

TENDER NOTICE

Director Elementary Education Haryana, Panchkula intends to outsource the services/activities of Transport Services, House keeping services, Cleaning of premises, Horticulture work, Maintenance of building, ICT Highly technicians professional through outsourcing in the Office of Director Elementary Education, Haryana, Panchkula for period of One year and extendable to further one year subject to the performance of satisfactory work done on rates fixed by State Government. Sealed tenders alongwith earnest money of Rs. 20,000/- in the shape of pay orders or demand draft in favour of the Director Elementary Education Haryana, Panchkula, are invited from the registered manpower service providers who have:

- (a) Three years satisfactory experience in the specific field of outsourcing employees.
- (b) Valid license under Contract Labour (Regulation & Abolition) Act, 1970 for the various contracts undertaken or certification from the respective Government Department.
- (c) Having Valid ESI/EPF/ Service Tax and PAN/TAN No. from the concerned department of the Government.
- (d) No tender will be accepted at less than 2% service administrative/charges .

The activities as a whole will be outsourced for which necessary manpower will be provided by the tenderer. The interested agencies should send their offers on the prescribed tender documents which can be obtained alongwith details of terms & conditions from the O/o Director Elementary Education Haryana, Sector-5, Panchkula or can be downloaded from the website www.harprathmik.gov.in, so as to reach the O/o Director Elementary Education Haryana, Sector-5, Panchkula atleast by duly superscripted on envelope, "**Tender for** services/activities of Transport Services, House keeping services, Cleaning of premises, Horticulture work, Maintenance of building, ICT Highly technicians professional". Duly filled forms should reach this office upto 18.05.2017 at 3.00 P.M. The tenders will be opened on 25.05.2017 at 3.30 PM in the office of the Director Elementary Education Haryana, Sector-5, Panchkula in the presence of tenderers, who may like to be present.

Director Elementary Education Haryana, Sector-5, Panchkula reserves the Right to accept or reject any/all tender(s) without assigning any reason.

**Director
Elementary Education Haryana,
Sector-5, Panchkula**

**Tender Document for providing outsourcing services/activities at
Headquarter Panckula Elementary Education Department Haryana.**

PART-I

(TECHNICAL BID)

ELIGIBILITY PARAMETERS

1.	Name of the Service Provider/Agency/Firm applying for providing outsourcing services	
2.	Postal Address	
3.	Telephone/FAX/Mobile No. of the Service Provider/Agency/Firm	
4.	Status of the Service Provider/Agency/Firm (Whether Private or Public Sector Undertaking or Sole Proprietor or Partnership or Cooperative Society etc.)/ The tenderer should attach a resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents.	
5.	Name of person to be contacted	
6.	Administrative Charges/Service Charges for providing outsourcing services	
7.	Details of PAN/TAN No. obtained (attested copy of the document to be attached)	
8.	Whether the tenders possesses the requisite experience? Give details.	
9.	Particulars of License obtained from Labour Department Haryana. (attested copy of the document to be attached)	
10.	Details of PAN/TAN no. obtained (attested copy of the document to be attached)	
11.	The details of Service Tax No. allotted to the agency/firm. (attested copy of the document to be attached)	
12.	Details of registration with authorities in ESI Departments. (attested copy of the document to be attached)	
13.	Financial resources, assets in terms of tender's property (movable and immovable) held on the date of submission of tender (Latest audited balance sheet is also to be attached)	

14.	Details of earnest money DD No.: _____ Name of the Bank: _____ Branch: _____ Date: _____	
15.	Profile of the agency/firm I. Technical Manpower on roll II. Financial Annual turnover in Lacs. III. Miscellaneous ISO certification of the firm. Yes/No	
16.	Declaration in the form of Affidavit that the individual/firm/agency including its partners and share-holders, was not black listed/ prosecuted by any Departments/ Statutory Bodies in Haryana or by any Court of Law, and fully understood all the terms and conditions contained herein and undertake myself/ourselves abided by them is to be attached.	

TERMS AND CONDITIONS REGARDING OUTSOURCED THE SERVICES/ ACTIVITIES

1. The service provider shall operate and provide services to the Director Elementary Education Haryana, Sector-5, Panchkula at Headquarter Panchkula.
2. The regularity of the performance of the service will be the essence and shall form a central factor. The service provider takes all possible steps to ensure to maintain its performance as determined by the Department from time to time.
3. The assessment made by the School Education Department including number of personnel of various descriptions as required to provide/give the required quality of service shall be final and acceptable by and binding upon the Service Provider.
4. If the Department notice that the personnel of the Service Provider has/have been negligent, careless in rendering the said services, the same shall be' communicated immediately to the Service Provider who will take corrective steps immediately to avoid recurrence of such incidents and reports to the Department.

