

NOTICE INVITING TENDER

FOR

OUTSOURCING MANPOWER

IN

**DIRECTORATE OF TECHNICAL EDUCATION HARYANA,
PANCHKULA, HARYANA**

DIRECTORATE OF TECHNICAL EDUCATION HARYANA

2

NOTICE INVITING TENDER FOR OUTSOURCING MANPOWER IN DIRECTORATE OF TECHNICAL EDUCATION HARYANA

The Directorate of Technical Education Haryana, Panchkula invites sealed tenders from the eligible registered contractors holding valid license/registration certificate issued by the relevant competent authority for supply of Manpower at Panchkula Office as under:

Sr. No.	Category	No. of Person (Approx.)	Earnest Money
01	Supply of Highly Skilled manpower i.e. Legal Assistant	4	Rs.50,000/-
02	Supply of Skilled Manpower i.e. Data Entry Operator	22	
03	Supply of Semi-Skilled Manpower i.e. Driver	2	
04	Supply of Unskilled Manpower i.e Peon, Sweeper and Security Guard	21	

- 1) The bidder must be having its office at Tricity of Panchkula, Chandigarh and Mohali alongwith its branch office in Haryana or anywhere in the State of Haryana. The contractor must have complied with and obtained all necessary valid permissions/authorizations/licences/registration certificate issued by the relevant competent authority for supply of manpower in Panchkula, Haryana.
- 2) Detailed terms & conditions forming part of this Notice are contained in the Tender Document which is available on the website of the Directorate of Technical Education Haryana, Panchkula i.e. www.techeduhry.gov.in
- 3) The contractor firm/agency must be having a turnover of more than **Rs.5.00 Crore (Rupees Five Crore)** during each of the last two Financial Years i.e. **2017-18 and 2018-19** for providing similar services. The bidder must have at least 3 years' experience of providing similar services at the time of submission of tender document.
- 4) **Tender can be submitted to Directorate of Technical Education Haryana, Bays No. 7-12, Sector-4, Panchkula (Haryana) by 18.01.2021 upto 5.00 P.M. No tender will be accepted after the aforesaid date and time. The tender will be opened by Committee on next working day at 11.00A.M. in the presence of the bidders present at that time.**
- 5) Tender must be accompanied by Earnest Money as mentioned above in the form of Demand Draft in favour of **Director General Technical Education Haryana, Panchkula, Payable at Panchkula**. No tender shall be accepted without Earnest Money. Conditional/incomplete tenders shall not be considered.
- 6) The tender must reach the office of Directorate of Technical Education Haryana, Panchkula strictly within the prescribed date and time. The Department will not take the responsibility for any delay in receipt of the bidding document if it is sent by post/courier.
- 7) The Director General, Technical Education, Haryana reserves the right to accept or reject the tender or any part of the bid without assigning any reason thereof. **(Director General)**

Bays No.7-12, Sector-4, Panchkula

E-Mail: dgte.hry@techeduhry.gov.in Website: www.techeduhry.gov.in

ANNEXURE I-A
ELIGIBILITY CRITERIA FOR BIDDERS

1. The bidder must be a proprietary firm, partnership firm, limited company, corporate body legally constituted for providing manpower and must be empanelled / registered with appropriate authority as per law. The licence/permission of providing manpower must be legally valid.
2. The bidder shall have at least 3 years' experience of providing similar Services in **Highly Skilled/Skilled/Semi-Skilled/Un-skilled Manpower**.
3. The bidder must be having its office at Tricity of Panchkula, Chandigarh and Mohali alongwith its branch office in Haryana or anywhere in the State of Haryana.
4. There should be no criminal case pending with the police/court of law against the Company/Firm or its Proprietor / Partner/Director etc.
5. The Contractor who has been black-listed by State Govt./Centre Govt. will not be eligible. The Company/Firm must be having a clean past track record of providing manpower services.
6. The Contractor must be having a turnover of more than **Rs.5.00 Crore (Rupees Five Crore)** during each of the last two Financial Years i.e. **2017-18 and 2018-19** for providing similar services. (**copy of audited balance sheet alongwith ITR's be attached with the bid documents**)
7. The Contractor should have deployed more than **50 employees** in different organization.
8. The bidder must have **at the time of submission of tender**, the following Registrations which should be valid during the term of contract:
 - a) PF Registration at EPFO.
 - b) ESI Registration.
 - c) GST Registration.
 - d) **Valid License/Registration certificate issued by the relevant competent authority for supply of Manpower at Panchkula.**
 - e) **Permanent Account Number (PAN) and TAN.**
 - f) **Other statutory documents required for the purpose.**
9. No tender shall be accepted without Earnest Money.
10. The tender document must be accompanied with all relevant documents in support of eligibility of the Firm/Company. Conditional/incomplete tenders and those received after the last cut of date of submission of tenders in DGTE shall not be considered.

