

Urban Local Bodies, Haryana
Notice inviting Tenders

Sealed tenders for the following services for a period of one year are hereby invited from interested service providers/agencies of reputed on prescribed form which can be obtained on the payment of Rs. 500/- from the office or can be downloaded from our website www.ulbhry.org. In case the form is downloaded from website, draft/pay order/banker's cheque amounting to Rs. 500/- in favour of Director, Urban local bodies, Haryana payable at Panchkula has to be deposited in separate envelope along with submission of bid. Sealed tenders should reach in the office of Executive Engineer-II, Directorate of Urban local bodies, Haryana, Bays 11-14, Sector-4, Panchkula on or before 20.11.2018 up to 3.00 pm. Earnest money amounting Rs. 30,000/- in favour of as described above has to be deposited along with bid in separate envelope which will be opened in the office of Chief Engineer, Bays 11-14, Sector-4, Panchkula on 20.11.2018 at 3.00 pm.

Sr. No.	Services against post	No. of persons required
1.	Helper	27
2.	Skilled Assistant	5
3.	Accounts Assistant/Assistant	6
4.	Data Entry Operator	7
5.	Sweeper	5
6.	Driver	4

Deputy Superintendent, (Admn)
For Director, Urban Local Bodies,
Haryana, Panchkula.

**DIRECTORATE OF URBAN LOCAL BODIES, HARYANA
BAYS NO. 11-14, SECTOR-4,
PANCHKULA**

**TENDER
FOR
OUTSOURCING SERVICES
AT BAYS NO. 11-14, SECTOR-4,
PANCHKULA**

**EXECUTIVE ENGINEER-II
DIRECTORATE OF URBAN LOCAL BODIES DEPARTMENT
PANCHKULA**

Tender Documents

The part intending to offer its services is required to provide following information to be submitted as per tender notice:-

1	Name and Address of the Establishment	
2	Registration of the firm (enclose the copy of registration certificate and partnership deed)	
3	Establishment code of EPF (Attach copy)	
4	Establishment code of EPF (Attach copy)	
5	License No. as contract labour supplier (Attach copy)	
6	Service tax A/c No. (Attach copy)	
7	Pan No. (Attach copy)	
8	Earnest money deposited	DD No. _____ Bank Name _____ Amt. _____
9	Service charge/commissioner for Labour supply arrangement charges over and above basic rates fixed by Directorate of Urban Bodies Department	
10	Service tax-as applicable	
11	Any other detail	

Note:

- The part who does not fulfil and mention the requirements as Sr. No. 1 to 11 will not be considered.
- Photocopies of required certificates duly attested must be enclosed with the tender and originals are required to be produced at the time of opening the tenders.

DECLARATION

I /we hereby declare that all the particulars mentioned above are true and correct and nothing has been concealed therein. I/we have gone through all the general terms and conditions and agree to abide by all these general terms and conditions or amendments made, if any at a later stage.

Signature.....

Name.....

Designation.....

Stamp.....

GENERAL TERMS AND CONDITIONS

1. The contractor should have to specify the registration number, EPF Code no., ESI Code no., service tax and Pan No. along with dates of applicability. Attested photocopies of documents are to be attached at the time of submission of the tender. The past experience in the line indicating the experience of Govt./Coop. sector may be mentioned, if any.
2. **Definition:**
 - i. Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula means the department where the services are required.
 - ii. Contractor means, the body awarded contract for providing labour.
 - iii. Workforce means labour provided by the contractor to Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula.
3. Tender envelope should be sealed and super-scribed as "Tender for Engagement of manpower, for O &M of office building of the Director, ULB (outsourcing services).
4. Tender offer should be complete in all respects. Any clarification required can be got before the date of the tender opening.
5. The tender without specified amount of earnest money will be rejected.
6. The EMD of the successful contractor will be converted into security deposit. The same will be refunded after the successful execution of the contract. In case of termination of the contract due to serious irregularities, lapses on the part of contractor the security will be forfeited after adjusting any recoverable amount from the contractor.
7. The contractor will execute an agreement on non judicial stamp paper Rs. 15/- before claiming the first payment duly attested by Notary/First class Magistrate.
8. No Request of transfer of contract in another name will be considered.
9. The wages will be paid to the employees as fixed by DC of the District concerned, from time to time.
10. The contractor, who has been blacklisted by state Govt./centre Govt. will not be eligible to participate.
11. The Department will also screen the persons so provided by the contractor. For mentioned categories minimum qualification will be as under.

Sr. No.	Category	Qualification	Number of persons required (in Nos.)
1.	Receptionist	<ol style="list-style-type: none">i. Candidate should be Graduate.ii. Working knowledge of Hindi & English.iii. Basic knowledge of Computer.	01

