

**GENERAL MANAGER HARYANA ROADWAYS,JHAJJAR**

**Website:- [www.hartrans.gov.in](http://www.hartrans.gov.in)**

**TENDER NOTICE**

**E-Tender** are invited for manpower (Chowkidar) as mentioned below in two bid system online i.e Technical Bid and Financial Bid:-

Sr. No.	Name of Department/ Board/Corporation/Aut	Name of Work/Notice/ Tender	Opening Date and Closing Date of EMD Submission (Time)	Expiry date to time of Bid Preparation and submission	Amount/ EMD (APPROX) in Rupees	Website of the Department/Board/Corp./Auth.	Nodal Officer/Contact/Details/E-Mail	Tender Ref./ Tender No.
1.	HARYANA ROADWAYS, JHAJJAR	Engagement of Chowkidar	10.06.2021 Up to 16:00 hrs,  28.06.2021 Up to 17:00 Hrs.	30.06.2021	60,000/-	<a href="http://www.hartrans.gov.in">www.hartrans.gov.in</a>	Dtcstore22@gmail.com	1524 B.C/31.05. 2021

Note:- For details information please visit website <https://etenders.hry.nic.in>

Sd/-  
General Manager  
Haryana Roadways,  
JHAJJAR.

## **Office of the General Manger Haryana Roadways Jhajjar.**

Tender for providing Man Power i.e. Chowkidar at various Bus Stands/Workshops of Haryana Roadways, Jhajjar, Sub Depot Bahadurgarh, & Beri.

### **Technical Bid**

Sr. No.	Particulars	To be filled by the Bidder
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. 2018-19,2019-20, 2020-21.	
12	Solvency Certificate 2018-19,2019-20, 2020-21.	
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 anem 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, Jhajjar**

Tender for providing manpower (Chowkidar) in various Bus Stands and Workshop of Haryana Roadways, Jhajjar Sub-Depot Bahadurgarh and Beri.

Financial Bid:-

Sr.No.	Personal/Worker	Service charge rate in %
1	Chowkidar	

**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 Manpower i.e. Chowkidar Haryana Roadways Jhajjar**

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.
3. The contract of Manpower will be for Chowkidar at Bus Stand Jhajjar, Bahadurgarh, and Beri and Workshop.
4. The contract should provided those Chowkdiar who are physically fit.
5. General Manager Haryana Roadways Jhajjar will not provide any residential accommodation to Chowkidar 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/F.I.R against the person who put on duty.
8. All Chowkidar 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 JHAJJAR** 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 Chowkidar in Haryana Roadways Jhajjar.
13. The contractor shall submit an affidavit along with the tender document stating that ‘we undertake to deploy Chowkidar 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 Chowkidar 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 areas.
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 JHAJJAR.
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 by 7<sup>th</sup> of every month in the office of GM, H.R. Jhajjar, Contractor shall make payment of wages etc. to the person deployed by him immediately depositing the wages in their accounts.
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 JHAJJAR.
22. Income tax, other tax, levied from time to time by the Govt. shall be deducted at source by GM HR JHAJJAR.
23. The authorized representative of the contractor will personally contact the head of the GM HR JHAJJAR or the authorized representative by the head of the GM HR

JHAJJAR 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 GM HR JHAJJAR. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc., the responsibility shall be of the contractor and she/he shall report the same. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's staff on duty, GM HR JHAJJAR 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 JHAJJAR in this regard will be final and binding on the contractor.
25. The contractor shall ensure that any loss/damage to goods or property due to negligence on the part of the employee of the contractor shall be made good 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 JHAJJAR 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 JHAJJAR.



(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 department during duty hours and performing double duty within 24 hours.
- iii) The Agency is supposed to provide the required personnel to GM HR JHAJJAR 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 JHAJJAR 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 JHAJJAR”** 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 JHAJJAR and tender will be re advertised.
35. The contractor can visit GM HR JHAJJAR 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 % or less than 2% shall be rejected. The quote above two percent shall be considered up to two decimals only say 2.01 shall be considered.
37. In case two or more agencies quote same service charge rate then the one having more average turnover of last three year i.e. 2018-19 and 2019-20 and 2020-21 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 H.R JHAJJAR.

43. Numbers of Chowkidar will be 15 of which can be increased or decreased by **GM HR JHAJJAR**.
44. Clear Hard copy of technical Bid sent to “**GENERAL MANAGER HARYANA ROADWAYS JHAJJAR**” before the opening of tender.
45. In case Hard Copy of technical bid not received in the office of GM HR JHAJJAR then technical Bid can be rejected by the authority.
46. The Contractor must have satisfactory experience of at least 3 years in Govt. Department or Govt. Corporation/Agency.
47. In case of any dispute, jurisdiction will be of Jhajjar Court only.
48. The following details of the firms and other information will be upload in the following perfoma at Sr. No. 1 of the technical bid.

<b>SR. NO.</b>	<b>PARTICULAR</b>	<b>Detail</b>	<b>PAGE NO.</b>
<b>1</b>	NAME OF COMPANY		
<b>2</b>	ADDRESS FOR CORRESPONDENCE		
<b>3</b>	EMAIL I.D.		
<b>4</b>	CONTACT NO.		
<b>5</b>	REGISTRATION NO. & YEAR		
<b>6</b>	PAN NO.		
<b>7</b>	ESI REGISTRATION NO.		

<b>8</b>	EPF REGISTRATION NO.		
<b>9</b>	GST NO.		
<b>10</b>	EXPERIENCE		
<b>11</b>	DETAIL OF BANK A/C		
<b>12</b>	INCOME TAX RETURN OF LAST THREE YEAR		
<b>13</b>	BALANCE SHEET AUDITED BY CA WITH REPORT OF LAST THREE YEAR		
<b>14</b>	TURN OVER OF LAST THREE YEAR	Year	Amount
		2018-19	
		2019-20	
		2020-21	
<b>15</b>	SOLVENCY CERTIFICATE		
<b>16</b>	AFFIDAVIT (As per Sr. No 13 T&C)		
<b>17</b>	PASARA CERTIFICATE ISSUED BY ADGP.		

-sd/-

GENERAL MANAGER  
HARYANA ROADWAYS JHAJJAR