

## **E-TENDER NOTICE**

**Office of General Manager Haryana Roadways, Gurugram**

**Bus Stand, Mata Road**

<b>SR. NO.</b>	<b>NAME OF DEPARTMENT /BOARD/CORP./AUTH</b>	<b>NAME OF WORK/NOTICE/TENDER</b>	<b>OPENING DATE CLOSING DATE (TIME)</b>	<b>AMOUNT/ EMD (APPROX.) IN Rupees</b>	<b>WEBSITE OF THE DEPARTMENT/BOARD /CORP./AUTH</b>	<b>NODAL OFFICER/CONTACT/DETAIL/EMAIL</b>	<b>TENDER REF. NO./TENDER NO.</b>
1.	HARYANA ROADWAYS GURUGRAM	PROVIDING MANPOWER FOR SERVICING AND MAINTENANCE OF BUSES	31.01.2019 UP TO 16.00 HOURS 18.02.2019 UP TO 15.00 HOURS	1,50,000/-	www.hartrans.gov.in	WORKS MANAGER, HARYANA ROADWAYS, GURUGRAM  9416667342 &  9729155447	01/2018-19/RK/HR GURUGRAM

-Sd/-

General Manager,  
Haryana Roadways, Gurugram

## DETAIL NOTICE INVITING TENDER

**e-Tender** is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ 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	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.	Servicing and maintenance of buses	Rs.1,50,000/-	2500 & 1000	31.01.2019 Upto 16:00 Hours	15.02.2019 Upto 17:00 Hours	18.02.2019 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.

1. **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. 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.**

2. 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.1,50,000/-) 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.**

3. 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 15.02.2019 at 17:00 Hours); and make payment via RTGS /NEFT 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>	(31.01.2019 Upto 16:00 Hours )	(18.02.2019 Upto 15:00 Hours)
2	<b>Technical Bid Opening</b>		(19.02.2019 at 11:00 AM)	
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>

#### **6Key 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.

#### **7Online 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. 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:-**

Technical Support Assistance will be available between 09:00 am To 5:30 pm  
From Monday to Friday -0172-2582008, 2582009.  
For Saturday and Sunday -9310335475, 9034357793

**Important Note:-**

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). Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event. For queries pertaining to ePayment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e Auction/Tender event.

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

Office Address for Training workshop on 1 <sup>st</sup> , 2 <sup>nd</sup> Wednesday (from 3:30 pm up to 5:00 pm) of each month		
Nextenders India Pvt.Ltd Municipal Corporation Faridabad Near B.K.Chowk, Opp. B.K.Hospital NIT, Faridabad <b>Contact for Training</b> <b>+91- 9310335475</b>	Nextenders India Pvt.Ltd Public Health Division No 2 Hisar, Model Town, Opp. N.D Gupta Hospital, Hisar <b>Contact for Training</b> <b>+91- 9034357793</b>	Nextenders (India) Pvt. Ltd. Nirman Sadan (PWD B&R) Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh -160020 <b>Contact for Training</b> <b>-0172-2582008 –2009</b>

**For Support (From Monday to Friday) –0172-2582008, 2582009 and  
(For Saturday and Sunday) -9310335475, 9034357793  
Office will remain closed on Saturday, Sunday and National Holidays.**

**Help Desk contact details for Saturday and Sunday are as hereunder for escalation level - 1.**

1.Mr.Lalit Saini – +91- 9034357793

Email – [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)

Timings- 9:00 am to 5:30 pm

2.Mr. Tinku Singh - +91- 9310335475

Email – [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)

Timings- 9:00 am to 5:30 pm

**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.



Sr. No.	Scenario	Do's / Don't's
1.	<p>In the event of making Payment through NEFT/RTGS</p>	<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.</li> </ol> </li> </ul> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> <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>

**Office of the General Manger Haryana Roadways Gurugram.**

**Tender for providing Man Power i.e. Skilled in various workshops of Haryana Roadways, Gurugram.**

**Technical Bid**

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled by the Bidder</b>
1	COMPANY DETAIL (AS PER SR.NO.47 IN T & C)	
2	REGISTRATION NO.	
3	PAN NO.	
4	GST NO.	
5	EPF REGISTRATION NO.	
6	ESI Registration no.	
7	Experience	
8	DETAIL OF BANK ACCOUNT (COPY OF CHEQUE)	
9	Income tax Return of last 3 years	
10	BALANCE SHEET AUDITED BY CA WITH REPORT OF LAST THREE YEAR	
11	TURNOVER OF LAST THREE YEAR i.e. 2015-16,2016-17,2017-18	
12	Solvency Certificate	
13	AFFIDAVIT (As per Sr. No 13 T&C)	
14	Whether worked previously in Haryana Roadways, or any other Govt. deptt.	
15	If yes then name of the contract and year of the contract and name of the unit.	

**DECLARTION:-**

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, Gurugram**

Tender for providing Man Power i.e. Skilled in various workshops of Haryana Roadways, Gurugram.

