


Office of "The Haryana Pond and Waste Water Management Authority"
Bays No-39-40 (Basement), Block-B, Sector-4, Panchkula-134112

Tender Notice

Sealed/On line bids on behalf of The Haryana Pond and Waste Water Management Authority, Panchkula are invited under two bid system i.e. "Technical Bid" and "Financial Bid" from Outsourcing agencies/service providers including reputed, registered and license holders for providing outsourcing services for System analyst, Sub Divisional Engineer/Assistant Engineer(AE) (Civil), Junior Engineer (JE) (Civil), Assistant Architect, Circle Head Draftsman/Head Draftsman, Assistant Draftsman (Civil), Assistant Draftsman (Architecture), Law officer, Office Superintendent, Junior Programmer (IT), Assistant Legal, Accounts Officers, Scientist(Environment) C level, Assistant, Accountant, Clerk-cum-Data Entry Operator, Clerk (Care Taker/Diary/Despatcher), Drivers, Coordinator /PRO, Private Secretary, Peon-sweeper-cum-Chowkidar, Personal Assistant for Head Quarter Panchkula, Haryana for 1 year. Service Provider having at least 3 years experience (out of which 2 years experience must be of Govt./Semi Govt. Organizations) and having minimum annual turnover of ₹ 1 Crore during last 3 years. ESI, EPF, GST, LWF and PAN numbers from the concerned Department of the Govt. for providing various men-power as mentioned above. The terms and conditions can be seen on the official website of the Authority www.hpwwma.org.in, <https://etender.hry.nic.in>.

The interested agencies should send their offers in bid documents which are to be obtained from the office of the Member Secretary, Haryana Pond and Waste Water Management Authority, Bays No. 39 & 40(Basement), Block-B, Sector-4, Panchkula-134112, with a non refundable cost of ₹ 1,000/- through D.D. or may be downloaded from website www.hpwwma.org.in, <https://etender.hry.nic.in> (D.D. worth ₹ 1,000/- is to be deposited as a tender fee) and deposit it along with earnest money of ₹ 2,00,000/- in the shape of a Demand Draft in favour of, "The Haryana Pond and Waste Water Management Authority, "Panchkula payable at Panchkula so as to reach in the office of the Member Secretary, HPWWMA, Panchkula latest by 22.12.2020 up to 03:00 pm duly super scribed on envelope "Technical Bid" and "Financial Bid" separately - Bid for outsourcing services. The Technical Bids will be opened on the same day at 03:30pm in the office of Member Secretary, Haryana Pond and Waste Water Management Authority, Bays No. 39 & 40(basement), Block-B, Sector-4, Panchkula in the presence of bidders who may like to be present and Financial Bids will be opened afterwards under intimation to the concerned in the office of Member Secretary, Haryana Pond and Waste Water Management Authority, Bays No. 39 & 40(basement), Block-B, Sector-4, Panchkula in the presence of bidders who may like to be present.

The Executive Vice-Chairperson, HPWWMA has the right to accept or reject any / all Bid(s) without assigning any reason.


Member Secretary
29-12-2020
"The Haryana Pond Waste Water
Management Authority", Panchkula

DETAILED NOTICE INVITING BIDS

NAME OF WORK	Outsourcing of Services of Manpower
TIME LIMIT	ONE YEAR
ERANEST MONEY	₹ 2,00,000/- (Rs. TWO LAC ONLY)
LAST DATE OF RECEIPT OF BID	22.12.2020 at 03:00 pm
DATE OF OPENING OF BID-TECHNICAL BID	22.12.2020 at 03:30 pm
DATE OF OPENING OF BID-FINANCIAL BID	Afterwards under intimation to the concerned bidders
PLACE OF OPENING OF BID	Office of the Member Secretary, Haryana Pond and Waste Water Management Authority, Bays No. 39 & 40(basement), Block-B, Sector-4, Panchkula

Manpower Requirement

Sealed Bids bids invited from the Authorized agencies for deploying for System analyst, Sub Divisional Engineer/Assistant Engineer(AE) (Civil), Junior Engineer (JE) (Civil), Assistant Architect, Circle Head Draftsman/Head Draftsman, Assistant Draftsman (Civil), Assistant Draftsman (Architecture), Law officer, Office Superintendent, Junior Programmer (IT), Assistant Legal, Accounts Officers, Scientist(Environment) C level ,Assistant, Accountant, Clerk-cum-Data Entry Operator, Clerk (Care Taker/Diary/Despatcher), Drivers, Coordinator /PRO, Private Secretary, Peon-sweeper-cum-Chowkidar, Personal Assistant for Head Quarter Panchkula. The number of manpower may be increased or decreased at any time without assigning any reason.

