

# VAISH TECHNICAL INSTITUTE, ROHTAK

Phone No. 01262-248572

## NOTICE INVITING TENDER

### TENDER DOCUMENTS FOR OUTSOURCING CHOWKIDARS, SAFAI KARAMCHARI, MALIS, CLERK-CUM-DEO & ELECTRICIAN IN VAISH TECHNICAL INSTITUTE, ROHTAK (GOVT. AIDED COURSES) FROM SERVICE PROVIDER AGENCIES / FIRMS.

The Principal, Vaish Technical Institute Rohtak invites sealed tenders from the registered contractors only holding valid license, Registration Certificate from Labour Department, Haryana for providing workman Chowkidar, Safai Karamchari, Malis, Clerk-cum-DEO & Electrician at VTI Rohtak for the year 2020-21:-

Sr. No	Category	Requirement	No. of persons	Earnest Money Deposit (In Rupees)
1	Supply of un-skilled labour for Safai Karmchari	Persons to clean the Institute campus including washrooms etc.	04	Rs. 90,000/-
2	Supply of un-skilled labour for Mali	For upkeeping lawns/grounds/ Parks of the Institute campus	02	
3	Supply of un-skilled labour for Chowkidar	For the security of the Institute campus property round the clock	08	
4	Clerk-cum-Data Entry Operator	For official work of the Institute	05	
5	Electrician	For electrical work of the Institute	01	

Note:- For further detail they can visit the institute & inspect the place.

1. General Terms and conditions forming part of this NIT for the job/ contract are attached herewith.
2. The Service Provider Agencies / firms having good track record, man power capacity, annual turnover of Rs. One Crore for the last three financial years each and relevant experience are eligible to apply.
3. Any interested eligible bidder can obtain a complete set of tender document on payment of non-refundable fee of Rs. 1000/- (Rs. One thousand only) in the shape of crossed Demand Draft in favour of Principal, Vaish Technical Institute, Rohtak (Haryana) in person between 16-09-2020 to 18-09-2020 on any working day (Monday to Thursday) between 9.00 a.m. to 4.00 p.m. except public holidays. Tender fee by cheque is not acceptable.
4. Tenders can be submitted to Principal, Vaish Technical Institute, Rohtak latest by 22-09-2020 upto 10.00 A.M. and no tender will be accepted thereafter.
5. The tenders should be submitted in two sealed covers.
  - (A) The first sealed cover should be super subscribed **“Technical Bid”** and should contain
    - I. Checklist of documents submitted (Annexure-II).
    - II. The Performa at Annexure –III duly filled in.

- III. Agency profile including previous experience of manpower supply to Government / Semi-Government / Autonomous agencies
  - IV. Acceptance of terms and conditions there under
  - V. Demand Draft for Earnest Money deposit
  - VI. All other required documents
- (B) The second sealed envelope super scribed “**Financial Bid**” should contain only rates which are to be quoted on monthly basis (Annexure-IV) for different Category post .
- (C) Both the sealed covers should be placed in the main sealed envelope super subscribed “Tender for Outsourcing of Service” This should be addressed to Principal, Vaish Technical Institute, Rohtak and sent by post or by hand delivered latest by 22-09-2020 at 10.00 A.M. and shall be opened on the same day at 11.00 A.M. in the presence of tenderers or their authorized representatives. In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received / opened on the next working day at the same time and venue.
- (D) Technical Bid will be opened by committee on 22-09-2020 at 11.00 A.M. in the Office of Principal, Vaish Technical Institute, Rohtak in the presence of the bidders present at that time. Thereafter, The Financial bids of only those firms who qualify in technical bid shall be opened.
6. Tender must be accompanied by earnest money as mentioned above in the form of DD in favour of Principal Vaish Technical Institute, Rohtak payable at Rohtak (Haryana). Tender received after the due date and time will be summarily rejected. The tender with the condition /through E-Mail/ Fax/Telegraphic / Incomplete / without Earnest money will not be accepted.
  7. The committee will assess the ability of the agencies to render the requisite services based on its profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
  8. The bidders are required to submit EMD along with the attested copies of valid registration Certificate, EPF Registration, ESI Registration, Pan-Card and up-to date VAT & Service Tax clearance along with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
  9. A License from the office of ADGP. Law and Order Controlling authority, Haryana to engage in the business of private security agency is compulsory.
  10. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection .
  11. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time under contract labour (R&A) Act 1970 and the Minimum Wages Act.1948.
  12. The Man power will be hired on **Minimum Wages OR D.C. Rate of Rohtak District whichever is higher OR as per Haryana Govt. notification from time to time**
  13. The supervision charges, rate of wages, statutory dues and other allowances etc. under the labour law and other laws payable by the employer (the bidder) should be indicated in detail as per the enclosed Annexure- IV.
  14. The bidder are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made. in the tendered rate . The rate filled in the figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the tenderer(s).

