

**HARYANA INSTITUTE OF RURAL DEVELOPMENT
NILOKHERI (KARNAL)**

TENDER NOTICE

HIRD requires the following manpower for the Institute:

Sr. No.	Post	Numbers	Remuneration per month	Qualification	Place of Working
1	Accounts Clerk	01	As per DC Rates	B.Com with at least 50% marks Hindi/ Sanskrit upto Matric Standard . One Year Diploma in Computer Applications from a recognized Institute One year experience as Accounts Clerk	HIRD, Nilokheri
2.	Electrician-cum- AC Mechanic	01	-do-	Diploma in Electrical Trade from recognized Institute Hindi /Sanskrit upto Matric Two Years Experience as Electrician	-do-
3.	Security Guard	03	-do-	Matriculation from recognized Board with Hindi Sanskrit Experience of Security Guard Ex-Serviceman desired	-do-
4.	Mali	04	-do-	Matriculation from recognized Board with Hindi /Sanskrit Experience of Gardening	-do-
5.	Peon	01	-do-	Matriculation from recognized Board with Hindi /Sanskrit	-do-

Age: 18-45 years. In case of Security Guard upto 60 years

The number of manpower can be increased or decreased as per requirement of the Institute.

Terms and Conditions of the Tender:

1. General:

- 1.1: The Tenderer shall furnish tender form-cum-financial bid alongwith tender notice containing terms and conditions in a sealed envelope subscribed as **tender for supply of manpower** on or before 19.6.2017 by 13.00 hrs.
- 1.2 The Tender Forms can be downloaded from the website: www.hirdnilokheri.com or can be obtained from HIRD office on payment of Rs. 1,000/- (Non-refundable) on or before 18.6.2017 by 17.00 hrs.
- 1.3 **The Director reserves the right to reject all or any of the tenders in full or in part without assigning any reason thereof and the decision of the Director shall be final on all concerned.**
- 1.4 Conditional tenders will not be entertained / accepted.

2. Opening of Tender:

- 2.1 The Tender shall be opened by the Committee constituted for this purpose, in the presence of tenderers in the office of HIRD on **19.06. 2017 at 15.00 hrs.**

- 2.2 Only one authorized representative of each tenderer will be allowed to participate in the opening of tender. The participants for the tender opening should bring necessary authorization letter issued by their management to participate in the opening of the tender.
- 2.3 Tender shall not be accepted after the closing date and time fixed for receipt of tenders. Fax / Telegraphic tender will not be accepted in any circumstances. Tenders received after the hours and dates so fixed, will not be accepted.

3. Validity of Tender:

- 3.1 The tender shall be valid upto **31.3.2018**

4. Earnest Money:

- 4.1 Each tender must be accompanied by a deposit of Rs. 1,00,000/- (Rupees one lac) as earnest money in form of **demand draft payable at Nilokheri** and drawn in favour of **Director, Haryana Institute of Rural Development, Nilokheri**.
- 4.2 No interest shall be payable on EMD.
- 4.3 The EMD shall be refunded to the unsuccessful tenderers on finalization of the tender within a reasonable time. The EMD will be refunded to the successful tenderers on successful completion of contract subject to the condition of the tender document.
- 4.4 The EMD is liable to be forfeited without notice in case of violation of terms and conditions of tender.
- 4.5 The tenders submitted without EMD and in the approved form shall be summarily rejected.

5. Other Terms and Conditions

- 5.1 The Service Provider should have an established record of deployment of personnel for last three years.
- 5.2 The minimum annual turnover of the Service Provider for deployment of personnel should not be less than Rs. 20 lakh per annum during the last 2 years. A document in support of turn over shall be attached by the service provider.
- 5.3 The contract with the Service Provider will be initially for one year from the date of agreement which may be extended further on the basis of performance.
- 5.4 The persons provided should be well mannered.
- 5.5 All labour laws will be followed by the Service Provider.
- 5.6 The taxes including the service tax, shall be paid by the Service Provider as per relevant laws.
- 5.7 Service Provider shall make all the payment to the employees through account payee cheque or direct bank transfer.
- 5.8 Services Provider shall, on the execution of this agreement and providing services to the Institute, not violate, breach and contravene any conditions of the agreement.
- 5.9 Service Provider has compiled with and obtained necessary permissions/licenses/authorizations under the Central, State and local authorities and obtained all required permissions/ licenses for carrying out its obligations for providing manpower.
- 5.10 If the Institute notices 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 Institute.
- 5.11 If any of the personnel of the Service Provider indulges in theft, negligence or any illegal/irregular activity, misconduct, the Service Provider shall take appropriate action against its

erring personnel and intimate accordingly to the Institute or itself can take action in accordance with law.

