

Social Justice and Empowerment Department, Haryana

E-TENDER NOTICE

Sr. No	Name of Activity	Estimated. Tender Value.	Date of downloading of e-tender documents	Date of submission of e-tender (ONLINE)	Date of opening of Technical bid (Online)
1	Hiring of Agency for outsourcing services of different categories of personnel	Rs. 1crore.	10-08-2021 (10 AM)	10-08-2021 (10 AM) to 24-08-2021 (upto 5 PM)	26.08.2021 (11.00 AM)


Online bids are invited by Social Justice and Empowerment Department, Haryana for contracting an agency for outsourcing the services of different categories of personnel for a period of one year, further extendable on mutual consent of both parties, depending on the performance of the agency and on the same terms & Conditions.

Online bids are invited from those registered man power service providers who have:-

- Minimum average Turnover of Rs.1.50 Crore during the last 03 financial years. Turnover certificate issued by Regd.CA may be attached.
- 3 years satisfactory experience in the specific field of outsourcing services of different employees in various State Govt. department/ Public sector undertakings/Corporations/ Boards/ Autonomous bodies/ with documentary proof and satisfactory certificate from concerned State Agency.
- Valid labour and contractor license for the various contracts undertaken and certification from the respective state Govt. of Haryana Department.
- Having valid ESI/EPF/GST and PAN/TAN No. and attested copies of registration certificate may be attached.
- Services will be outsourced for which necessary man power will be provided by the successful bidder as per the requirement of department throughout the state.
- No tender will be accepted if the rate of service charges quoted by bidder is not feasible as per Govt. Instruction no. 43/5/2001-3GS-II dated 20.02.2014 and the minimum service charge rate will be calculated on the base rate of Rs.100/- and upto only two decimal points. In case the same service charge rate has been quoted by two and more technically qualified bidders then tender will be allotted through draw of lots between technically qualified bidders who have quoted the same rate of service charge which is lower than the others bidders.
- Statutory deductions will be made as per rules.
- The successful bidder will have to deposit the performance security equal to one month wages, included EPF, ESI of persons to be engaged in the shape of Bank guarantee valid for atleast 24 months.
- Successful bidder will pay the wages to the staff deputed by him on or before 7th day of each month and thereafter will submit monthly bill to the concerned office where the staff is deputed. The monthly bill is to be submitted alongwith copies of EPF/ESI challan alongwith copy of ECR in respect of EPF/ESI deduction of previous month. No payment will be released in the absence/non-deposit of said Challans & ECR. The office will release the payment within next 7 working day after submission of bill duly complete in all respect as mentioned above.
- Other documents to be submitted are mentioned in the Technical bid proforma.

Note:-

1. Tender Fee Rs. 1000/-+ GST (18%) in each case.
2. The bidder has to deposit on Earnest Money Rs.1,50,000/- through RTGS/NEFT in favour of Director Social Justice and Empowerment, Haryana. However in case the bidder is a Co-operative, Labour and Construction Society the rate of earnest money to be deposited will be Rs.75,000/-.
3. Bidders should possess digital signature certificate of Class-2(OR) Class-3 for participating in online tendering process
4. Bid documents can be downloaded from the website of Haryana Government <http://etenders.hry.nic.in>.
5. Bid must be submitted online and physically both, In case of submission of bid only through one mode i.e. online or physically, the bid will be rejected outrightly.


Additional Director,
Social Justice and Empowerment Department
Haryana

DETAILED NOTICE INVITING TENDERS

NAME OF WORK	PROVIDING MANPOWER FOR VARIOUS CATEGORIES OF PERSONEL AS APPROVED UNDER THE STATE GOVT OUTSOURCING POLICY PART-1
TENURE	ONE YEAR, Further Extendable
EARNEST MONEY	Rs.1,50,000/- or Rs.75,000/- A/C No. given in online tender document by NEFT/RTGS and Tender fee Rs. 1000+18% GST also to be deposited only by NEFT/RTGS.
LAST DATE OF RECEIPT OF TENDER	24-08-2021 upto 5.00 PM
DATE OF OPENING OF TENDER-TECHNICAL BID	26-08-2021 (11.00 AM)
DATE OF OPENING OF TENDER-FINANCIAL BID	27-08-2021 (11.00 AM)
PLACE OF OPENING OF TENDER	SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT, SCO NO 20-27, JEEVAN DEEP BUILDING, 3 rd FLOOR, SECTOR-17A, CHANDIGARH

ORDER FOR ARRAGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Page Number Wise Index of Document attached.
2. Bank Reference No. of Earnest Money.
3. Application-Technical Bid and declaration.
4. Attested copy of registration with Labour Department Haryana of the agency.
5. Attested copy of PAN/GIR card.
6. Attested copy of the latest IT return and previous audited three year balance sheets by the agency.
7. Attested copy of the GST registration certificate.
8. Attested copy of the EPF registration certificate.
9. Attested copy of the ESI registration certificate.
10. Work experience of similar nature for at least the last 3 year should be attached alongwith a consolidated chronological proforma.
11. Certified documents in support of entries in the column of technical bid application.

Note: All copies must be attested.



**TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO
THE SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT, SCO NO 20-27,
JEEVAN DEEP BUILDING, 3rd FLOOR, SECTOR-17A
CHANDIGARH**

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 and Proof of the Contractor/Agency/Firm (Whether Private or Public Sector Undertaking or Sole Proprietor or Partnership or Cooperative Society etc). The bidder 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 contacted					
vi.	Whether the bidder possesses the requisite experience? Give details.(Copies to be attached)	Sr.No	State Govt. Agency	Period	Cost/Value of Tender	Details of Manpower supplied
vii.	Particulars of license obtained from Labour Department Haryana.(attested copy of the document to be attached)	No:-				
		Date:-				
		Valid upto:-				
viii.	Details of PAN/TAN No. obtained(attested copy of the document to be attached)					
ix.	The details of GST no. allotted to the agency/firm. (attested copy of the document to be attached)					
x.	Details of registration with Employees Provident Fund Commissioner. (attested copy of the document to be attached)					
xi.	Details of registration with Employees State Insurance Corporation.(attested copy of the document to be attached)					
Xii.	Financial resources, assets in terms of bidder property (movable and immovable) held on the date of submission of bid. (Latest audited balance sheets of previous three years are also to be attached).					
XIV	Details of earnest money Bank Reference:- Name of the Bank:- Branch:- Date:-					

XV	Profile of the agency /firm I:- Technical / Manpower on roll II:- Financial/Annualturnover III:-Miscellaneous ISO certification of the firm, if any.	
XVI	Declaration in the form of Affidavit, duly attested by Executive Magistrate, that the individual /firm/agency including its partners and share-holders, was not black listed/ prosecuted/debarred by any Departments/Statutory Bodies in Haryana or by any Court of Law, and fully understood all the terms and conditions contained herein and undertake myself / ourselves abided by them is to be attached.	

I/We certify that I/We have read over the tender document containing detailed terms and conditions of the tender. 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 as prescribed by Deputy Commissioner of concerned district of Haryana alongwith all other statutory dues such as EPF, ESI etc. I/ we undertake to observed the compliance of all the relevant Labour Laws as applicable 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 Tenderer

Date: _____

Address _____