General Terms and Conditions

1. 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 envelopes describing “Technical Bids for outsourcing Services” and Financial Bids for outsourcing Services”. The Bidder shall quote the Technical and Financial Bids as per the format enclosed at **Annexure 1 and 2** respectively.
2. The earnest money deposit (EMD) of ₹ 2,00,000/- (Rupees Two Lakh Only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft in favour of the “The Haryana Pond and Waste Water Management Authority”, Panchkula (payable at Panchkula). Bids not accompanied by earnest money of the requisite amount will be summarily rejected. The Earnest Money Deposited 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. Successful bidders shall also deposit a security of ₹ 2,00,000/- (Rupees Two Lakh Only).

3. Govt. instructions issued vide No. 43/5/2001-3GII Dated 20.02.2014 and guidelines issued vide No. 43/5/2001-3GII Dated 10.02.2015 by the Chief Secretary, Govt. of Haryana shall strictly be followed by the agency in matter of service charges etc. i.e. if service charges @ 2% or less quoted by the agency for providing manpower, its bid shall be rejected.

4. **The bidders may not offer rates of service charges at zero margin or rates which are not rounded. For Example: - rates quoted like 2.002%, 2.001%, 2.0001% or 2.0009% will not be entertained.** It is necessary that the bidder must quote sufficient price by observing all the payments like Service tax, TDS at the percentage fixed by the Govt. from time to time, otherwise the offer will be rejected. **The Authority is fully authorized to reject the insufficient rates quoted by the bidder. In case rates are tied then the service provider shall be decided by way of draw system. Draw shall be held by the Authority in the presence of bidder.**

5. The staff deployed will be issued identity cards by the agency which will be required to be displayed at the time of duty.

6. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the office of Member Secretary, HPWWMA, Panchkula in the presence of the representatives of the Firms/Agencies, who wish to be present on the spot at that time. Financial Bids of Technically qualified/eligible bidders shall only be opened in presence of short-listed agencies or their authorized representatives who wish to be present on the spot at that time. In case the date fixed for opening of Bids is subsequently declared as holiday by the Government, the Bid will be opened on next working day, however, the time and venue will remain unaltered.

7. As regards for System analyst, Sub Divisional Engineer/Assistant Engineer(AE) (Civil), Junior Engineer (JE) (Civil), Assistant Architect, Circle Head Draftsman/Head Draftsman, Assistant Draftsman (Civil), Assistant Draftsman (Architecture), Law officer, Office Superintendent, Junior Programmer (IT), Assistant Legal, Accounts Officers, Scientist(Environment) C level, Assistant, Accountant, Clerk-cum-Data Entry Operator, Clerk (Care Taker/Diary/Despatcher), Drivers, Coordinator /PRO, Private Secretary, Peon-sweeper-cum-Chowkidar, Personal Assistant for Head Quarter Panchkula. The agency will have to depute the same as per qualifications prescribed by Govt. and Information & Technology Department, Haryana, Chandigarh.

8. The Agency will provide his PAN number, LWF, EPF& ESI number of the employees and

make sure the payment of EPF, ESI, and GST & TDS is deposited in the concerned head/account. If any irregularity is found then the amount of EPF, ESI, GST etc. will be deducted from the agency's bill. The agency should also attach proof of ESI, EPF contribution made of their employees for last three months.

9. In case of any misbehaviour or dis-obeyance of the order of the officer in-charge the agency will be responsible for the discharge of duty.
10. If the agency after award of contract fails to perform the assigned work or it discontinues the contract before the expiry of the period his security will be forfeited.
11. The Security Deposit of the agency shall be refunded after successful completion of the contract period. Refund of Security Deposit is subject to full and final settlement of the final payment for the work contracted/executed under the contract.
12. The contract shall generally be awarded to the lowest bidder as per the Bid Evaluation Criteria complying with statutory norms. However, the competent authority 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.
13. The successful agency shall provide a non-judicial stamp paper of Rs. 100/- for preparing a contract/ agreement. The successful bidder shall enter into a contract/ agreement with the Member Secretary, HPWWMA, Panchkula as per the terms and conditions of the Bid within one month from the issue of letter of acceptance or when ever called upon to do so by the Member Secretary, HPWWMA, Panchkula whichever is earlier.
14. The agency should not have been blacklisted by any Central / State Government Department / Organization & No court case/Legal proceeding pending against the agency regarding EPF, ESI, LWF, and GST etc. Affidavit for the same must be attached. Each page of Bid document and supporting documents must be signed by Bidder.
15. Only one offer shall be accepted from a proprietor/partner (i.e. under one denomination of agency) irrespective of his/her offers under different agency denominations. In case it is found that the same person has applied for Bid under different agency denominations, all such pre-qualification forms and Bid offers from such person shall be rejected.
16. The incomplete or conditional all bid shall not be considered and will out rightly be rejected.
17. Bids who do not fulfil all or any of these conditions or are in complete in any respect, are liable to summary i.e. rejected without assigning any reasons.
18. Executive Vice Chairperson, HPWWMA reserves the right to modify the terms and conditions and/ or cancel the contract at any time.