15. The bidder while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document including EMD, Conditional Tenders will not be accepted under any circumstances by the authority. EMD deposit of unsuccessful bidders will be refunded with 90 days after finalization of Tender without interest
16. **RIGHT TO ACCEPTANCE OR REJECTION OR TENDERS:**
- A) The tender is liable to be rejected inter-alia:**
- i) If it is not in conformity with the instruction mentioned in the tender paper.
  - ii) If it is not properly signed by the bidder.
  - iii) If it is received by telex or telegram. or by e-mail
  - iv) If it is received the expiry of the due date and time.
  - v) It it is not accompanied by the requisite EMD and proper documents.
  - vi) A list of manpower available with the firm with qualification must be enclosed along with the tender paper.
- (B) This office reserve the right to :**
- i) Accept / Reject any of the tender in full or part thereof.
  - ii) Revise the requirement at the time of placing the order.
  - iii) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
  - iv) Reject any or all the tenders in part or full without assigning any reason thereof.
  - v) Award contracts to one or more bidders for the items covered by the tender.
17. Principal, Vaish Technical Institute, Rohtak will not take the responsibility for any delay on receipt of the bidding document sent by post / courier.
18. **PERIOD OF CONTRACT:** The initial period of contract would be one year, which is extendable on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority.

**GENERAL TERMS & CONDITIONS**

- 1 Definition:
  - i) Vaish Technical Institute, Rohtak (Govt Aided) means the Department where the service required.
  - ii) Contractor/ Agency means, the body awarded for providing labour.
  - iii) Workforce means labour provided by the contractor to Vaish Technical Institute Rohtak.
2. The contractor has to quote its rate separately category wise/ month wise (Nature of work) as per tender on one tender document, the rate of only one category be mentioned.
3. The Tender offer should be complete in all respects. Any clarification required can be got before the date of tender opening.
4. The tender without specified amount of earnest Money will be rejected.
5. The EMD of the successful contract will be converted into the security deposit. The same will be refunded after the successful execution of the contract. In case of termination of contract due to serious irregularities, lapse on the part of contractor security will be forfeited after adjusting any recoverable amount from the contractor.
6. The contractor will execute an agreement on Non-Judicial Stamp Paper Rs. 2000/- before claiming the first payment duly attested by Notary / First Class Magistrate.
7. No request of transfer of contract in another name will be considered.
8. The wages will be paid to the workmen as per outsourcing policy i.e. Minimum Wages OR D.C. Rate of Rohtak District whichever is higher OR as per Haryana Govt. Norms revised from time to time.
9. The contractor who has been Black listed by State Govt. / Centre Govt. will not be eligible to participate.
10. The authority of Vaish Technical Institute, Rohtak will also screen the persons so provided by the contractor. The qualification possessed the workforce should be as per Haryana Govt. norms.
11. Any item which is necessary for the efficient working of system by not mentioned or missed in the tender, must be included in the offer to make the offer complete in all respects.
12. Tender offer should be valid for minimum period three months.
13. The contractor will provide identity card to each workforce.
14. Contractor will be required to provide workforce timely & as per requirement with experience as demanded by the VTI Rohtak.
15. No minor workforce is allowed to work in the office.

- 16 In the interest of organization. Vaish Technical Institute, Rohtak will utilize the services of workforce so deployed by the contractor at ROHTAK office as per the requirement of work by performing local & outstation journey. For performing above journey/ movement, the concerned will be reimbursed the actual expenditure upto the limit/ norms fixed by the office from time to time.
- 17 Female workforce will be allowed to work in the office only as per the requirement of the Office.
- 18 The contractor quoting less than 2.01% service charges will be rejected.
- 19 In case of tie the matter be put up before the President VES Rohtak and his decision shall be final.
- 20 Conditional / Telegraphic / Incomplete tender will not be accepted.
- 21 All the columns of the tender document are to be filled clearly by the tenderer cutting will not be accepted without attestation by party.
- 22 Tender must be accompanied by Earnest Money as mentioned above in the form of DD in favour of Principal, Vaish Technical Institute, Rohtak
23. Principal, Vaish Technical Institute, Rohtak will not take the responsibility for any delay in receipt of the bidding document sent by post / courier. It is advised that the bidder document be submitted through messenger.
24. Tender will be opened by committee on scheduled date, time & venue. The bidders who want to be present can attend this office against authority letter.
25. The contractor will be responsible for all statutory obligation and compensation to its workers under law and state outsourcing policy.
26. The contractor shall have to submit monthly certificate / proof to the facts that wages with all due statutory facilities like EPF, ESI, LWF have been paid as required by law.
27. There will be no contract of employment between Principal, Vaish Technical Institute, Rohtak and contractual workers for all purpose. The contractor concerned will be employer of the workforce. The workforce concerned will not be entitled for any claim or benefit directly or indirectly from Principal, Vaish Technical Institute, Rohtak .
28. The liability of Principal Vaish Technical Institute, Rohtak will be restricted to the monthly payment of agreed amount to contractor.
29. The category of persons which the contractor can provide must be clearly mentioned.
30. In case of termination / leaving of contract, one month notice from both sides will be required. But in case the work of contractor is not found satisfactory or any change in policy then the Vaish Technical Institute can cancel the contract without any notice.