Dated: _____

Signature and the Seal of Tenderer

ANNEXURE I-B
TERMS AND CONDITIONS

1. **EARNEST MONEY and SECURITY DEPOSIT:**

Earnest money of Rs.50,000/- (Rupees Fifty Thousand only) has to be deposited through Demand Draft payable at Panchkula at time of submission of this tender document and thereafter, the successful tenderer will deposit Security Deposit amounting to Rs.5.00 Lakh (Rupees Five Lakh only) **in the shape of FDR in the name of Director General Technical Education Haryana, Panchkula** within seven days after the receipt of work order before the start of execution of work. In case the successful tenderer fails to deposit the Security amount as mentioned above within the stipulated period, the work will be allotted to another eligible firm at the risk & the cost of the failing tenderer and the earnest money deposited by it will be forfeited. The security amount of the contractor deposited with the Directorate of Technical Education Haryana will be released to the Contractor on successful completion of work as defined in Para 15 hereunder, after deducting any loss/damage or other financial liability(ies) due to the contractor as per the terms of contract or the law, if any. **Exemption of Earnest Money or Security Deposit will not be permitted in any case**

2. **DOCUMENT:**

The bidder must have a valid license/registration certificate for supply of Manpower issued by the relevant competent authority, PAN, TAN and other Statutory documents as applicable and attached the same with the tender document at the time of submission of tender and shall produce the original documents at the time of opening of tender. In case the bidder fails to produce the original documents at that times, his tender shall not be considered. Further, if any document/information given by the bidder is found to be forged/false/fabricated at any stage then it would lead to termination of the contract as well as initiation of civil or criminal or both proceedings under appropriate law and the earnest money will be forfeited.

3. **RIGHT TO ACCEPT / REJECT:**

The Director General, reserves the right to reject any or all tender(s) without assigning any reason whatsoever. Also, the above mentioned DGTE authority also reserves the right to award any or part or full contract to any Contractor (s) at its discretion and this will be binding on the bidder. Any attempt to negotiate directly on the part of the tenderer with authority competent to finally accept the tender, or influence the acceptance of the tender by any means will result to debar his tender from consideration.

The acceptance of the quotation/tender shall rest with the committee constituted for the purpose and the committee does not bind itself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason, therefore, the Committee also reserves the right to accept quotation/ tender in part or whole i.e. any item or any quantity or any zone and to reject it for the rest or to accept the tender in toto. Merely quoting of lowest rates among other bidders does not automatically entitle such firm to get the work awarded in its favour. Any Contractor submitting a bid which is considered as unrealistically low and/or financially unworkable in view of the existing policy/instructions of the State Government

relating to minimum wages, a reasonable margin of contractor profit etc. shall be out-rightly rejected. **In addition to above, the contractor will be selected on the basis of performance and satisfactory work and not on the basis of L-1. The contractor quoting less rate than prescribed rate of Chief Secretary Haryana (amended from time to time) will not be considered.**