19. NOTIFICATION OF AWARD BY ISSUANCE OF "LETTER OF ACCEPTANCE"

- 19.1 After determining the successful evaluated bidder, HPWWMA shall issue a Letter of Acceptance (LoA) in duplicate to bidder, who will return one copy to HPWWMA duly acknowledged, accepted and signed by the authorized signatory, within **Three (3) days** of receipt of the same by him.
- 19.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part of agreement and it will be a binding to the contractor/ bidder.

20. PERFORMANCE BANK GUARANTEE /SECURITY DEPOSIT:

An empanelled agency/ firm/ contractor who is issued a Letter of Acceptance on award of a contract shall execute Performance Bank Guarantee in the form of the Bank Guarantee (PBG) of any Nationalized/Private Bank @ of 10% of the total value of the Bid/work order awarded. The PBG should remain valid for 90 days beyond the date of completion of all the Contractual obligations.

- 20.1 The Bank Guarantee shall be forfeited by order of the competent authority of the HPWWMA in the event of any breach or negligence or non-adherence of any terms/conditions of contract or for unsatisfactory performance or non-acceptance of the work order.
- 20.1.1 If the contractor is called upon by the competent authority of the HPWWMA to deposit security and the contractor fail to provide the security deposit within the period specified such failure shall constitute a breach of contract and the HPWWMA shall be entitled to make other arrangement at the risk, cost and expense of the contractor.
- 20.1.2 On due performance and completion of the contract in all respects the security deposit will be returned to the contractor without any interest on the presentation of an absolute "No Demand Certificate". Issued by competent Authority of HPWWMA.
- 20.1.3 On expiry of the contract, the said Bank Guarantee shall be retained by the HPWWMA in case any excess of incorrect payment has been made on the bills to the Contractor. The Bank Guarantee shall be retained until the final/audit report on account of Contractor/ firm's bill has been received and examined.

21. NOTICE TO PROCEED

After the acceptance of the LoA and securing Performance Bank Guarantee (PBG) from the empanelled firm/ agency/ contractor who is awarded the contract the HPWWMA/Concerned Department shall issue the notice to proceed to the contractor

authorizing him to provide the required HR Services at specified locations.

22. PAYMENTS

- 22.1 After selection of the successful bidder/empanelled agency who is awarded a contract a price schedule shall be annexed to the Articles of Agreement according to which all the payments shall be made to the Contractor.
- 22.2 The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rates.
- 22.3 The Contractor shall raise invoice per month and submit the same to HPWWMA by 5th of every following month. The HPWWMA shall make all Endeavour to make payments to the contractor/agency within 15-20 days from the date of the receipt of the invoice from the Contractor/ agency.
- 22.4 The initial cost of the Contract shall be valid for the period of the contract i.e. initially for a period of one year. No price escalation, other than minimum wages/DC rates of relevant district revision, shall be entertained by the HPWWMA during the period.
- 22.5 After expiry of the initial period of the Contract of one year and if the Contract is renewed by the HPWWMA, the Contractor shall claim increase in the Contract cost only on account of increase in the minimum wages, as and when increased by the Government.
- 22.6 The payments shall be made in Indian Currency by means of NEFT/RTGS.
- 22.7 HPWWMA shall be entitled to deduct in accordance with Applicable Law, Income Tax at source (TDS) or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. HPWWMA shall provide a certificate certifying the deductions so made.
- 22.8 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

23. PENALTIES

- 23.1 The Contractor shall credit monthly wages to its manpower deployed by 7th day of every month in the employee's'' Adhaar Card link Saving Account failing which a penalty of Rs.1000/- per day will be imposed up to 15th of the month and the penalty amount shall be deducted from the monthly invoice/wages bill (s) and/or

the contract shall liable to be terminated. Security Deposit / Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The HPWWMA will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

