

DETAILED NOTICE INVITING TENDERS

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| NAME OF WORK | PROVIDING MANPOWER FOR POST OF ASST (RETD.), SUPT (RETD.) ACCOUNTANT, COMPUTER OPERATORS, PEON, PEON CUM CHOWKIDAR, SWEEPERS, DRIVER AT DITS, 113, D C OFFICE, SECTOR-1, PANCHKULA. |
| TENURE | ONE YEAR |
| EARNEST MONEY | Rs.20,000/- |
| LAST DATE OF RECEIPT OF TENDER | 27.11.2017 |
| DATE OF OPENING OF TENDER – TECHNICAL BID | 28.11.2017 at 11:00 A.M. |
| DATE OF OPENING OF TENDER – FINANCIAL BID | 28.11.2017 at 11:00 A.M. |
| PLACE OF OPENING OF TENDER | ROOM NO - 101 , CTM CUM MEMBER SECRETARY, MINI SECRETARIATE BUILDING, SECTOR-1, PANCHKULA |

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Demand Draft of Earnest Money.
2. Application – Technical Bid and declaration.
3. Attested copy of registration with Labour Department Haryana of the agency.
4. Attested copy of PAN/GIR Card.
5. Attested copy of the latest IT return filed and previous three years balance sheets by the agency.
6. Attested copy of GST registration certificate.
7. Attested copy of the PF registration certificate.
8. Attested copy of the ESI registration certificate.
9. Work experience of similar work during the past few years.
10. Certified documents in support of entries in the column of Technical Bid application.

Note – All copies must be attested.

TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO THE
DISTRICT INFORMATION TECHNOLOGY SOCIETY , SECTOR – 1,
PANCHKULA
TECHNICAL BID

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| I. | Name of the Contractor/Agency/Firm applying for providing outsourcing services. (attested copy of certificate of registration) | |
| II. | Postal Address | |
| III. | Telephone/FAX/Mobile No. of the Contractor/Agency/Firm | |
| IV. | Status of the Contractor/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. | |
| V. | Name and mobile number of the person to be contacted | |
| VI. | Whether the tenderer possesses the requisite experience? Give details. | |
| VII. | Particulars of Licence obtained from Labour Department Haryana. (attested copy of the document to be attached) | |
| VIII. | Details of PAN/TAN No. obtained (attested copy of the document to be attached) | |
| IX. | The details of GST No. allotted to the agency/firm. (attested copy of the document to be attached) | |
| X. | Details of registration with Employees Provident Fund Commissioner. (attested copy of the document to be attached) | |
| XI. | Details of registration with Employees State Insurance Corporation. (attested copy of the document to be attached) | |
| XII. | Financial resources, assets in terms of | |

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| | tenderer's property (movable and immovable) held on the date of submission of tender. (Latest audited balance sheets of previous three years are also to be attached) | |
| XIV. | Details of earnest money DD No.: _____ Name of the Bank: _____ Branch: _____ Date: _____ | |
| XV. | 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 | |
| XVI. | Declaration in the form of Affidavit, duly attested by Executive Magistrate, 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. | |

I/We certify that I/We have read over the tender document containing detailed terms and conditions of the tender. 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, which in any case shall not be less than the minimum wages as prescribed by Deputy Commissioner of concerned district of Haryana alongwith all other statutory dues such as EPF, ESI etc. I/We undertake to observe the compliance of all the relevant Labour Laws as applicable from time to time or any other rules framed thereunder from time to time by the Central or State Government.

Place: _____

Signature of the Tenderer

Date: _____

Address _____

**TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO THE
DISTRICT INFORMATION TECHNOLOGY SOCIETY , SECTOR – 1,
PANCHKULA**

FINANCIAL BID

(In sealed Cover-II super scribed “Financial Bid”)

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| 1. | Name of the Service Provider/Agency/Firm applying for providing outsourcing services. | |
| 2. | Postal Address | |
| 3. | Name and mobile number of the person to be contacted | |
| 4. | Service/Administrative Charges | |

Signature of Bidder with seal

Declaration by the Bidder

This is to certify that I/We before signing this tender have carefully read and fully understood all the term and conditioned herein and undertake myself/ourselves to abide by them.

Note:

- (a) No other charges would be payable by Client.
- (b) There would be no increase in rates during the Contract period except as provided under the terms and conditions.

Signature of Bidder with seal