- 5.12 The Service Provider shall furnish a personal guarantee of its Managing Director/ Partner, guaranteeing the due performance by the Service Provider of its obligations under the agreement.
- 5.13 All payments made by the Institute shall be after deductions of tax at source wherever applicable as per the provisions of the Income Tax, Act, 1961.
- 5.14 The Service Provider, being the employer in relation to persons engaged/employed by it to provide the services under the agreement shall be responsible and liable to pay wages/ salaries to such persons which in any case shall not be less than DC Rates as fixed or prescribed from time to time.
- 5.15 The Service Provider shall submit on a monthly basis the bills for the services rendered to enable the Institute to verify and process the same.
- 5.16 The services rendered by the Service Provider under the agreement will be under close supervision, co-ordination and guidance of the Institute. The Service Provider shall frame appropriate procedure for taking immediate action as may be advised by the Institute from time to time.
- 5.17 It is understood between the parties hereto that the Service Provider alone shall have the right to take disciplinary action against any person (S) to raise any dispute and/or claim whatsoever against the Institute. Institute shall under no circumstances be deemed or stated as the employer in respect of any person (S) engaged/ employed by the Service Provider for any purpose, whatsoever, nor would the Institute be liable for any claims, whatsoever, of any such person (S).
- 5.18 It shall be the Service Provider's responsibility to ensure compliance of all the Central and State Government Rules and Regulations with regard to the provisions of the services under the agreement. The Service Provider indemnifies and shall always keep Department indemnified against all losses, damages, claims, actions taken against Institute by any authority/ office in this regard.
- 5.19 The Service Provider undertakes to comply with the applicable provisions of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, if applicable, or carrying out the purpose of the agreement. The Service Provider shall further observe and comply with all Government laws concerning employment of staff employed by the Service Provider and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the Service Provider is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of law.
- 5.20 The Service Provider shall forthwith upon being required by the Institute, allow Institute or any of its authorized representatives to inspect, audit or take copies of any record maintained by the Service Provider. The Service Provider shall also cooperate in good faith with the Institute to correct any practices which are found to be deficient as a result of any such audit within a reasonable time after receipt of the report from the Institute. However, upon discovery of any discrepancies or under payment, the Service Provider shall immediately reimburse the Institute for such discrepancies.
- 5.21 The Service provider shall at its own expenses make good any loss or damage suffered by the Institute 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 Institute or otherwise.
- 5.22 The Service Provider shall at all times indemnify and keep the Institute 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 Institute's premises or before and after that.

- 5.23 That, if at any time, during the operation of the agreement or thereafter the Institute is made liable in any manner whatsoever by any order, direction or otherwise of any Court, authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the Service Provider or to any third party in any event not restricted but including as mentioned in sub-clauses No. (a), (b) and (c) hereinabove, the Service Provider shall immediately pay to the Institute all such amounts and costs also and in all such cases/ events the decision of the Institute shall be final and binding upon the Service Provider. The Institute shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the Service Provider.
- 5.24 In the event of failure of the Service Provider to provide the service or part thereof as mentioned in the agreement for any reasons whatsoever, the Institute shall be entitled to procure services from other sources and the Service Provider shall be liable to pay forthwith to the Institute the difference of payments made to such other sources, besides damages at double the rate of payment.
- 5.25 The Institute shall have the right to immediately terminate the agreement if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors.
- 5.26 The Service Provider shall always inform the Department in writing about any change in its address or the names and addresses of its key personnel. Further, the Service Provider shall not change its ownership without prior approval of the Institute.
- 5.27 The Service Provider shall be responsible for any theft, loss of assets and/or disturbance affecting security, etc. to the Institute and shall make good the loss within 30 days of occurrence of such loss failing which the money shall be recovered from the Service Providers bills.
- 5.28 The Service Provider will provide documentary proof to the Institute of having paid any Tax, EPF, ESI, etc.
- 5.29 The Service Provider shall also abide by other Terms and Conditions which Institute deem appropriate.
- 5.30 In case of any disputes , the Courts at karnal shall have jurisdiction
- 5.31 Services offered at **@ 2% or less** margins is liable to be rejected. Only first two decimal places in numeric value will be acceptable.
- 5.32 **The decision of the Director is final on all concerned.**
- 5.33 The contract should be awarded only to such agencies which are holder of valid licenses required for the purpose of providing manpower as per the requirement of the Institute.

Date

Signature

Name and Designation

Seal.....

Place

**HARYANA INSTITUTE OF RURAL DEVELOPMENT
NILOKHERI (KARNAL)
TENDER FORMAT-cum-FINANCIAL BID**

1.	Name & Address of the Service Providing Agency	
2	Number of Registration Certificate of the Agency (attach copy)	
3	Date of Registration	
4	Telephone / Fax / Mobile	
5	E-mail Address	
6	EPF Number (attach copy)	
7	ESI Number (attach copy)	
8	License Number / Registration No. with Labour Department for providing Manpower (attach copy)	
9	Service Tax Account No. (attach copy)	
10	PAN No. (attach copy)	
11	Details of Earnest Money	Bank Draft No. Date: Amount of Rs.1.00 lac Name of Bank:
12	Details of Tender Fee	Bank Draft No. Date: Amount of Rs1,000/- Name of Bank:

Declaration:

I / We hereby declare that all the particulars mentioned above are true and correct to the best of my knowledge and belief and nothing has been kept concealed therein. We have gone through all the General Terms and Conditions attached to this tender form and agree to abide by these Terms and Conditions OR amendments made, if any later stage. I/We further declared that our agency has not been declared blacklisted by any Govt./Board/Agency.

I quote the Service Charges for providing manpower in terms of percentage over and above the DC rates be paid to the manpower as _____

Date:

Signature:

Place

Name & Designation:

Stamp: