

DIRECTOR GENERAL, STATE VIGILANCE BUREAU, HARYANA PANCHKULA

PLOT NO. -1, SECTOR-23, PANCHKULA

Director General, State Vigilance Bureau, Haryana, Panchkula invites sealed quotations on or before 29.11.2019 at 11.00 A.M from Professional & Registered manpower service providers having its registered office in Haryana for providing following housekeeping services for a period of one year through Outsourcing Policy, Part-1 (through contractor) in Head Office of State Vigilance Bureau, Haryana, Panchkula:-

Sr. No	Name of Services/Manpower to be provided	Earnest Money	Time Period	Tender fees	Tender to be opened on
1.	Sewadar(4),Chowkidar(1),Gardner(1), Pump operator(1),Cook(1), Carpenter(1), Building Maintenance Worker(4), Electrician(1) and Plumber(1) Total-15 Nos(On full time basis)	Rs. 10000/-	12 Months	Rs.500/-	29.11.2019 at 3. P.M

The quotations should be accompanied by an Earnest Money of Rs. 10,000/- through demand draft in favour of Director General, State Vigilance Bureau, Haryana, Panchkula and shall be physically submitted on or before 29.11.2019 at 11.00 A.M to DSO (E). Quotations without the Earnest Money shall not be considered. Tender will be opened at 3 PM on 29.11.2019 in presence of bidders/their representatives.

Tender documents and terms & conditions can be obtained from DSO(E), O/o Director General, State Vigilance Bureau, Haryana, Plot No-1, Sector-23, Panchkula on any working day before 29.11.2019 by despoting tender fee of Rs. 500/- through Demand Draft in favour of 'Director General, State Vigilance Bureau, Haryana, Panchkula' payable at Panchkula. The terms, conditions and other detail can also be seen at our website haryanavigilance.gov.in.

(Manbir Singh)IPS
SP/SVB/PKL

for Director General,
State Vigilance Bureau, Haryana

GENERAL TERMS & CONDITION FOR SERVICE PROVIDER FOR SVB HARYANA

1. The service provider shall be the Principal Employer for the workers for all purposes.
2. The service provider shall pay monthly salary to different category of workers at DC rate prescribed by respective DC of the district. EPF, ESI, GST shall be paid extra by SVB to the Service Provider as per Govt. rate applicable. Service Provider shall be paid service charge as per the rate quoted by him and as accepted by the SVB after the finalization of bids.
3. The service provider, who has been Black-listed, will not be eligible to participate. The agency must submit an undertaking with the tender documents attested by the Notary to the effect that the Company/Firm/Sole-proprietorship/ Co. op Society, which is submitting the quotation is not black listed by any State Govt./Centre Govt./PSU.
4. The service provider must have already employed more than 20 workmen, any where, on the date of opening of tender.
5. The Service Provider/Agency have to specify its Registration Number, EPF Code No., ESI Code No., GST & PAN Number along with dates of applicability. Attested photocopies of documents are to be attached at the time of submission of the tender. Agency must also submit self attested copies of Valid Labour License from the Labour Department, Licence under the Contract Regulation and Abolition Act 1970.
6. The quotation should be accompanied by an Earnest Money as demanded in the advertisement in the shape of Demand Draft in favour of "Director General, State Vigilance Bureau Haryana, Panchkula" payable at Panchkula and shall be physically submitted on or before the date mentioned in the advertisement. Offers without the Earnest Money will not be considered.
7. The service provider has to quote its rates as mentioned in tender notice/ advertisement/tender documents in term of % of DC Rate.
8. The documents should be complete in all respects.
9. In case rates of service charges quoted by the service providers are same for the same Job/Manpower, then the allotment shall be done by draw of lots of same lowest rates bidders by the committee in the presence of bidders.

10. The E.M.D. of the successful service provider will be converted into security deposit. The same will be refunded after the successful completion of the contract agreement. In case of termination of contract due to serious irregularities, lapse on the part of agency/ service provider, the security will be forfeited after adjusting any recoverable amount from the service provider.
11. The service provider will execute an agreement on Non Judicial Stamp paper of Rs. 100/- before claiming the first payment duly attested by Notary/First class Magistrate.
12. No transfer of contract in another name will be permitted.
13. Any item which is necessary for the efficient working of system but not mentioned or missed in the quotations, must be included in the offer to make the offer complete in all respects.
14. The service provider will be required to provide workmen timely as per requirement.
15. No minor workman is allowed to work in the office. The service provider shall deploy good and reliable personnel with good health & clean record.
16. Conditional/Telegraphic/ Incomplete quotations will not be accepted.
17. SVB will not take the responsibility for any delay in receipt of the bidding document if it is sent by post/ courier.
18. The sealed quotations will be opened by committee on scheduled date, time and venue. The bidders or the representative of bidders who wants to be present, can attend the proceedings after submitting a authority letter from bidder to this effect.
19. The service provider will be responsible for all- statutory obligation and compensation to its workers under labour law/ any law applicable.
20. The service provider shall have to submit monthly certificate/proof to the effect that minimum wages with all due statutory facilities like EPF, ESI, GST etc. have been paid on the due date prescribed by Govt. to the concerned as required under law.
21. The service provider has to submit proof of payment of EPF, ESI and GST etc. along with the claim of bill of payment for the next month, if the proof is not attached, the amount due on account of EPF, ESI and GST shall be with held from the impending bill.

22. There will be no contract of employment between SVB and contractual workmen for any purpose. The service provider concerned will be the employer of the workmen. The workmen are not entitled for any claim or benefit directly from State Vigilance Bureau Haryana, Panchkula.
23. The liability of State Vigilance Bureau Haryana, Panchkula will be restricted only and solely to the extent of monthly payment of agreed amount to the service provider.
24. All the category of workers required by the SVB, as per the details supplied with tender documents shall be provided by the service provider. The service provider can not refuse to provide any particular category of workers, meaning thereby that the single service provider will provide all the services.
25. In case the work of service provider is not found satisfactory or due to any change in policy then the SVB can cancel the contract without any notice.
26. The service provider shall be responsible for any loss to the Govt. caused by the workman and in case of any litigation, all expenses shall be borne by the service provider. SVB shall have the right to deduct the loss amount from next bill of payment.
27. The service provider will have to pay the wages to its workmen on due date through NEFT/RTGS in their Aadhar seeded bank accounts. **The wages must be paid on or before 7th of each month** without linking the receipt of payment from State Vigilance Bureau Haryana, Panchkula. **In case the wages are delayed/ not paid on or before 7th of every month. Penalty@ Rs. 50/- per day per person will be charged from the service provider and deducted from the security, in case any written complaint is received from any workman.**
28. In case of any workman of the service provider is found not working as per requirement/ norms, the State Vigilance Bureau Haryana, Panchkula will be at liberty to ask the service provider to withdraw the said worker immediately and the service provider will provide the suitable replacement at once.
29. The service provider shall maintain all statutory records in respect of workmen deployed by him and shall maintain such records as required under the provisions of the law, including labour laws. The service provider shall solely be responsible to ensure that all the labour laws are followed by him.
30. The service provider shall submit bill in triplicate on 1st day for the preceding month. These bills will be paid by the State Vigilance Bureau Haryana, Panchkula within 7 days of receipt of the bills in accordance with the terms and conditions of this agreement.

31. The number of workman can be increased or decreased as per the requirement of State Vigilance Bureau Haryana, Panchkula.
32. SVB will deduct TDS from the monthly bill and issue the certificate for deduction of tax deducted at source (T.D.S.) from the bill to the service provider.
33. The service provider will be fully responsible for the behavior and conduct of its workmen. Any dispute arising among its workmen will be dealt by the service provider only and State Vigilance Bureau Haryana, Panchkula will not responsible in any manner.
34. The workmen provided by the service provider will be on his pay rolls and State Vigilance Bureau Haryana, Panchkula will not give any direct/indirect payment required to any of the workmen in any way. The service provider shall be responsible for meeting their entire statutory requirement, entitlement and benefits, including all facilities etc under the labour laws. State Vigilance Bureau Haryana, Panchkula shall be absolved of any such responsibilities.
35. The State Vigilance Bureau Haryana, Panchkula reserves the right to add or alter any condition at any time and the same will be binding on the service provider, provided that the change is in the interest of work and does not adversely effect the contractor in terms of payment etc.
36. Any condition not included in this agreement will be mutually discussed and decision will be binding on both parties.
37. EPF/ESI/ GST etc. will be provided as per rates, subject to the scheme applicable, from time to time from the Govt.
38. The liability to deposit GST will be of the service provider & State Vigilance Bureau Haryana, Panchkula will reimburse the same against receipt.
39. On receipt of any complaint that lesser wages are paid than the prescribed amount, the contract shall be terminated by SVB and labour department shall be informed accordingly to black list and deregistered the service provider. If the second lowest bidder agrees to complete the remaining part of contract on the same terms and conditions for the balance period then, he or that contractual agency may be given opportunity to perform the remaining part of contract in place of the service provider so black listed. In case the same lowest rates are quoted by more than one agency than any of other agency may be given the opportunity having credibility to perform the balance work otherwise fresh tender will be called/invited.

40. Service charges will be paid on basic wages (i.e. on the DC rates) of the particular district where the workers are providing services.
41. The competent authority reserves the right to accept and reject any or all the quotations received without assigning any reason.
42. Successful bidder shall have to deposit performance security to the tune of 10 % of the estimated cost of one month salary bill of workers, in advance, before awarding the contract.
43. The earnest money deposited shall be merged in the performance security & shall be refunded after one month of the successful period of contract.
44. The work/Period of services may be enhanced/extended by the SVB on the same rates and terms conditions after the schedule period, if require.



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