- 23.2 Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the HPWWMA, especially under the supervision of the Contractor's Supervisor, it will be brought to the notice of Contractor by the HPWWMA and if no action is taken immediately, a penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.
- 23.3 The Contractor has to maintain adequate number of manpower as per this contract.
- 23.4 In case the Contractor fails to fulfil the minimum statutory requirements (ESIC/EPF) as per the conditions of the bid document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the HPWWMA, in addition to forfeiting of the monthly bills and Performance Security Deposit.
- 23.5 In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring of manpower services in the event of Contractor failing to provide requisitioned number of manpower, the HPWWMA shall make deductions at double the rate of hiring rate on pro rata basis from the bills preferred by the Contractor or that may become due to the Contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the HPWWMA.

24. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

24.1 "Force Majeure" shall mean any event beyond the control of HPWWMA or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- 24.2 The date of commencement of the event of Force Majeure;
- 24.3 The nature and extent of the event of Force Majeure;
- 24.4 The estimated Force Majeure Period,
- 24.5 Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
- 24.6 The measures which the Affected Party has taken or proposes to take to all eviate /mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected there by.
- 24.7 Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

25. TERMINATION

This Contract may be terminated forthwith by the HPWWMA by giving written notice to the Contractor if:

- 25.1 The Contractor is in material breach of its obligations under this Agreement and or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or
- 25.2 The Contract may be terminated forthwith by the HPWWMA by giving written notice to the Contractor, if:
 - In case of breach of any of terms and conditions of the Contract by the Contractor, the HPWWMA shall have the right to cancel/terminate the Contract and in such a event the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed.
 - The Contractor does not provide HR services as per the requirements of the HPWWMA or / and as per the Schedule of Requirements.
 - The Contractor goes bankrupt and becomes insolvent.

26. DISCLAIMER

The relatives / near relatives of employees of the HPWWMA are prohibited from

participation in this bid. The near relatives for this purpose are defined as:

- a. Members of a Hindu Undivided Family.
- b. Their husband so wives.
- c. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

27. INSOLVENCY

27.1 Executive Vice-Chairperson, HPWWMA, Sector -4, Panchkula may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say: -

- i) If the contractor being an individual or if firm, any partner in the contractor/firm shall at any time be adjudged insolvent or shall have receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any inconvenience an assignment of his efforts of enter into any arrangements or composition with his creditors on suspended payment of if the firm is dissolved with partnership act;

or

- i) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or are coverer Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the contractor commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the HPWWMA and provided also that the contractor shall be liable to pay the HPWWMA for any extra expenditure, he is thereby put to but shall not be entitled to any gain on re-purchased.

28. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

28.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties.

However, if the disputes are not resolved amicably by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (amended from time to time). The Sole Arbitrator shall be nominated/appointed by the Principal Secretary to Govt. of Haryana, Irrigation and Water Resources Department, Haryana. The venue for the Arbitration will be at Panchkula in Haryana and the decision of the sole Arbitrator shall be final and binding on the parties.

Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Panchkula.

29. AGENCY'S REPRESENTATIONS AND WARRANTIES: -

The agency hereby represents warrants and confirms that the agency:

1. Has full capacity, power and authority to enter into the agreement and during the continuance of the agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated here in, has taken and shall continue to take all necessary and further actions (including but without limiting to obtaining the necessary approval/consents in all applicable jurisdiction) to authorize the execution, delivery and performance in this Bid.
2. The agency shall ensure that all wages and allied benefits like EPF, ESI etc. are paid to their employees. The agency shall remain liable to the authorities concerned for compliance of the respective existing rules, statute and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to their staff deployed for the purpose of this contract.
3. The agency shall also deploy reliever/relievers as required in such a way that agency's

- staff (including the reliever) shall get weekly rest.
4. The Agency shall make proper verification of the particulars of their manpower and issue proper identity cards to that manpower who are deployed by them at any time for the purpose of this contract in order to facilitate verification of their identity. They shall always wear the identity card while at the office premises.
 5. The agency shall open the bank accounts of its staff deployed and shall pay their monthly salaries through / NEFT in their respective names.
 6. The agency selected for the award of the work shall not sub contract / sublet the work during the entire tenure of the contract.

30. LEGAL:-

1. The bidding 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 persons deployed by it in this authority.
2. Wages means the rates of wages fixed by the Deputy Commissioner, concerned for the trade and employment which covered under the Minimum Wages Act 1948 (Act No. 11 of 1948). The rates quoted should not be below the DC rate. The firm quoting rates below the DC rates will be summarily rejected.
3. Wages as per the Minimum Wages Act would be payable. 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. In case, the bidding 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, monetary 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 monetary terms. If any amount is still required to be recovered, the same will be recovered through process of Law.