**FINANCIAL BID**

<b>Sr. No</b>	<b>Personnel/ Worker</b>	<b>Service charge in percentage (%)</b>
1	Manpower (Semi-skilled/Skilled) for maintenance and servicing of Haryana Roadways Buses.	

**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)

**Terms and conditions for different workshop activities (Servicing and maintenance of Buses)**

**Haryana Roadways Gurugram**

1. The period of contract will be for one year. In case the services provided by the contractor are not found satisfactory, the contract can be terminated without any notice on disciplinary ground. In case the services provided by the contractor are found satisfactory, the contract can be extended further.
2. The rate of wages, EPF, ESI and GST shall paid to the contractor as per Government Instruction issued from time to time. DC Rate or minimum wages shall be paid whichever is higher to manpower.
3. The contract of Manpower will be for servicing and maintenance of buses at Haryana Roadways Gurugram workshop.
4. 20 man powers (Skilled) are required for maintenance of buses. Numbers of manpower required can be increase or decrease as per requirements. The desired qualification for these manpower are as follows.

<b>Skilled</b>			
<b>Sr. No</b>	<b>Name of Post</b>	<b>No. of requirement</b>	<b>Qualification</b>
1	Mech.	12	ITI in diesel Mech./Motor Mech./Auto Mobile With two year experience in AC Low Floor RESLF CNG Buses OR Four year experience in AC Low Floor RESLF CNG Buses
2	Electrician	6	ITI in Electrician/Auto Electrician With two year experience in AC Low Floor RESLF CNG Buses OR Four year experience in AC Low Floor RESLF CNG Buses
3	AC Mech.	2	ITI in RAC Trade With two year experience in AC Low Floor RESLF CNG Buses OR Four year experience in AC Low Floor RESLF CNG Buses
	<b>Total</b>	<b>20</b>	

The above helper provided by the contractor should be physically fit.

5. General Manager Haryana Roadways Gurugram will not provide any residential accommodation to manpower who put on duty.
6. In case of any indiscipline created by any person the contractor has to replace the person immediately.
7. There should be no court case against the person who put on duty.
8. All manpower should be in proper dress which would be provided by the contractor. In case of non compliance of putting dress while on duty, contractor can be penalized with Rs. 200/- per day per person.
9. The contract can also be terminated in case of any theft take place in the depot and the theft is repeated by any of person put on duty by the contractor.
10. The person put on duty by the contractor shall not claim regular employment in the Department.
11. GM HR GURUGRAM reserves the right to reject all or any of the tender either in whole or in part without assigning any reason.
12. No Free / concession travel facility will be provided to Helper in Haryana Roadways Buses.
13. The contractor shall submit an affidavit along with the tender document stating that " we undertake to deploy Helper whose antecedent have been verified from the police authorities.
14. Under no circumstances the contractor shall not appoint any subcontractor or sublease the contract. If it is found that the contractor has violated any of these conditions then the contract will be terminated without any notice.
15. The contractor shall furnish a list of all Helper deputed by the contractor indicating their name, age, qualification, permanent and present address and their Mobile No. along with copy of Aadhar card.
16. The contractor shall ensure that all his employees should wear neat and clean uniforms with ID-Card duly displayed and that they are courteous, polite and prompt while rendering efficient services in their respective workshops.
17. The contractor shall maintain a register for marking the attendance of personnel deployed by him which shall be seen by the representative of GM HR GURUGRAM.
18. The contractor shall have to fully comply with all the applicable laws, rules and regulations relating to Centre and State Government.
19. The contractor will submit his bill in first week of every month. The contractor shall make payment of wages etc. to the person deployed by him on or before 5<sup>th</sup> of every month in his account.
20. In case of death or mishap occurred during the discharging duty to any of the employee of the contractor, the compensation liability will solely rest with the contractor.
21. The contractor shall be solely responsible for all the claims of his employees. The employees will not make any claim whatsoever against GM HR GURUGRAM.
22. Income tax, other tax, levied from time to time by the Govt. shall be deducted at source by GM HR GURUGRAM.