4. **AWARD OF WORK:**

The committee constituted for this purpose will shortlist the eligible bidder on the basis of their Technical bid including their past performance/confidential report/solvency ability/financial standing, ability to perform the work. Only short listed firms/parties will be called for discussion for deciding final award of work. Merely quoting of minimum rate will not entitle the tenderer to claim the award of work being the lowest amongst other bidders. **In addition to above, the contractor will be selected on the basis of performance and satisfactory work and not on the basis of L-1. The contractor quoting less rate than prescribed rate of Chief Secretary Haryana (amended from time to time) will not be considered. If the rates are same of two or more, the firm will be selected on the basis of assessing weightage points of turnover, number of Manpower, experience etc. will be preferred. Thus the department reserves the rights to award of work to eligible service provider.**

5. **RESPONSIBILITY OF EXECUTING CONTRACT:**

The successful tenderer / contractor will have to sign contract agreement with the competent authority on a non-judicial stamp paper of appropriate value. The Contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of bid at his own cost within the stipulated time.

6. **RESPONSIBILITY OF OPENING ESCROW ACCOUNT and EXECUTING AGREEMENT:**

The successful tenderer / Contractor will have to open an ESCROW Account in any scheduled bank and giving authority to the Director General, Technical Education Haryana, Panchkula to operate this account and shall sign an agreement with the Director General, Technical Education Haryana, Panchkula on a non-judicial stamp paper of appropriate value. The Contractor is to be entirely responsible for opening this account and the execution of the agreement in all respects in accordance with the terms and conditions as specified in the acceptance of bid at his own cost within stipulated time.

7. **RELEASE OF PAYMENT:**

The payment terms shall be as under:-

The Contractor shall raise the bills to the Department on monthly basis. TDS towards Income Tax and any other statutory taxes/ cess/levies as per rules on the rates prevalent at the time shall be deducted at source. The manpower provided by the contractor will be on the pay rolls of the contractor. If there is a deficiency in provision of service, penalty amount will be deducted from the bills of the Contractor (after giving the written notices on each occurrence) as under:

Service not provided properly:

Say toilets not cleaned properly, rude behavior by workmen, dusting /cleaning not done properly etc. in such eventuality Controlling Officer may impose penalty on Contractor ranging from Rs.1000/- to Rs.5000/- for each occurrence and intimate the Contractor in writing.

The contractor shall submit bills in triplicate on monthly basis for the preceding month. After that, the payment will be reimbursed by Department within ten working days of receipt of the bills. If any time budget availability raised, then it will be executed on availability of budget in accordance with the terms and conditions. **The wages must be paid before 7th of each month by the contractor and the bill will be sent to Directorate of Technical Education Haryana for reimbursement. No bill of the contractor will be reimbursed unless the contractor has provided the copies of all dossiers of details of payments along with the proof of challans duly attested by the contractor.**

8. **PAYMENT OF WAGES/EPF/ESI/GST THROUGH ESCROW A/C:**

The payment of all bills will be credited in the ESCROW A/C of the firm (para 6 above). The contractor shall submit the detailed salary statement EPF/ESI statement to the DGTE who will then electronically transfer the respective amount to respective stake holder(s).

9. **DURATION OF WORK:**

Initially, the contract will be initially for a period of one year or till the filling of vacant post whichever is earlier, which will be extended in respect of performance and satisfactory work of the contractor on year-to-year basis on the mutual consent of both the parties. If the performance of the Contractor is not found satisfactory at any time during the contract period, the DGTE shall be at liberty to terminate the contract without any liability on its part by giving fifteen days' notice.

10. **INDEMNITY:**

The Department shall not be responsible for the payment of any claim whatsoever made by the workmen engaged by the Contractor. The Contractor will ensure all the safety precautions required for a job and ensure that his workmen are adequately insured to cater for any mis-happening. The Department shall not be liable for discharging any financial, judicial and / or administrative commitments made by the contractor to any entity whatsoever. The contractor shall be solely responsible for fulfilling its obligations towards its staff under various laws as applicable and amended from time to time. The contractor shall be responsible for payment of wages to its staff at the rates fixed from time to time by Deputy Commissioner, Panchkula. The contractor shall indemnify/compensate Directorate of Technical Education Haryana, Panchkula and its employees and its properties against any loss and / or damage caused or likely to be caused by any omission/neglect/ action, demand, proceedings, dishonesty or connivance of any work force of the contractor, prosecutions, attachments, non – payment of taxes, non-clearance of liabilities, non – observance of statutory laws /rules of the local bodies/ State/ Central Governments.