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, Employees deposit Link Insurance etc. to his employees. 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, EPF 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.

Place:-Panchkula

Signature

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

Packet-I (Sealed) containing Technical Bid

- (i) Earnest Money Deposit of ₹ 2, 00,000/-.
- (ii) Completed Bid Form (duly signed on each page, No page of bid form should be altered.
- (iii) Attested copy of PAN Card of proprietor
- (iv) Attested copy of GST registration certificate.
- (v) Attested copy of the PF registration letter/certificate.
- (vi) Attested copy of the ESI registration letter/certificate.
- (vii) Attested copy of registration with Labour Department, Haryana of the agency.
- (viii) Attested copy of LWF registration with Additional Director General of Police, Law & Order-cum-Controlling Officer Haryana of the agency.
- (ix) Attested copy of the latest IT return as filed and previous three years balance sheets by the agency.
- (x) Work experience of similar work during the past few 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 superscribed as "Quotation for Outsourcing services".

Annexure-1

**BID DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO THE HARYANA POND WASTE
WATER MANAGEMENT AUTHORITY, PANCHKULA, HARYANA**

TECHNICAL BID

I.	Name of the Contractor/Agency/ Firm applying for providing outsourcing services. (attested copy of certificate of registration)			
II.	Postal Address			
III.	Telephone/FAX/Mobile No. of the Contractor/Agency/Firm			
IV.	Status of the Contractor/Agency/Firm (whether Private or Public Sector Undertaking or Sole Proprietor or Partnership or Cooperative Society etc.)? The Bider should attach a resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents.			
V.	Name and mobile number of the person to be contracted			
VI.	Whether the bidder possesses the requisite experience? Give details.			
VII.	Particulars of License obtained from Labour Department Haryana. (attested copy of documents to be attached)			
VIII.	Particulars of License obtained from Additional Director General of Police, law & Order-cum-Controlling Officer, Haryana. (attested copy of documents to be attached)			
IX.	Details of PAN/TAN No. obtained (attested copy of documents to be attached)			
X.	The details of Services Tax No. allotted to the agency/firm. (attested copy of documents to be attached)			
XI.	Details of registration with Employees Provident Fund Commissioner. (attested copy of documents to be attached)			
XII.	Details of registration with Employees State Insurance Corporation. (attested copy of documents to be attached)			
XIII.	Financial resources, assets in terms of Bidder's property			

	(movable and immovable) held on the date of submission of Bid. (Latest audited balance sheets of previous three years i.e. 2016-17, 2017-18 and 2018-19 are also to be attached)			
XIV.	Details of earnest money DD No. Name of the bank: Branch: Date:			
XV.	Profile of the agency/firm <ul style="list-style-type: none"> • Technical Manpower on roll • Financial Annual turnover in Lakh of rupees. • Miscellaneous ISO certification of the firm. Yes/No 			
XVI.	Declaration in the form of Affidavit, duly attested by Executive Magistrate/notary Public, that the individual/firm/agency including its partners and shareholders, was not black listed/prosecuted by any court of law and fully understood all the terms and conditions contained therein and undertake myself/ourselves abided by them is to be attached.			

I/We certify that I/We have read over the Bid document containing detailed terms and conditions of the Bid. 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 service/activities under the 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 prescribed by Deputy Commissioners of concerned districts of Haryana along-with all other statutory dues such as EPF,ESI etc. 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, Act, 1952, ESI Act, 1948 and LWF Act,1965 as amended from time to time or any other rules framed there under from time to time by the Central or State Government.

Place:

Signature of the Bidder

Date:

Address

ANNEXURE 2

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For the Bid of Outsourcing Services for Manpower

1. Name/Address of bidding Firm

Rates are to be quoted in the format given below, on the letterhead of the Firm/Company on monthly basis and other bye laws applicable (inclusive of all statutory liabilities, taxes, levies, etc. if any).

Particulars	Percentage (%)	Remarks
EPF		
ESI		
SERVICE CHARGE		
GST		
Labour Welfare Fund		

Date:

Signature & Seal of the Bidder

Place:

Name:

Note:

- The bidder 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 bid liable for rejection straightway. Each and every column should be filled in the financial bid.
- All entries in the bid Form should be legible and filled clearly, neatly and accurately. Any alteration, erasing or over-writing would make Bid invalid. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.