



Govt. Polytechnic Education Society, Manesar

(On NII-8, near NSG Camp, Manesar, Gurugram)
(Ph. - 0124-2337243, Website-www.gpmanesar.ac.in)

TENDER NOTICE

Inviting Tenders for engagement of Outsourcing Agency for Hiring of Manpower in Government Polytechnic Education Society Manesar (Gurugram) Haryana.

Tender Document Fee:Rs. 1000/-

Date of Publish of tender : 29-12-2020

Last date for receipt of tender: 16-01-2021

Date of opening of Technical Bid: 18-01-2021

Date of opening of Financial Bid: 19-01-2021

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[Signature]
Principal
Govt. Polytechnic Edu. Society
Manesar (Gurugram) .

TECHNICAL BID
Terms and conditions

1. The Bidder should be registered from Regional Labour Commissioner for specific number required for undertaking the work under contract labour licence(Regulations & Abolition ACT,1970) prevailing in the state of Haryana.
2. The firm should have at least Five Years experience in any Govt. Organization/Deptt. Of same nature job with minimum annual turnover of **Rs. 2.0 crore** consecutive three year.
3. The firm should quote the Outsource services at minimum DC rate (Gurugram) **Service charge @ 2% or less quoted may be declined as per Govt. instructions.** Please mention the rates which are not negotiable
4. The Firm should be Ltd. Or Pvt. Ltd. having all A/C in the Name of company.
5. Outsourcing Firm should be updated from all the instructions of Government of Haryana regarding Outsourcing Policies.
6. The Firm should be registered from police deptt. for security services.
7. No application will be considered without **Earnest Money of Rs. Two lac. Deposit Earnest money in the bank account mapped in the name of Principal Government Polytechnic Manesar (Gurugram).**
8. All entries in the tenders must be written in ink or typewritten. Over-writing should be avoided. Correction, if any, should be attested with signature by the bidder or his/her authorized representative.
9. If two or more than two firm quoted the same rate than the final decision will be taken by the committee on the basis of merit of Following Points:
i) Working Experience ii) Turnover iii) Number of Govt. Contracts at present of similar nature.
10. Principal, Govt. Polytechnic Education Society, Manesar (Gurugram) reserve the rights to cancel, Add, Modify any terms and conditions of the advertisement without assigning any reason.
11. Disputes will be settled in Gurugram Jurisdiction.
12. The services offered are initially for one year likely to be extended on the basis of performance and mutual consent as per requirement.
13. The Final selected firm shall have to provide **Rs. Ten Lac** in the form of **bank Guarantee.**



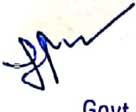

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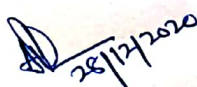
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14. The contractor should maintain all the records/registers/documents which are necessary under various laws applicable to contract labour/personnel and also Shops and Establishment Act/Rules applicable to his/her establishment and make them available at GPES, Manesar at all times. Indicative list of such records is given for example
i) Register of Workman ii) Employment Card iii) Muster Roll iv) Register of Wages v) Wage slips vi) Overtime Register etc.
15. Payment of bills for the successive month shall be released after full proof verification of deposits of EPF /ESI and LWF etc. As per Govt. instructions in the individual names of the employees and quarterly/half yearly/Yearly returns required under various acts.
16. The Service Provider shall submit the challan and documentary evidence in support of proof of deposit of EPF/ESI amounts, both employee's and employer's share, in respect of individual workers engaged for the Institution and shall entertain queries in this regard from workers. Any non-compliance by the Service Provider with regard to the above provisions may lead to termination of the contract and forfeiture of security deposit / performance guarantee deposit.
17. The service provider's personnel deployed should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this Institution. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him. The Institution shall reserve the right to decide and final screening of the candidates to be deployed considering the age, qualification and experience etc.
18. The Institution may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct or services being not required and service provider shall forthwith comply with such requirements/directions.
19. The service provider shall engage the appropriate qualified personnel as required by the Institution from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their wages every month as per the Minimum Wages Act by the **Seventh day of the following month** without linking to payment to be received from the Institution.
20. The Service Provider has to maintain EPF account against every person employed with the Regional Provident Fund Commission.





