

GENERAL MANAGER, HARYANA ROADWAYS, PANCHKULA

Website:- www.hartrans.gov.in

TENDER NOTICE

e-Tender are invited for Cleaning, Sanitation and Workshop Services activities Service as mentioned below in two bid system online i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Group / Items	Approx Value (in lacs)	EMD to deposited (in lacs)	Tender Number	Date & Time downloading of e-tender	Date & time of Submission of e-tender online	Name of the Nodal Officer & Mob. No.	Website of Department
1.	Cleaning Sanitation Bus Stand, Office, Peon, Sweeper, Chowkidar, Mali, Plumber, Building Electrician, D.E.O. and services activities of Workshop	1,64,46,528/-	3.5 Lacs	01/2021-22 /B.C./Panchkula	18.01.2021 at 15.00 hours	08.02.2021 upto 15.00 hours	Smt. Darshna Yadav 9988274923	https://hartrans.gov.in

Note:- For details information please visit website <https://etenders.hry.nic.in>

Sd/-
General Manager
Haryana Roadways, Panchkula.

Start Time of downloading of tender documents:- **18-Jan-2021**
 End time of submission of tender documents:-**08-Feb-2021**
 Tender document fees:- **5000 & E-service fees as per applicable.**
 EMD fees:- **3.5 Lacs**
 Opening date of Technical documents:- **09-Feb-2021**

Office of the General Manager, Haryana Roadways, Panchkula

Tender for providing Man Power i.e. Building Electrician, Plumber, Mali, Sweeper and Chowkidar for Sweeping/Cleaning/watch and ward of Bus Stand/Workshop and Helper for service activity outsource of maintenance of Workshop and providing Peon for service in various office of Haryana Roadways, Panchkula.

Technical Bid

Sr. No.	Particular	To be filed by the Bidder
1	Name of Party	
2	Complete Postal Address	
3	Telephone/Mobile No.	
3.1	Office	
3.2	Residence	
3.3	Fax No.	
3.4	E-mail D	
4	Work Experience (No. of year)	
5	Registration Certificate of Establishment and copy of partnership Deed	
6	Registration No. from Labour Department	
7	EPF Code No.	
8	ESI Code No.	
9	GST No.	
10	PAN No.	
11	Whether worked previously in Haryana Roadways or any other Govt. Department	
12	If yes, then Name of the Contract and year of contract and name of the unit	
13	Licence No. to engage in the Business of Private Security Agency	
14	Safety Licence from DGP, Haryana in case of Chowkidar.	

DECLARATION:-

I/We hereby declare that all the particular mentioned above are true and correct and nothing has been concealed therein. I/We have gone through all the terms and conditions of entering into contract and agree to abide by the terms and condition including amendments made, if any, during contract period.

(Signature of Tenderer)
(with Seal & Date)

Office of the General Manager, Haryana Roadways, Panchkula

Tender for providing Man Power i.e. Building Electrician, Plumber, Mali, Sweeper and Chowkidar for Sweeping/Cleaning/Watch or ward of Bus Stand/Workshop and Helper for service activity outsource of workshop maintenance and providing Peon for service in various office of Haryana Roadways, Panchkula.

Financial Bid

Sr. No.	Nomenclature	Basic rates per month per person (As per latest Haryana Govt. Instructions applicable to outsource policy part-1 (in Rs.))	Employees Provident Fund (in Rs.)	ESI (in Rs, if Applicable)	Service Charges/ margin/p rofit of the service provider (in Rs.)	GST as applicable (in Rs.)	Net paybale amount to service provider per person per month
1	Sweeper(28)						
2	Chowkidar (18)						
3	Peon (11)						
4	Mali (1)						
5	Plumber (1)						
6	Building Electrician (1)						
7	Data Entry (2)						
8	Workshop Helper (34)						

Note:- 1. Number of person as per requirement will be demanded within a prior notice of 7 days.

2. Salary/wages of the manpower engaged under outsource policy part-1 with will be as per instruction of the Chief Secretary of the Govt. Of Haryana order no. 16/7/2015-3GSII dated 11.09.2017 minimum of Rs. 9258/- or on the wages fixed by the concerned Deputy Commissioner under the provision contained in Finance department notification no. 7004_F_41/6057 (Fin-Gen), Dated 21.11.1941 whichever is higher through.

DECLARATION:-

I/We hereby declare that all the particular mentioned above are true and correct and nothing has been concealed therein. I/We have gone through all the terms and conditions of entering into contract and agree to abide by the terms and condition including amendments made, if any, during contract period.