23. The authorized representative of the contractor will personally conduct a meeting with General Manager HR GURUGRAM or the authorized representative by the GM HR GURUGRAM at least once in a month to get a feedback on services rendered by the contractor.
24. The contractor shall ensure that the staff deployed by him does not indulge in any theft or undesirable activities while on duty at HR GURUGRAM premises, a departmental enquiry will conduct it is found that the loss has occurred due to negligence of the contractor's staff on duty, GM HR GURUGRAM will have full power to recover the loss in full or adjust from the dues or security deposit of the contractor. The decision of GM of HR GURUGRAM in this regard will be final and binding on the contractor.
25. The contractor shall ensure that any loss/damage of the property due to negligence on the part of the employee of the contractor shall be repair within 7 days of the date of its communication to him. Non-compliance of the same shall entail forfeiture of the security deposit along with recovery of the loss in part or in full from the dues and earnest money of the contractor and/or termination of the contract.
- 26.(a) For any breach of contract, the GM HR GURUGRAM or any officer authorized by him, shall be entitled to impose a minimum penalty of Rs. 200/- per day/occasion on the 1<sup>st</sup> occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of GM HR GURUGRAM.
  - (b) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said officer in this regard shall be final and binding upon the Agency. Some of the instances in which penalty would be imposed include.
    - i) If the personnel are not found in proper uniform and displaying photo his identity card.
    - ii) If the personnel are found indulging in smoking/drinking/sleeping in the workshop complex during duty hours and performing double duty within 24 hours.
    - iii) The Agency is supposed to provide the required personnel to GM HR GURUGRAM as mentioned in the tender document. If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed and money will be deducted equivalent to the salary calculated as per agreement.
    - iv) Penalty will also be imposed if the behaviour of personnel engaged by the contractor is found discourteous.
    - v) If any personnel engaged by the contractor is found performing duty by submitting a fake name address and any other information.
    - vi) If any personnel is found on duty other than those mentioned in the approved list supplied by the Agency.
27. The contractor or his employees shall not participate or support any anti-institutional activity under any circumstance and shall strictly restrict to the work awarded under the contract.
28. All liabilities arising out of violation of local laws and/or central laws shall be the responsibility of the contractor concerned.

29. An agreement on stamp paper of Rs. 100/- shall be signed with the successful bidder. These terms and conditions will be part of the contract/agreement between GM HR GURUGRAM and the agency and any non-compliance shall be deemed as breach of the contract/agreement. Other conditions as per Govt. Instructions issued from time to time will also be applicable.
30. The contractor will deposit a sum of equal to one month bill payment within 2 days as security money in the shape of D.D/F.D or Bank Guarantee pledge in favour of **"GENERAL MANAGER HARYANA ROADWAYS GURUGRAM"** which will be refunded on successful completion of contract. The security money will be forfeited in case of termination of the contract.
31. The contractor shall submit 2 blank cheques with agreement. They will be treated as security money till security money is not submitted.
32. The contractor shall provide Manpower on Gazatted Holidays and Sundays also.
33. Employee's age should not be less than 18 years.
34. After allotment of contract if the contractor refuses to do work EMD will be forfeited by the GM HR GURUGRAM and tender will be re advertised.
35. The contractor can visit GM HR GURUGRAM site for inspection of work before bid submission.
36. The tenderer shall only quote the rate of service charges in term of percentage in financial bid. Any quote of 2.01 % or less than 2.01% shall be rejected. The quote above two percent shall be considered up to two decimals only say 2.121 shall be considered as 2.12, 2.124 shall be considered as 2.12 but 2.125 shall be considered as 2.13.
37. In case two or more agencies quote same service charge rate than the one having more average turnover of last three year i.e. 2015-16,2016-17 and 2017-18 shall be kept in view for allotment of tender.
38. The contractor cannot pay less wages than decided by Government from time to time.
39. The contractor will deposited the wages into Bank Accounts of the employees.
40. The contractor shall submit previous month's employee's salary statement, EPF, ESI & GST challan copy with next month salary bill. Otherwise bill will not be paid and legal action may be taken.
41. The work of employees will be inspected by the contractor himself or his supervisor from time to time.
42. If the contractor wants to surrender the contract he will have to give a two month notices to GM HR GURUGRAM.
43. Numbers of Helper will be 51 of which can be increased or decreased by **GM HR GURUGRAM**.
44. Clear Hard copy of technical Bid sent to **"GENERAL MANAGER HARYANA ROADWAYS GURUGRAM"** before the opening of tender.
45. In case Hard Copy of technical bid not received in the office of GM HR GURUGRAM then technical Bid can be rejected by the authority.
46. In case of any dispute, jurisdiction will be of Gurugram Court only.
47. The following details of the firms and other information will be upload in the following Performa at Sr. No. 1 of the technical bid.

SR. NO.	PARTICULAR	Detail		PAGE NO.
1	NAME OF COMPANY			
2	ADDRESS FOR CORRESPONDENCE			
3	EMAIL I.D.			
4	CONTACT NO.			
5	REGISTRATION NO. & YEAR			
6	PAN NO.			
7	ESI REGISTRATION NO.			
8	EPF REGISTRATION NO.			
9	GST NO.			
10	EXPERIENCE			
11	DETAIL OF BANK A/C			
12	INCOME TAX RETURN OF LAST THREE YEAR			
13	BALANCE SHEET AUDITED BY CA WITH REPORT OF LAST THREE YEAR			
14	TURN OVER OF LAST THREE YEAR	<b>Year</b>	<b>Amount</b>	
		2015-16		
		2016-17		
		2017-18		
15	SOLVENCY CERTIFICATE			
16	AFFIDAVIT (As per Sr. No 13 T&C)			

GENERAL MANAGER  
HARYANA ROADWAYS GURUGRAM