31. The Contractor will be responsible to get work done from the labour force as instructed
32. The contractor will be responsible for loss or damage or compensation arising out of theft or pilferage due to negligence, dishonest in convenience of any workforce of the contractor.
33. The contractor will have to pay the wages to its workforce through Adhaar linked Bank accounts only. The wages must be paid on or before 7<sup>th</sup> of each month without linking the receipt of payment from Principal, Vaish Technical Institute, Rohtak.
34. In case of any workforce of the contractor is found not working as per requirement / norms, the Principal, Vaish Technical Institute, Rohtak will be at liberty to ask the contractor to withdraw the said worker immediately and the contractor will provide the replacement at once.
35. Staff of Principal of Vaish Technical Institute Rohtak deputed to test the reliability of the system will carry out random checks. In case of any deficiency, suitable penalty can be imposed and in case of serious lapses, the contract can be cancelled without any notice.
36. Consumption of any kind of intoxicant liquor/ other products and smoking is strictly prohibited in office premises.
37. The Vaish Technical Institute, Rohtak in consultation with the contractor can fix the timing of duty from time to time. Contractual workforce can also be deputed under the jurisdiction of the Principal, Vaish Technical Institute, Rohtak.
38. The contractor shall maintain all statutory records in respects of work force deployed by him as required under the provisions of the law.
39. The contractor shall submit bill in DUPLICATE on monthly basis for the preceding month. These bills will be paid by the Principal, Vaish Technical Institute, Rohtak with in 15 days of receipt of the bills in accordance with the terms and conditions of this agreement.
40. On completion of the agreement the contractor will withdraw all its work force and clear the accounts by paying them the legal dues as required under the provisions of the industrial dispute act,1947.
41. The number of workforce can be increased or decreased as per the requirement of the Principal, Vaish Technical Institute, Rohtak. Deduction from the bill towards income tax as applicable will be made for tax deducted at source (TDS) and the certificate for the same will be issued to the contractor.
42. The contractor will be fully responsible for the behavior and conduct of its workforce. Any dispute arising among its work force will be dealt by the contractor only and Principal, Vaish Technical Institute, Rohtak will not be responsible in any manner.
43. The workforce provided by the contractor will be on his pay rolls and Vaish Technical Institute, Rohtak will not give any direct/ indirect payment required to any of the workforce in any way. The contractor shall be responsible for meeting their entire statutory requirement , entitlement and benefit and Vaish Technical Institute, Rohtak will be absolved of such responsibilities.

44. The Vaish Technical Institute, Rohtak authority reserves the right to add or alter any condition at any time and will be binding on the contractor provided that the change is in the interest of work and does not adversely effect the contractor in terms of payment etc.
45. Any condition not included in the agreement will be mutually discussed and decision will be binding on both parties.
46. In case of any absence, leave, weekly rest the substitute will be provided by the contractor & no extra payment shall be paid on this account. In case of Chowkidar the contractor has to engage persons in 03 shifts round the clock & all days of the month.
47. EPF/ ESI will be provided as per rates, subject to the scheme applicable in case of ESI.
48. The liability to deposit service tax with the concerned deptt. will be of the contractor Vaish Technical Institute, Rohtak will pay the amount of service tax as applicable.
49. If the lesser wages are paid than the specified or any violation n of the terms and conditions of the State Outsourcing Policy .made by the contractor, the penalty will be imposed on the contractor by the Principal, Vaish Technical Institute, Rohtak. The firm can also be blacklisted in case of violation of terms & condition of the agreement.
50. Service Charges / Commission will be paid on basic wages only.
51. A security of Rs. 4,50,,000/- (Rs. Four lacs Fifty thousand only) shall be deposited in the form of DD by the contractor. The same shall be refundable, but no interest shall be paid on the date of termination/ expiry of contract.
52. On allotment of tender, the successful bidder have to complete all the formalities & start the work within 15 days positively, otherwise, the tender allotted may be cancelled & EMD will be forfeited. In that case the tender will be allotted to next bidder.
53. The Principal, Vaish Technical Institute, Rohtak reserves the right to reject the tender or any part of bid without assigning any reason thereof .
54. The service provider will have to abide by all terms & conditions as mentioned in the policy of outsourcing issued by the CS Haryana Govt. vide no. 43/5/2001/I GSI dated 16.02.2009 & amended further and will have to execute service agreement as per policy.
55. If any dispute arises, then jurisdiction will be of the Rohtak District Court only.