11. **DOUBTS/AMBIGUITIES:**

If any doubt or ambiguity arises as to the meaning and effect of any provision(s) of this agreement, the same shall be referred to the Director General Technical Education Haryana, Panchkula or Director as the case may be, for clarification. The clarification so provided by the DGTE shall be binding on both parties. All instructions/ directions of the DGTE to the contractor shall be in writing. There shall be no verbal communication in these matters.

12. **AMENDMENT TO THE MOU:**

The obligations of the contractor and the DGTE have been spelt out in this MOU. However, during the operation of the agreement, circumstances may arise which may call for amendment or modification of the terms and conditions of this agreement. In such a situation, the amendments / modifications as may be mutually agreed upon shall be incorporated in this agreement.

13. **JURISDICTION:**

The dispute, if any shall be subjected to the jurisdiction of courts at Panchkula (Haryana). Any other jurisdiction mentioned in the quotation/ tender or invoices or any other document shall have no legal sanctity. Terms and conditions printed on Quotation/invoice of the firm if any shall not be binding on the DGTE except those mentioned specifically on the work order and acceptance of the work order shall be construed as the firms complete agreement to all the terms and conditions contained in the work order. Any dispute arising with regard to any aspect of the contract shall be settled through mutual consultations and agreement between the Contractor and the DGTE.

14. **ARBITRATION:**

For the purpose of this contract, there will be no provision of arbitration. The decision of the Director General, Technical Education Haryana shall be final and binding in case of any depute. The contract will be guided by the terms and conditions of the tender document only.

15. **SUCCESSFUL COMPLETION:**

The work will be considered to be successfully completed on payments of all dues to the workers, deposition of all payments of EPF/Insurance premium/Taxes to the concerned Authority/office and clearance/settlement of all disputes and court cases.

16. **RECOVERY OF SUMS DUE:**

Whenever any claim for the payment of money arises out of or under this contract against the contractor, the Department shall be entitled to recover such sum by appropriating, in part or whole the bills, performance amount / security deposit deposited by the contractor. Should the sum not be sufficient to cover the full amount recoverable, the Contractor shall pay on demand the remaining balance due to the Directorate of Technical Education Haryana, Panchkula.

17. **IMPLEMENTATION OF HARYANA GOVT INSTRUCTIONS:**

Haryana Government instructions issued from time to time shall have to be followed in all matters and such order/instructions/guidelines will be binding upon the contracting firm and such instructions are considered as deemed amendment in the MOU.

18. CONFIDENTIALITY:

It is understood between the parties hereto that during the course of business relationship, the contractor or its personnel in DGTE may have access to confidential information of DGTE and it undertakes that it shall not, without DGTE's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information. This clause shall survive for a period of 5 years from the date of expiry of this agreement. In case of default, suitable punishment in the form of fine, financial loss suffered by DGTE or debarring the firm for works associated with DGTE in future, can be imposed by DGTE on the contractor and the same shall be acceptable to the contractor. The DGTE shall also be at liberty to initiate civil/criminal action against the concerned personnel or/and contractor in case of default as aforesaid.