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21. The Service Provider shall assist the new workers in the opening of EPF/ESI account and bank account.
22. The Service Provider shall be responsible for any queries from the Regional/Assistant Labour Commissioner on issues related to EPF/ESI/LWF etc.
23. The Service Provider shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e-transfer only as per the minimum wages notifications issued by Regional Labour Commissioner from time to time. **Payment in cash is totally prohibited.** A certificate that the wages have been paid in accordance with the said notification should invariably be furnished by the contractor every month along with the monthly bill to the Institution.
24. The service provider has to provide Photo Identity Cards to the persons employed for carrying out the work. These cards are to be constantly displayed and their loss shall be reported immediately to the Service Provider for replacement.
25. The service provider shall depute Supervisors to take care of the functional requirements of deputed manpower who will report to the officer/ officials authorized by the Institution authority.
26. The service provider's personnel shall not claim any benefit / compensation / absorption / regularization of services with the Institution under the provisions of Industrial Disputes Act, 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
27. The Service Provider shall replace immediately any of its personnel, if they are found to be unacceptable to the Institution because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the Institution in writing or oral.
28. The service provider shall ensure deployment of suitable people with proper background after verification by the local police, collecting proof of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the Institution for any reasons, immediately on receipt of such request.
29. The character and antecedents of each personnel of the service provider shall be got verified by the service provider before their deployment and a certification to this effect is to be submitted to the Institution, in the form of Affidavit.
30. The service provider agency shall ensure proper conduct of the personnel deployed in



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Institution campus and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.

31. Working hours would be normally 08 hours per day during working days including half an hour lunch break. However, the concerned person may have to work beyond office hours as desired by institute authority.
32. The deputed personnel may be called on Sundays and other Gazetted Holidays, if required.
33. The service provider shall provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the Institution. The service provider shall provide a substitute well in advance if there is any probability of a person leaving the job.
34. The Service Provider shall be available for contacting at all times and message sent by E-Mail/ Fax/ Special Messenger from Institution to the service provider shall be acknowledged immediately on receipt on the same day.
35. In case, the Service Provider fails to make payment of minimum wages to his personnel deployed under the contract, the Security Deposit/Bank Guarantee /other dues and the amounts running bills under the contract shall be utilized by the Institution to discharge primary liability of the Service Provider.
36. In case, the Service Provider does not execute the work as per the terms and conditions of the Work Order/Agreement, the same shall be got executed by the some other contractor/agency and the expenditure, 'if any', incurred in this regard shall be recovered from the Service Provider's Security Deposit/Pending bills.
37. The Institution shall not be liable for any loss, damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.
38. Preference will be given to Ex- serviceman for security guard duty.




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TECHNICAL BID

List of Enclosures

1. Proof of submitting tender document fee i.e Rs. 1000/-
2. Proof of Earnest money i.e Rs. Two lac.
3. Self-Attested copy of PAN/TAN Card of the firm.
4. Self-Attested copy of valid labour licence from regional labour Commissioner for specific number required for undertaking the work under contract labour (Regulations & Abolition ACT,1970)
5. Self-Attested copy of Licence / Registration of the firm under the private security agency under regulation act prevailing in the state.
6. Self-Attested copy of EPF registration of the firm.
7. Self-Attested copy of ESI registration of the firm.
8. Self-Attested copy of LWF registration of the firm.
9. Self-Attested copy of service tax registration.
10. Self-Attested copy of Income Tax return filed by the firm of last three consecutive years.
11. Self-Attested copy of balance sheet of last 3 consecutive years of the firm.
12. Self-Attested copy of the experience certificate issued by the earlier departments/ organizations where services has been provided/ providing.
13. Self-Attested copy of registration certificate from Police Deptt. For security services.
14. An affidavit on Non Judicial stamp paper that the firm has not been black listed anywhere and firm has fulfilled all legal liabilities like Income Tax, Service tax, ESI, EPF and LWF of man power etc. up to dates. Also all the attached documents are genuine and authentic. And if any information/document is found fake at any stage during the work period the work order may be cancelled and appropriate action shall be initiated against the firm.

****All Required Documents must be in PDF format and in single file***




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Application Form

1. Name of the firm.....
2. Address of Reg./Head office.....
.....and branch office(if any)..
.....
3. Contact person with contact detail.....
4. Firm PAN/TAN No.
5. Firm registration No. under prevailing Acts.....
.....
6. ESIC code of firm.....
7. EPF code of firm.....
8. LWF Registration No.
9. Service Tax Registration No.
10. Total experience of the firm
11. Total Experience of the firm in Any Govt. Organization
12. List of Govt. Clients of the firm with contact no. and contact person:-1.....
.....2.....
13. Earnest Money details.....

I hereby certify that the details shown above are true to the best of my knowledge and belief.

Date:

Authorized Signatory

Seal of firm/Company

[Signature]

[Signature] 25/11/2020 *[Signature]*

[Signature]
Principal
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Manesar (Gurugram)