

Office of the General Manager Haryana Roadways, Panipat

Web Site: www.hartrans.gov.in

TENDER NOTICE

E – Tenders are invited online for providing Manpower for Cleaning, Sanitation and House Keeping Services activities services as per details given below in single two bid system i.e. Technical Bid (online Bid under PQQ/Technical Envelope) and Financial Bid (comprising of price bid proposal under online available Commercial Envelope):-

Sr no	Name of group/Item	Approx Value (In lacs)	EMD to be depositd (In Rs.)	Tender Number	Date & Time of downloading of E-Tender	Date & Timed of closing of e-tender
1	Cleaning Sanitation and House Keeping services activities Services For HR Panipat Sweeper (22), Peon (9), Watch man (4)	Rs. 38.00 Lacs	Rs. 1,00,000/-	01/2020 Memo No 56/R.K 20/01/2020	29/01/2020 at 15:00 hrs.	20/02/2020 Upto 15:00 Hrs

Note:- The detailed tender documents can be downloaded form the main portal <https://etenders.hry.nic.in> w.e.f. 22-11-2019 at 18:00 hours and the last date of submission of online tenders is 16-12-2019 Upto 15:00 hours. For any clarification bidder may contact help desk No: 0120-4001002, 0120-4200462.

Dater :- 20/11/2019

- Sd-
General Manager,
Haryana Roadways, Panipat

Office of the General Manager Haryana Roadways, Panipat

1	Date of start of downloading of e-tender documents	29/01/2020 at 15:00 Hrs
2	Date of end of downloading of e-tender documents and bid submission	20/02/2020 at 15:00 Hrs
3	EMD Fees	1,00,000/-
4	Tender Document Fees	2000/-
5	E Service Fees	Asapplicable
6	Date of opening of Technical Bid	24/02/2020 at 15:00Hrs

Tender for providing Man Power i.e. Sweeper , Peons for Sweeper Cleaning. Watch and ward and maintenance of Various Bus Stands of Haryana Roadways Panipat and providing services in various office of General Manager Haryana Roadways, Panipat.

Technial Bid

Sr no	Particulars	To be filled by the Bidder
1	Name of Party	
2	Complete Postal Address	
3	Telephon 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 there in . 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 Tender)
(With Seal & Date)

Office of the General Manager Haryana Roadways, Panipat

Tender for providing Man Power i.e. Sweeper , Peons for Sweeper Cleaning. Watch and ward and maintenance of Various Bus Stands of Haryana Roadways Panipat and providing services in various office of General Manager Haryana Roadways, Panipat. for one year and can be extended for 6 six month after satisfactory service.

FINANCIAL BID

Sr no.	Nomenclature	Basic rates per month per person (As per lastet Haryana Govt. Instructions applicable to outsource policy part-1) (in Rs.).	Employees Provident Fund (in Rs.).	ESI (in Rs.) if applicable	Service Charges margin profit as basic rate of the service provider (in %age also on basic rate)	GSI as applicable (in Rs.)
1	Sweeper (9)	14604/-	As per govt. instructions	As per govt. instructions		As per govt. instructions
2	Peon (9)	14604/-				
3	Watch Man (4)	14604/-				

Note:-

1. Number of person as per requirement will be demanded within a prior notice of 7 days.
2. Salary/Wages of the manpower engaged under outsource policy Part-1 which will be as per instructions of the Chief Secretary of the Govt. of Haryana order no 16/07/2015-3GSII, dated 06-06-2016 mimimum of Rs. 8100/- OR on the wages fixed by the concerned Deputy Commissioner under the provision contained in Finance department notification no. 70004-F-41/60571(Fin-Gen). dated 21-11-1941

DECLARATION:-

I/We hereby declare that all the Particulars mentioned above are true and correct and nothing has been concealed there in . 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 Tender)
(With Seal & Date)

Terms and Conditions for the Contractors providing Manpower i.e Sweeper, Peon for Sweeper/Cleaning watch and ward maintenance of Various Bus Stand of Haryana Roadways Panipat along with washing/cleaning of buses and providing peon services in various office of General Manager Haryana Roadways, Panipat.

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1. The offers quoting Service Charges margin less than or equal to 2% or 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. Moreover margin by the bidder quoted will be rounded up to two digit after decimal and Service Charges margin more than two decimals will be rejected straightway.
2. The tenderer should specify its valid Registration Number, FPF No. FSI No, Goods Service Tax No. and Pan Number along with dates of applicability. Residential proof with photocopies of documents duly attached.
3. The Party must have satisfactorily working experience of a least two years in any industrial Establishment. Govt./Coop. Sector Board Corporation etc. (certificate must be attached)
4. The Party/contractor/bidders should not be blacklisted in the last 3 years by any Haryana Govt. Department Agency/ Corporation.(Affidavit must be attached)
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 2nd and 5th 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 two months notice shall be given to 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 canceled forthwith without any notice by General Manager Haryana Roadways, Panipat . 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 I about (R&A), 1970 will be maintained by the contractor and shall be preserved upto minimum 5 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 and EPF have been paid to its work force as required under various acts and laws. The contractor will get sub- cod of ESI, EPF from district office of Panipat for generation of e- challan online. The contractor will generate the ECR OF EPF & ECI 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 General Manager Haryana Roadways, Panipat.
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 person on contract will be preserved by the contractor and copy of the same will be submitted in the office of General Manager Haryana Roadways Panipat .
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 Account and all the due payment will be made through 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 deposit a performance security of Rs 5.00 Lakhs along with agreement in the shape of Bank Guarantee / FD from any nationalized bank in the favour of General Manager Haryana Roadways, Panipat having validity upto 31/12/2021.
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 Panipat and not elsewhere.

- Sd-
General Manager,
Haryana Roadways, Panipat

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

(Signature of Tenderer)
(With Seal & Date)