19. MISCELLANEOUS:

- a) **Tender can be submitted to Directorate of Technical Education Haryana, Panchkula by 18.01.2021 up to 5.00 P.M. No tender will be accepted after 18.01.2021. The tender will be opened by Committee on next working day at 11.00 A.M. in the presence of the bidders available at that time.**
- b) The tenderers are expected to visit the site (buildings, roads, Complex etc.) before submission of tender.
- c) **The offer should be on two covers, one super-scribed as "Pre-qualification/Technical bid" (Annexure-'II-C') and the second super-scribed as "Financial Bid (Annexure-'III'). These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical bid and financial bids".**
- d) **The financial bid will only be opened after ascertaining that the firm is eligible on the basis of Technical Bid in Annexure 'I-C and II-A to II-C'. The rates to be quoted for this work may be given in the Financial Bid in Annexure-'III'.**
- e) In case any family member of the Contractor is serving in the Department then the Contractor must record a certificate to that effect on the offer failing which the quotation/tender shall be rejected out-rightly.
- f) Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause, which is beneficial to the Directorate of Technical Education Haryana, Panchkula, will be considered.
- g) **The contractor will be selected on the basis of performance and satisfactory work and not on the basis of L-1. The contractor quoting rate less than prescribed rate of Chief Secretary, Haryana (amended from time to time) will not be considered. If the rates are same of two or more, the firm will be selected on the basis of assessing weightage points of turnover, number of Manpower, experience etc. will be preferred. Thus the department reserves the rights to award of work to eligible service provider. The service charges will be paid on basic wages only. Further, over-time wages will not be allowed to any Manpower for any work after office hours.**

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- h) **The Directorate of Technical Education Haryana, Panchkula may secure additional manpower for specific purpose and for specific period etc. from Contractor on prevailing D.C. rates issued from time to time rate where applicable.**
- i) No enhancement will be given to the contractor above the awarded rates during the contract period, in any case.
- j) The Contractor should be ready to start the work within a notice of 10 days.
- k) The person deployed should be more than 18 years of age with sound health to the satisfaction of the competent authority and should have the requisite qualification as prescribed by Haryana Govt. from time to time.
- l) The contractor cannot engage any Sub-Contractor or transfer the contract to any other person.
- m) The Contractor shall maintain a register of the employees appointed by the Contractor together with names/ address & telephone numbers of the employee.
- n) The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the Contractor.
- o) The contract shall remain valid for the period of award of work and is deemed to be renewed upon extension of work.
- p) The Contractor will not allow or permit his /their employees to participate in any trade union activities or agitation in the premises of the Department, violation of which may result in the termination of the contract immediately.
- q) The DGTE reserves the right of removal of any persons considered by him to be incompetent or disorderly from the DGTE premises and the contractor will provide the replacement at once.
- r) In case of any mis-happening such as accident/incident, it is mandatory for the Contractor to take-up the follow-up with the Legal/Police at its own level to the logical end.
- s) **The tenderer should have a permanent place of business at Tricity of Panchkula, Chandigarh and Mohali alongwith its branch office in Haryana or anywhere in the State of Haryana** and the complete Postal Address, Telephone/ Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
- t) The contractor shall maintain all statutory records in respect of workforce deployed by him as required under the provision of law.
- u) The Contractor shall not close/wind up its Branch office without written consent of the DGTE, Panchkula before this successful completion of the work.
- v) The contractor shall have to issue appointment letter, ESIC cards as per instructions issued from time to time and Identity Card on its own name and trading style to its personnel deputed for rendering the services and cannot charge any money/amount in the name of DGTE etc.
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- w) Consumption of any kind of intoxicant liquor and smoking is strictly prohibited in office premises.
- x) The contractor cannot change the constitution of the firm/company during the award of work period.
- y) The contractor cannot add / remove partners in the firm during the period of work period.
- z) Tender offer should be complete in all respects. The tender submitted without specified amount of earnest money will be rejected. The Department will not take any responsibilities for any delay in receipt of the bidding document if it is sent by post/courier.
- aa) The contractor will be fully responsible for the behavior and conduct of its manpower. Any dispute arising among its manpower will be dealt with by the contractor only and Department will not be responsible in any manner.
- bb) In case, the manpower provided/deployed by the contractor create nuisance due to rude behavior by manpower, shirking from work allotted by the DGTE, creating undue pressure, leaving the office without intimation or negligence of any kind, the DGTE will report in writing to the contractor and the contractor will debar the faulty/ guilty manpower immediately at its own level. Thereafter the contractor will provide the replacement as per the requirement of Department.

20. SCOPE OF WORK:

The office of Directorate of Technical Education Haryana, Panchkula is located in Panchkula. The number of manpower can be increased or decreased as per the requirement of Department.