(Signature of Tenderer)
(with Seal & Date)

Office of the General Manager, Haryana Roadways, Panchkula

Terms and Conditions for the Contractors providing Manpower i.e. Building Electrician, Plumber, Mali, Sweepers, Sweeper and Chowkidar for Sweeping/Cleaning/Watch or ward of Bus Stand/Workshop and Helper for service activity outsource of workshop maintenance and providing Peon for services in various office of Haryana Roadways, Panchkula.

1. The offers quoting Service Charges margin less than as per latest Govt. instruction will be rejected straightway. In case, the rate quoted by all the parties remains same, then decision will be taken by Lottery System.
2. The Tenderer should specify its Registration Number, EPF No., ESI No. , Goods Service Tax No. and PAN Number along with dates of applicability. Residential proof with photocopies of documents duly attached.
3. The party must have satisfactory working experience of at least two years in any industrial establishment/Govt./Coop. Sector/Board/Corporation etc.
4. The party/contractor/bidders should not be blacklisted in the last 3 years by any Haryana Govt. Department/agency/Corporation.
5. The tenderer shall provide Manpower who should be physically and mentally alert and also medically fit.
6. Technical Bid shall be opened first, Price Bid will be opened for only those parties who will be found technically fit.
7. Monthly bill should be submitted between 2nd and 5th of the next month complete in all respects. Statutory deductions shall be made as per rules/Act.
8. The contractor shall be solely responsible for any misdeed/offence/negligence/disobedience of the labour engaged by him.
9. Any person below the age of 18 should not be employed.
10. In case the labour is found short than requirement, suitable penalty as deemed fit, can be imposed. In the event of failure of his labourer to report at work in time of any day, the penalty of Rs. 50/- per hour or fraction thereof as suitable can be imposed on him besides recovery of actual expenses of alternative arrangement, if made.
11. No notice from the contractor shall be accepted during first three months, thereafter one month notice shall be given by the either side for discontinuing the contract. The security of the contractor will be forfeited, if any clause is violated or if the services of the contractor are not found satisfactory. In such and eventuality, the contract will be cancelled forthwith without any notice by the General Manager, Haryana Roadways, Panchkula. In case, the party/contractor leave/ abandon the job without any notice, the EMD/Security deposited will be forfeited.
12. EPF, ESI and other records under the provisions of Haryana Contract Labour (R&A). 1970 will be maintained by the contractor and shall be preserved upto minimum 3 years for inspection of the concerned authority and last payment and security will be released after submission of Form No. 3A and 6 of EPF, ESI duly signed by EPF authority and also refund of EPF payment of manpower. (An undertaking to this effect will be submitted at the time of withdrawal of security amount.)
13. Payment of the person engaged shall be made only through Bank and documentary proof of this account will be submitted in the office alongwith the bill claim for the next month.
14. The contractor shall submit details of wages paid and original challans of GST deposit for reimbursement.
15. The contractor shall submit monthly Pay Roll alongwith the bill of the effect that minimum wage with all statutory facilities like EPF and ESI have been paid to its work force as required under various acts and laws. The contractor will get sub-code of ESI, EPF district office of Panchkula for generation of e-challan online. The contractor will generate the

ECR of EPF & deposit the payment of EPF and ESI to the concerned authorities and these payment will be deducted from the bill of contractor. This clause will also be applicable in case of deposit of GST. The contractor will submit the EPF & ESI A/C No. allotted to each worker within one month.

16. The contractor will be bound to pay wages according to the Haryana Government Instruction and given by the office of Haryana Roadways, Panchkula.
17. The tenderer will be responsible for all statutory obligations claims and compensations to its workers under various laws/ Acts.
18. Rate of GST/other Govt. levy will be applicable at the time of submission of bill.
19. In case of security personal the bidder should have licence from D.G.P Haryana or from controlling authority as define in rule-III of the private security agencies rules.
20. Proof of residence and Photo of all the engaged persons on contract will be preserved by the contractor and copy of the same will be submitted in the office of General Manager, Haryana Roadways, Panchkula.
21. The contractor will execute an agreement on non-judicial stamp paper of Rs. 100/- for acceptance of the terms and conditions of the contract and will produce the contractor Labour Licence from appropriate authority to deploy labour in Haryana Roadways, Panchkula.
22. The contractor will have to open Escrow Account and all the due payment will be made through Escrow Account only.
23. Arbitration: All disputes and difference arising of or any way touching or concerning to agreement whatsoever, shall be referred to the sole arbitration of the Director General, State Transport, Haryana and his decision shall be final and binding on both the parties.
24. Jurisdiction: All legal proceedings, if necessary arises to be instituted by any of the parties shall have to be lodged in courts situated at Panchkula and not elsewhere.

**General Manager,
Haryana Roadways, Panchkula.**

Certified that I have go through all the above terms and conditions and accepted unconditional.

(Signature of Tenderer)
(with Seal & Date)