		iv. Should have knowledge of K.T.S. & other related teleconference system.	
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12. Any item which is necessary for the efficient working of system but not mentioned or missed in the tender must be included in the offer complete in all respects.
13. Tender offer should be valid for minimum period of three months.
14. The contractor will provide identity card to each workforce.
15. Security Guard, Helper and Housekeeping Assistant will be provided uniform by Contractor as decided by the deptt.
16. Contractor will be required to provide workforce timely and as per requirement.
17. No minor workforce is allowed to work in the office.
18. In the interest of organization, Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula will utilize the services of workforce so deployed by the contractor, at Panchkula office as per the requirement of work by performing local and outstation journey. For performing above journey/ movement, the concerned will be reimbursed the actual expenditure up to the limit/ norms fixed by the office from time to time.
19. The contractor's quotation having less than 3% service charged will be rejected.
20. In case rates quoted by the bidders are the same in more than one case the decision will be taken by lot of draw in the presence of participants.
21. Conditional/ telegraphic/ incomplete tender will not be accepted.
22. All the columns of the tender document are to be filled clearly by the tenderer. Cuttings will not be accepted without attestation by party.
23. Tender must be accompanied by earnest money as mentioned above in the form of DD in favour of Director, Urban Local Bodies Haryana, payable at Panchkula.
24. Director of Urban Local Bodies Haryana, Sector 4, Panchkula will not take the responsibility for delay in receipt of the bidding document if it is sent by post/ courier.
25. Tender will be opened by the committee on scheduled date, time and venue. The bidders who want to be present can attend this office against authority letter.
26. The contractor will be responsible for the all statutory obligations and compensation to its workers under law and latest state outsourcing policy.
27. The contractor shall have to submit monthly certificate/ proof to the effect that wages with all due statutory facilities like EPF/ESI have been paid as required by law.

28. There will be no contract of employment between Director Urban Local Bodies Haryana, sector 4, Panchkula and contractual workers for all purpose. The contractor concerned will be employer of the workforce. The workforce concerned will not be entitled for any claim or benefit directly or indirectly from Director, Urban Local Bodies Department, Sector 4, Panchkula.
29. The liability of Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula will be restricted to the monthly payment of agreed amount of the contractor.
30. The category of persons which the contractor can provide may be clearly mentioned.
31. In case of termination/ leaving of contract, one month notice from both sides will be required. But in case the work of the contractor is not found satisfactory or any change in policy then the management can cancel the contract without any notice.
32. The contractor will be responsible for loss or damage or compensation arising out of theft or pilferage due to negligence, dishonest or connivance of any workforce of the contractor.
33. The contractor will be responsible to get work done from the labour force as instructed.
34. The contractor will have to pay the wages to its workforce through Bank Account only. The wages must be paid on or before 7th of each month without linking receipt of payment from Director, Urban Local Bodies Haryana, Sector 4, Panchkula.
35. In case of any workforce of the contractor is found not working as per requirement to withdraw the said worker immediately and the contractor will provided the replacement once.
36. Staff of Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula to test the reliability of the system will carry out random checks. In case of any deficiency, suitable penalty can be imposed and in case of serious lapse. The contract can be cancelled without any notice.
37. Consumption of any kind of intoxicant liquor and smoking is strictly prohibited in fixes premises.
38. The Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula in consultation with contractor can fix the timing of duty from time to time. Contractual workforce cam also be deputed under the jurisdiction of Directorate of Urban Local Bodies Haryana, sector 4, Panchkula.
39. The contractor shall submitted bill in triplicate on monthly basis for the preceding month. This bill will be paid by the Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula within 7 days of receipt of the bill in accordance with terms and conditions of this agreement.
40. On completion of the agreement the contractor will withdraw all its workforce and clear the account by paying them legal dues as required under the provision of the Industrial Dispute Act, 1947.

41. The contract or shall maintain all statutory records in respect of workforce deployed by him as required under the provision of the law.
42. The number of workforce can be increased or decreased as per the requirement of Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula.
43. Deduction from the bill toward income tax as applicable will be made for tax deducted at source (TDS) and the certificate for the same will be issued to the contractor.
44. The contractor will be fully responsible for the behavior and conduct of its workforce. Any dispute arising among its workforce will be dealt by the contractor only and Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula will not be responsible in any manner.
45. The workforce provided by the contractor will be on his pay rolls and Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula will not give any direct/ indirect payment required to any of the workforce in any way. The contractor shall be responsible for meeting their entire statutory requirement, entitlement and benefits and Directorate of Urban Local Bodies Haryana, Sector 4, Panchkula will be absolved of such responsibilities.
46. The Director, Urban Local Bodies Haryana, Sector 4, Panchkula reserves the right to add or alter any condition at any item and will be binding on the contractor provided that the change is in the interest of work and does not adversely affect the contractor in terms of payments etc.
47. Any condition not included in this agreement will be mutually discussed and decision will be binding on both the parties.
48. EPF/ESI will be provided as per rates, subject to the scheme applicable in case in ESI.
49. The liability to deposit service tax with the concerned department will be of the contractor. Director, Urban Local Bodies Haryana, Sector 4, Panchkula will pay the amount of service tax as applicable.
50. If the lesser wages are paid than the specified or any violation of the terms and condition of the state outsourcing policy is made by the contractor, the penalty will be imposed on the contractor by the Director, Urban Local Bodies Haryana, Sector 4, Panchkula. The firm can also be blacklisted in case of violation of terms and conditions of the agreement.
51. Service charges commission will be paid on basic wages only.
52. A security of Rs. 1.00 lac shall be deposited by the contractor. The same shall be refundable, but no interest shall be paid on the date of termination/expiry of contract.
53. The Director Urban Local Bodies Haryana, Sector 4, Panchkula reserves the right to reject the tender or any part of the bid without assigning any reason thereof.
54. The service provider will have to abide by all terms and conditions as mentioned in the policy of outsourcing issued by department and will have to execute service agreement as per policy.