21. QUANTUM & NATURE OF WORKS:

The Contractor shall have to provide **Highly Skilled / Skilled / Semi-Skilled / Un-Skilled Manpower** as under which can be increased or decreased as per the requirement of Department:

Sr. No.	Name of Service	No. of Person (Approx.)
01	Supply of Highly Skilled manpower i.e. Legal Assistant	4
02	Supply of Skilled Manpower i.e. Data Entry Operator	22
03	Supply of Semi-Skilled Manpower i.e. Driver	2
04	Supply of Unskilled Manpower i.e Peon, Sweeper and Security Guard	21

The contract is on the principle to principle basis and does not create and shall not deem to create any employee-employer relationship between the Department and the contractor.

Place :

Date :

Signature and Seal of the Bidder

ANNEXURE- I-C
DECLARATION AND UNDERTAKING

I/We

(Name) _____ do

hereby solemnly affirm and declare and undertake that :

- 1 I/we have studied the terms and conditions of the tender documents i.e scope of work, guidelines of submission of tender etc. and have filled up the tender under my/our full understanding. Nothing has been left without studying and we have visited the Department and I/we have filled up the rates accordingly. All the terms & conditions of the tender form are acceptable to me/us.
- 2 The facts stated by me/us in the Technical Bid and Financial Bid are correct and true to the best of my/our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage. I/We shall be liable to legal action under Section 182 and section 415 read with section 417 and 420 of Indian Penal Code as the case may be including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
- 3 I/our partners do not have any relative working in Directorate of Technical Education Haryana, Panchkula.
- 4 All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
- 5 The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
- 6 I/We have never been banned/de-listed by any Government or Quasi Government agencies or PSUs.
- 7 **I/We will open an ESCROW account which will be operated by the DGTE for making payment of all Wages/EPF/ESI/GST etc. to the respective stake holder/beneficiaries.**
- 8 The demand draft of earnest money of Rs.50,000/- (Rupees Fifty Thousand only) is enclosed with the tender application.
- 9 I/We will neither change the constitution of the firm nor the partners during the period of contract and for any change, if any, I/We will intimate the Department of such change and take written consent from competent authority.
- 10 I/We hereby agree to abide by all the terms and conditions of the tender document and amendments made, if any at a later stage.

(Signature of the Tenderer with Seal)

Annexure-II A

Selection criteria for offering services like Highly Skilled/Skilled/Semi-Skilled/ Un-Skilled Manpower in the Directorate Office:

The bids shall be submitted offline in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall submit the following eligibility & technical documents duly signed by the contractor in the Technical Bid:

1. Copy of Constitution of Firm
2. Copy of company policies regarding labour welfare.
3. Copy of valid license/registration certificate issued by the relevant competent authority for supply of Manpower at Panchkula Office
4. Copy of GST registration.
5. Copy of EPF Registration at EPFO
6. Copy of ESI registration.
7. Copy of PAN number and TAN Number
8. Copy of work order of providing similar Services in security, housekeeping and handling of data alongwith the copy of certificate of having successfully completed works of similar magnitude and duration.
9. Copy of the address proof of the Firm.
10. Copy of Audited Balance sheet alongwith ITRs of the Firm (duly attested by Chartered Accountant) indicating a turnover of more than Rs. 5.00 Crore during each of the last two financial years 2017-18, 2018-19 for providing similar services.
11. Proof regarding total number of employees deployed in different organization.
12. Contact Details (Details of the Authorized Representative of the Bidder who is likely to attend technical/financial bid).

Envelope 2: Financial Bid

The bidders shall quote their Rates for Service Charges for providing Manpower on the Proforma of Financial Bid(Annexure-III).

Note: Photocopies of required certificates duly attested must be enclosed with the Tender and ORIGINAL is required to be produced at the time of Tender.