(ANNEXURE-II)

**CHECKLIST OF DOCUMENTS SUBMITTED**

SR. NO.	DOCUMENT TO BE SUBMITTED	SUBMITTED YES/ NOT	REMARKS
	Copy of Registration of Firm/Agency		
	Copy of Registration certificate of EPF		
	Copy of Registration certificate of ESI		
	Copy of Labour License		
	Copy of Income-Tax Return for last 3 years.		
	Copy of Service Tax Registration.		
	Copy of PAN/TAN Card		
	List of Clients indicating quantum of work executed with them		
	Proof of experience		
	Detail of EMD deposited		
	Signed copy of Contract Terms & conditions		
	Copy of VAT clearance Certificate		
	Last two years audited statement from Chartered Accountant		
	Rate quoted complies with the Minimum Wages Act of Govt. of India (Central Govt.) along with all other statutory provisions.		

Note :- The documents should be attached in the above serial order with the Technical Bid.

Full Name of Bidder with Address & date

Signature of Bidder  
Office Seal



(ANNEXURE –III)

# Principal, Vaish Technical Institute, Rohtak

## PROFORMA FOR TECHNICAL BID

### **Information of the bidder interested to perform the said work**

S.N.	Particulars	To be filled by the tenderer.
1	Name & Address of the Agency	
2	Detail of EMD	
	( i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of Establishment of Agency	
4	Detailed office address of the Agency with office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
5	Whether registered with & holding valid license from all concerned Government Authorities including registration under contract Labour (Regulation & Abolition) act 1970 (Copies of all certificates of registration to enclosed)	
6	PAN/ TAN Number (copy to be enclosed)	
7	Labour License Number under Contract Labour (Regulation & Abolition) Act 1970 (Copy to be enclosed).	
8	Service Tax Registration Number (Copy to be enclosed)	
9	EPF Registration Number (Copy to be enclosed)	
10	ESI Registration Number (Copy to be enclosed)	
11.	Whether the firm is blacklisted by any government Department or any criminal case is registered against the firm or its owner/partners anywhere in India ( If no, a certificate is to attached in this regard.	

12	Length of experience in the field	
13	Experience in dealing with Govt. Departments (indicate the names of the departments and years of dealing with those departments and attached copies of contracts orders placed on the agency)	
14	Whether a copy of the terms and conditions (Annexure -1) duly signed in token of acceptance of the same, is attached.	
15	Whether agency profile is attached.	
16	List of other clients.	

Note :-

- Photocopies of required certificate duly attested must be enclosed with the tender and original are required to be produced at the time of open of tenders of technical bid.

**DECLARATION:**

I/We hereby declare that all the particulars mentioned above are true and correct. Nothing has been concealed therein. We have gone through all the General Terms & conditions and agree to abide by all these General Terms & conditions or amendment made if any, at later stage.

Signature of Bidder  
Office Seal.

(ANNEXURE –IV) -A

# Principal, Vaish Technical Institute, Rohtak

## PROFORMA FOR FINANCIAL BID

INFORMATION WITH RESPECT TO PERSONS ENAGAGED TO PERFORM THE SAID WORK  
Rate Bid for All Categories

Number of person to be engaged for the work	<b>As Specified</b>
Rate per month per person (Inclusive of all incidentals)	<b>As per Rule</b>
<b>ESI</b>	
(a) Employer's contribution	<b>As per Rule</b>
(b) Employee's contribution	<b>As per Rule</b>
<b>EPF</b>	
(a) Employer's contribution	<b>As per Rule</b>
(b) Employee's contribution	<b>As per Rule</b>
Service Charge @ _____	
Service Tax @ _____	
Consolidated pay	

**Any other points to be mentioned:**

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government.

Signature of Bidder  
Office Seal.

Sr. No	Category	Working Days	No. of persons
1	Safai Karmchari	06	<b>04</b>
2	Mali	06	<b>02</b>
3	Chowkidar	07	<b>08</b>
4	Clerk-cum-Data Entry Operator	06	<b>05</b>
5	Electrician	06	<b>01</b>

Witness 1 \_\_\_\_\_

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Witness 1 \_\_\_\_\_

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Witness 2 \_\_\_\_\_

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Witness 2 \_\_\_\_\_

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