

**Office of the General Manager, Haryana Roadways, Kurukshetra**

**Short Term Tender Notice**

**E-Tender** is invited for providing Manpower of below mentioned categories in single stage two cover system i.e. Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

<b>Sr. No</b>	<b>Description of work / Items</b>	<b>EMD to be deposited by Bidder (in Lacs)</b>	<b>Tender Document Fee &amp; eService Fee (Rs.)</b>	<b>Start Date &amp; Time of Bid Preparation &amp; Submission</b>	<b>Expiry Date &amp; Time of Bid of EMD Submission</b>	<b>Expiry Date &amp; Time of Bid Preparation &amp; Submission</b>
1.	Providing Man power:- 1. Sweepers 2. Chowkidar 3. Peon 4. Masson (Semi Skilled) 5. Plumber (Semi Skilled) 6. Electrician (Semi Skilled)	1.40	5000 & 1000	01.02.2018 up to 16:00 hours	13.02.2018 upto 17:00 hours	15.02.2018 upto 15:00 hours

The detailed tender documents can be downloaded from the main portal <http://haryanaeprocurement.gov.in> . For any clarification bidder may contact helpdesk no. 1800-180-2097 (Toll Free).

Date : 29.01.2018

Sd/-  
General Manager  
Haryana Roadways  
Kurukshetra

## DETAIL NOTICE INVITING TENDER

**E-Tender** is invited for providing Manpower of below mentioned categories in single stage two cover system i.e. Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Description of work / Items	EMD to be deposited by Bidder (in Lacs)	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Providing Man power:- 1. Sweepers 2. Chowkidar 3. Peon 4. Masson (Semi Skilled) 5. Plumber (Semi Skilled) 6. Electrician (Semi Skilled)	1.40	5000 & 1000	01.02.2018 up to 16:00 hours	13.02.2018 upto 17:00 hours	15.02.2018 upto 15:00 hours

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee shall be made by eligible bidders online directly through Internet Banking Accounts and e-Service Fee through Debit Cards & Internet Banking Accounts. The payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (Rs. 1.40 lac) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 13.02.2018 upto 17:00 hours; and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	01.02.2018 upto 16:00 hours	15.02.2018 upto 15:00 hours
2	<b>Technical Bid Opening</b>		15.02.2018	15:30 hours
3	<b>Financial Bid Opening</b>		Will be intimated to the firms	

### Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

#### **Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

#### **Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

### **Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

#### **1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

#### **2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### **4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

### **5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

### **6 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

## **7 Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

### **i) Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee shall be made by bidders/ Vendors online directly through Internet Banking Accounts and eService Fee through Debit Cards & Internet Banking Accounts. The Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

### **ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

## **8. ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e tenders and for undertaking training purpose, the

intended bidder can also avail the following and can contact service provider as per below:

**Office Timings of Help-desk support** for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official [email-chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

### **Important Note:-**

(a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.

(b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.

(c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

### **Schedule for Training:**

<b><i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i></b>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, <b>Faridabad</b> Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b> Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, <b>Chandigarh</b> - 160020 <b>For Support- 1800-180-2097,</b> 0172-2582008-2009

**Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments.

**A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e- Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

### **D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is ≤ ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on "print \_challan" and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as "verification successful" in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender.



Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> </ol> </li> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>

2	<p><b>In the event of making Payment through OTC</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul> <hr/> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>
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## Office of the General Manger Haryana Roadways Kurukshetra.

Tender for providing Man Power i.e. Sweepers, Chowkidar, Peon, Masson (Semi Skilled), Electrician (Semi Skilled), Plumber (Semi Skilled) for Sweeping/Cleaning, watch and ward and maintainance of Bus Stands and providing peon services in various office of Haryana Roadways, Kurukshetra.

### **Technical Bid**

Sr. No.	Particulars	To be filled 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 ID	
4.	Work Experience (No. of Year)	
5.	Registration Certificate of Establishment and copy of Partnership Deed	
6.	Registration No. Form 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.	

#### **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 terms and conditions of entering into contract and agree to abide by all the terms and conditions including amendments made, if any, during contract period.