5. If any of the personnel of the Service Provider indulges in theft, negligence of any illegal/irregular activities, the Service Provider shall take appropriate action against its erring personnel and intimate accordingly to the Department or itself can take action in accordance with law. The Service provider shall also be responsible for reimbursement of loss to Govt. property as accessed by Director, Elementary Education Department Haryana, Panchkula.
6. The Service Provider shall furnish a personal guarantee of its Managing Director/Partner, guaranteeing the due performance by the Service Provider of its obligations.
7. All payments made by the Department shall be after deduction of tax at source wherever applicable as per the provisions of the Income Tax Act, 1961/ other acts inforce as may be applicable.
8. The Service Provider, being the employer in relation to persons engaged/employed by it to provide the services under the terms and conditions shall alone be responsible and liable to pay wages/salaries to such persons as prescribed by the State Government. He will observe compliance of all the relevant labour laws/ other applicable laws.
9. The Service Provider will have to produce the register of wages or the register of wages-cum-muster roll of the preceding month along with the bill to be submitted on the 10th day of every calendar month. The Service Provider shall ensure that payment to his employees is made through Bank account in the presence of an authorized representative of the Department.
10. The Service Provider shall issue identity cards, on its own name and trading style, to its personnel deputed for rendering the said services, which at Department's option, and would be subject to verification at any time. The Department may refuse the entry into its premises to any personnel of the Service Provider not bearing such identity card or not being perfectly uniformed provided by Service Provider.

11. The Service Provider for providing services as mentioned herein, shall be the employees of the Service Provider only and not of the Department. The Service Provider shall be liable to make payment to its said employees towards their monthly wages/salaries and other statutory dues like Employees State Insurance, minimum wages, etc. Department shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards the Service Provider's employees/agents directly and/or indirectly, in any manner whatsoever. Further, Employees Provident Fund both employer as well as employee share and Service Tax shall be deposited by Department itself.
12. Service Provider shall obtain all registration(s)/permissions(s)/license(s) etc. which are/may be required under any labour or other legislation(s) for providing the services at his own level.
13. The Service Provider shall at its own expenses make good any loss or damage suffered by the Department as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of the Department or otherwise.
14. The Service Provider shall at all times Indemnify and keep indemnified that Department against any claim on account of disability/death of any of its personnel caused while providing the services within/outside the site or other premises of the Department which may be made under the workmen's Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the working or their personnel of the Service Provider or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any Person whether in the employment of the Service Provider or not, who provided or provides the service at the Headquarter Panchkula.
15. The Service Provider shall at all times indemnify and keep indemnified the Department against any claim by any third party for any injury, damage to the property or person of the third party or for any other

claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the Department's premises or before and after that.

16. That the Service Provider shall have necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure and capability to perform its obligations with the satisfaction of the Government.
17. The Service Provider shall comply with and obtained necessary permissions/license/authorizations under the Central, State and local authorities and obtains all required permissions/licenses for carrying out its obligations.
18. Department shall not be responsible for any directly/indirectly for any act done by Service Provider or his employees during office hours and after office hours.

Part – II
(Financial Bid)

Financial Bid Lump sum Rates to be quoted for various Activities including Wages, EPF, ESI, Service Tax, Administrative charges etc.

(A) Nature and Scope of work to be outsourced

Sr. No.	Activity	Activities to be outsource	Service Administration Charges not less than 2%
1.	Transport Services, House keeping services, Cleaning of premises, Horticulture work, Maintenance of building, ICT Highly technicians professional	The manpower to be provided by the outsourcing agency for a particular activity would be performing their duty at the respective location to entire satisfaction of the concerned officer. It will be the responsibility of the outsourcing agency to ensure that the manpower provided by them cater to the entire area. Manpower provided by the agency should be having a working knowledge, experience and qualification of the respective job	

Note:

- (i) The tenderer should visit the site before filling in the tender so that he could assess the requirement of the manpower at that particular site and accordingly fill in the financial bid.
- (ii) The rates quoted above shall remain valid for one year and no enhancement whatsoever shall be claimed by the tenderer.
- (iii) The material for Transport services, House Keeping/Cleaning services shall be provided the by the office of Director Elementary Education Haryana, Sector-5, Panchkula.
- (iv) Leave reserve for weekly rest and other holidays/National holidays shall be provided by the Service Provider and no extra charges will be paid by the Department.

- (v) (v) The selected agency will have to sign a service agreement on the given format within seven days from the date of the receipt of work order.

I/We certify that I/We have read the terms and conditions of the tender as well as the provisions as mentioned in the service agreement. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries, as fixed by the State Government along with all other statutory dues as Employees Provident Fund, Employees State Insurance, Employees deposit Link Insurance etc. to his employee. I/We undertake to observe the compliance of all the relevant labour laws as applicable viz. Payment of wages act, 1936, Minimum Wages Act, 1948 Contract Labour (Regulation and Abolition) Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, State/UT Contract Labour/(R&A) Rules, 1974, EPF Act, 1952, ESI Act (1948) as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed be me/us.

Certified that I/We have read over the tender documents containing the nature and scope of work, terms & conditions and the Draft of Service Agreement and have understood the contents. I/We undertake to abide the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.

Place

Signature of tenderer _____

Dated:

Name of the Tenders _____

Address _____