed on job will be on the pay roll of the service provider and will be the employees of the service provider for all intents and purposes. However, the service agency shall communicate the name parentage, residential address, date of birth, academic qualification,' previous experience etc. along with a photograph of the person.
- 10.** The antecedents of the personnel deployed by the service provider should be credible and above board.
- 11.** The staff deployed will be issued identity card by the service provider which will be required to be displayed at the time of duty. In case of pilferage, theft/breakage, the agency will be responsible. The Principal will be at liberty to deduct the amount of such loss from the agency after holding an enquiry. The decision of the Principal to this effect shall be final and binding upon the parties. In case of unsatisfactory performance and violation of any condition of the contract/service agreement, the contract shall be liable to be cancelled and earnest money will be forfeited. The personnel so deployed on the job for various activities will not be changed by the agency without the approval of the Department.
- 12.** That the agency shall not sub-let the contract to any other concern/individual.

13. The Agency will pay at least the minimum wages as per wages fixed under the Minimum Wages Act and disburse the wages in the premises of the College in the presence of person authorized by the Principal on or before the 10th of each month. The payment to the agency PF/ESI contribution will be released after seeing the statement of PF/ESI or any other statutory provision to be complied by the agency that the agency have deposited its part of the contribution in advance.
14. The Agency will be responsible for the payment of statutory liabilities such as PF/ESI and other charges etc, if any. in respect of persons deputed in the Department and will submit the deposit challans showing the individual figure of deposit for the previous month along with remuneration bill.
15. The service agreement will be for a period of six months from the date of taking over the charge of work. The Department may, however, at its sole discretion to reduce or extend period of the contract on the prevalent terms and conditions.
16. Income tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross Amount) of the Agency.
17. The Agency will have to deposit earnest money of Rs. 50,000/- with the tender in favour of Principal, Govt. College for Women Bhodia Khera, Fatehabad in shape of pay order/demand draft payable at Fatehabad
18. The agency awarded six months contract will have to execute an agreement on the stamp papers of appropriate value that he will abide by the terms and conditions as mentioned in the service agreement.
19. The agency will be responsible for obtaining a license/renewing the license as the case may be, from the Licensing Authority under the Contract Labour (Regulation and Abolition) Act 1970 and the College shall not be responsible for any damages/losses on this account.
20. The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
21. The Principal reserves the right to terminate this contract at any time by giving 30 days notice if the services of the contractor are found unsatisfactory or for any other reason.
22. That in case of any dispute with regards to the service agreement, the same shall be subject to arbitration by the Principal, Govt. College for Women Bhodia Khera, Fatehabad whose decision shall be final and binding on both the parties.
23. The outsource policy for engaging/outourcing of services/activities issued by Government from time to time will be strictly followed by the outsource agency.
24. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
25. All necessary reports and other information will be supplied immediately as required and regular meeting will be held with the department.
26. The Department shall have the right, within reason to have any person removed that is considered to be undesirable or otherwise and similarly contractor reserved the right to change the staff with prior intimation to the department.
27. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges) failing which invites a penalty of Rs 500/- each occasions and habitual offenders in this regard she be removed from the department.

The penalty on this account shall be deducted from the contractor's bill.

- 28.** Any damage or loss caused by contractors persons to the department in whatever would be recovered from the contractor.
- 29.** Any liability arising out of any litigation (including those consumer courts) due to any act of contractors personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractors personnel shall attend the court as and when required.
- 30.** The Department will bear no responsibility in the event of any accident/death and in any case and any claim being enforced by any Court, the department will not bear any financial liability as the contractor shall bear all expenses in such cases.