(Signature of Tenderer)  
(With Seal & Date)

## Office of the General Manager, Haryana Roadways, Kurukshetra

Tender for providing Man Power i.e. Sweepers, Chowkidar, Peon, Masson (Semi Skilled), Electrician (Semi Skilled), Plumber (Semi Skilled) for Sweeping/Cleaning, watch and ward and maintainance of Bus Stands and providing peon services in various office of Haryana Roadways, Kurukshetra.

### FINANCIAL BID

S. No	Nomenclature	Basic rates per month per person (As per latest Haryana Govt. Instructions applicable to outsource policy part-I & II(in Rs.).	Employees Provident Fund (in Rs.)	ESI (in Rs.) if applicable	Service Charges/ margin /profit of the service provider (in Rs.)	GST as applicable (in Rs.)	Net payable amount to service provider per person per month
1	Sweeper						
2	Chowkidar						
3	Peon						
4	Masson (Semi Skilled)						
5	Plumber (Semi Skilled)						
6	Electrician (Semi Skilled)						

**Note:-**

1. Number of persons as per requirement will be demanded within a prior notice of 7 days.
2. Salary/ wages of the manpower engaged under outsource policy Part-I with will be as per instruction of the Chief Secretary of the Govt of Haryana order no 16/7/2015-3GSII, dated 06-06-2016 minimum of Rs. 8100/- OR on the wages fixed by the concerned Deputy Commissioner under the provision contained in Finance department notification no. 7004-F-41/60571(Fin-Gen), dated 21-11-1941, which ever is higher through.

**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 terms and conditions of entering into contract and agree to abide by all the terms and conditions including amendments made, if any, during contract period.

(Signature of Tenderer)  
(With Seal & Date)

## OFFICE OF THE GENERAL MANAGER, HARYANA ROADWAYS, KURUKSHETRA

Terms and Conditions for the Contractors providing Manpower i.e. Sweepers, Chowkidar, Peon, Masson (Semi Skilled), Electrician (Semi Skilled), Plumber (Semi Skilled) for Sweeping/Cleaning, watch and ward and maintenance of Bus Stands and providing peon services in various office of Haryana Roadways, Kurukshetra.

1. The offers quoting Service Charges margin less than as per latest Govt. instructions 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 alongwith dates of applicability, Residential proof with photocopies of documents duly attached.
3. The party must have satisfactorily 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 2<sup>nd</sup> and 5<sup>th</sup> 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 an eventuality, the contract will be cancelled forthwith without any notice by the General Manager, Haryana Roadways, Kurukshetra. 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 wages with all statutory facilities like EPF, FPF 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 from district office of Kurukshetra for generation of e-challan online. The contractor will generate the ECR of EPF & ESI of their manpower which will be checked by Accounts Section directly 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 Instructions and given by the office of Haryana Roadways, Kurukshetra.
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. 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, Kurukshetra.
20. The contractor will execute an agreement on non-judicial stamp paper of Rs. 100/- for acceptance of the terms and conditions of the contract.
21. The contractor will have to open Escrow Account and all the due payment will be made through Escrow Account only.
22. Successful bidder have to sign an agreement as per terms & conditions. Validity of agreement/contract will be six months which can be extended keeping in view performance of the successful bidder and as per latest guideline of Haryana Govt./Department.
23. Successful bidder has to deposit a performance security of Rs. 3.5 Lacs along with agreement in the shape of Bank Guarantee / FD from any nationalized bank in the favour of General Manager, Haryana Roadways, Kurukshetra having validity w.e.f. 01/03/2018 to 30/06/2019.
24. Remaining terms and conditions will be followed as per latest instructions of Haryana Government notified from time to time.
25. Arbitration: All disputes and differences 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.
26. Jurisdiction: All legal proceedings, if necessary arises to be instituted by any of the parties shall have to be lodged in courts situated at Kurukshetra and not elsewhere.

Sd/-

General Manager  
Haryana Roadways  
Kurukshetra

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

(Signature of Tenderer)  
(With Seal & Date)