Place :

Date :

Signature and Seal of the Bidder

Annexure- II B**Proforma for Technical Bid (in respect of above)**

S.No.	Name of Document to be attached with the bid	Detail of document (Please mention No.)	Documents attached (Yes/No)
1	Eligibility Criteria For Bidders as per Annexure 1-A		
2	Terms and conditions as per Annexure I-B		
3	Declaration and undertaking as per Annexure 1-C		
4	Annexure II-A		
5	Copy of Constitution		
6	Valid Licence/ Registration Certificate for supply of Manpower issued by the relevant competent authority. For providing manpower at Panchkula.		
7	GST Registration		
8	EPFO Registration		
9	ESIC Registration		
10	Copies of Five work orders as per Annexure-II-C		
11	PAN /TAN Number		
12	Cancelled Cheque of the firm		
13	Certificate of successful completion for 5 institutions		
14	Address proof of organization		
15	Audited Balance Sheet for last two Financial Years attested by chartered accountant (alongwith copy of ITRs 2017-18, 2018-19)		
16	Proof regarding total number of employees deployed by the contractor in different organizations		
17	Earnest Money of Rs.50,000/- (To be deposited through Demand Draft Payable at Panchkula)		
18	Annexure – III (Financial Bid)		

(Signature of the Tenderer with Seal)

ANNEXURE-II-C

Information about bidder firm/persons

Paste Photograph of the Tenderer

1.	Name of the Firm	
2.	a) Address of Registered Head Office of the Firm b) Regd. Branch Office (at Tricity of Panchkula, Chandigarh and Mohali alongwith its branch office in Haryana or anywhere in the State of Haryana)	
3.	Type of Organization (Proprietor Firm/Partnership Firm/ Limited Company/Society etc.)	
4.	Name & address of each Partner/Director (PAN card/Adhaar No.)	1. 2. 3.
5.	Registration Number of the Firm/Company with full details	
6.	GST Registration Number	
7.	PAN/TAN Number of the Firm	
8.	EPF Registration Number	
9.	ESIC Registration Number	
10.	Address of the Tenderer for communication along with landline and mobile phone numbers & fax number	
11.	E-mail of the Firm (In future, all correspondence will be made through this e-mail)	
12.	Bank Details of the Tenderer: (a) Account Holder's Name (b) Bank Account Number (c) Name of Bank with Branch Address (d) IFSC Code	(a) (b) (c) (d)

	(Attach copy of cancelled cheque of the Firm's Bank Account)																															
13.	Attach Audited Balance Sheet of the Firm for the last two Financial Years i.e. for 2017-18 and 2018-19 alongwith ITRs. Turnover of the Firm should be Rs.5.00 Crore during the last two Financial Years.																															
14.	List of Institutions where similar services has been provided by the Firm and successfully completed:																															
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Institution</th> <th>Year</th> <th>No. of Employees</th> <th>Monthly Bill Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Sr. No.	Name of the Institution	Year	No. of Employees	Monthly Bill Amount																										
Sr. No.	Name of the Institution	Year	No. of Employees	Monthly Bill Amount																												
15.	Whether the firm is ever debarred or blacklisted? If yes, relevant detail be given viz. name of office by which debarred/blacklisted, duration, reasons etc.																															
16	Whether any civil or criminal or both proceedings under appropriate law with the police/court of law has been initiated against the Company/Firm or its Proprietor / Partner/ Director etc.? If yes, the relevant details be given.																															

Note: Photocopies of required certificates duly attested must be enclosed with the Tender and ORIGINAL is required to be produced at the time of Tender.

It is certified that the particulars given above are true to the best of my knowledge and nothing has been concealed therein.

Date : _____

Place: _____

Full Name & Signature of Authorized Signatory with Seal

ANNEXURE- III

FINANCIAL BID:

Rates of Service Charges:

Sr. No.	Type of Services	Service Charges for Manpower Supply
1	(a) Supply of Highly Skilled manpower i.e. Legal Assistant (b) Supply of Skilled Manpower i.e. Data Entry Operator (c) Supply of Semi-Skilled Manpower i.e. Driver (d) Supply of Unskilled Manpower i.e Peon, Sweeper and Security Guard	

Note: The contractor quoting rate less than prescribed rate of Chief Secretary, Haryana (amended from time to time) will not be considered.

(Signature of the Tenderer with Seal)