



## Haryana State Roads and Bridges Development Corporation Ltd.

(A State Government Undertaking)

Bays No. 13-14, Sector-2, Panchkula Ph: 0172-2585264

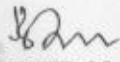
### NOTICE FOR OUTSOURCING SERVICES

Online bids are hereby invited for Outsourcing various activities of Haryana State Roads & Bridges Corporation Ltd., Bays No. 13-14, Sector-2, Panchkula in two bid system i.e. technical bid and financial bid.

Sr. No.	Description	Particulars
1	Scope of work	Outsourcing various activities of Haryana State Roads & Brides Development Corporation Ltd. at its Corporate office at Panchkula and field offices
2	Approx. value	Rs. 75,000/- per month
3	EMD	Rs. 10000/-
4	Document Fee	Rs. 500/-
5	Date of opening of technical bid	19.12.2017 from 2:00 PM to 5:00 PM

For further details please see the website at [hsrdc.org.in](http://hsrdc.org.in) & [haryanaprocurement.gov.in](http://haryanaprocurement.gov.in) or contact undersigned Prospective bidders are requested to remain updated for any amendments/modification etc. to DNIT document conditions.

Managing Director, HSRDC reserves the right to accept or reject any or all the bids without assessing any reason thereof.

  
**DEPUTY GENERAL MANAGER-I**  
**Mob. No. 93560-63730**

## **DETAIL NOTICE INVITING TENDER**

The Haryana State Roads and Bridge Development Corporation invites on line bids from eligible bidders on the website: <https://haryanaeprocurement.gov.in> for the works as detailed in the table. e-Tender is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Name of work	Approximate value of Construction works	Bid Security	Cost of Tender	E-Service Fees
1.	<b>Outsourcing various activities of Haryana State Roads and Bridges Development Corporation Ltd. at its corporate office at Panchkula and field offices</b>	Rs. 75000/per month.	Rs. 10000/-	Rs.500/-	Rs. 1000/-

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

1. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of (Mention EMD Amount) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
2. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before (Mention Date & Time); and make payment via RTGS /NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.
3. The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway.
4. The contractual Agencies can submit their tender documents as per the dates mentioned in the key dates schedule.

## **KEY DATES SCHEDULE**

Sr. No.	HSRDC Stage	Contractor Stage	Start date and time	Expiry Date and Time
1.	Release of tender	--	27.11.2017 and 5:00 PM	19.12.2017 upto 1:58 PM
2.		Tender Document Download and Bid Preparation and hash submission	27.11.2017 and 5:00PM	19.12.2017 upto 1:58PM
		Manual Submission of additional documents.		
3	Technical Opening	--	19.12.2017 up to 2:00 PM to 5:00 PM	
4	Technical Evaluation	--		
5	Opening of Financial Bid	--	To be intimated later on	

### **Important Note:**

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.

- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

**In case Financial bid is submitted but Bid Security has not been submitted by any bidder, then bidder would be debarred from further tendering in HSRDC / Haryana PWD (B&R) for a period of minimum 3 year.**

**Adjustment of tender document fees of the Contractors / Agencies:**

1. "Single tender shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single tender, its acceptance may be considered with proper justification and reasons"
2. Those bidders shall not be required to pay tender document fees, who choose to submit bids again on tender being re-called on account of single tender / bid being received on first call.

**CONDITONS:-**

- 1) DNIT & Prequalification criteria can be seen on website and also on any working day during office hours in office of the undersigned.
- 2) Conditional tenders will not be entertained & are liable to be rejected.
- 3) In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 4) The undersigned reserve the right to reject any tender or all the tenders without assigning any reason.
- 5) The societies shall produce an attested copy of the resolution of the Co-Operative department for the issuance of tenders.
- 6) The tender without earnest money/Bid Security will not be opened.
- 7) The jurisdiction of court will be at Panchkula.
- 8) The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected without assigning any reason and no claim whatsoever on this account will be considered.
- 9) The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**submission of online tender / bid**. If any bidder/ renderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. Bids would require to be valid for 120 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

**DEPUTY GENERAL MANAGER-I  
HSRDC  
MOBILE NO.: 93560-63730**

## Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### 1.Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in> Please visit the website for more details.

### 2 .Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### 3 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### 4 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

6 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):

i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

8. ASSISTANCE TO THE BIDDERS:-

In case of any query regarding process of etenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-[chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

Important Note:-

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

Schedule for Training:

Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, Faridabad	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh -160020

For Support Call – 1800-180-2097

Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal

(viii) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,

(ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

(i) Bidder selects Net Banking option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid by bidder.

(iii) Bidder clicks on “Continue” button

(iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.

(v) Bidder chooses his / her Bank

(vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank

(vii) Bidder enters his account credentials and confirms payment

(viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.

(ix) The page is automatically routed back to e-Procurement portal

(x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.

(xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

Beneficiary account no: (unique alphanumeric code for e-tendering)

Beneficiary IFSC Code:

Amount:

Beneficiary bank branch:

Beneficiary name:

- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p>Do's</p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul>



Don't's

- Bidder should not enter erroneous details while filling the NEFT / RTGS form at their bank. The following possibilities may arise:

1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account

2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-

a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.

3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.

- Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.

- Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.

- Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder

## e-TENDER

**Name of work: Outsourcing services at Haryana State Roads & Bridges Development Corporation Ltd. (HSRDC) Bay No. 13-14, Sector-2, Panchkula.**

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Online bids in prescribed format are invited from reputed firms/ agencies engaged in outsourcing services for various activities of the Corporation

### 1. Technical Eligibility

(A) Firms with following certificates/registration will be eligible:-

1. It is mandatory for the Firm/Agency to get registration of Establishment/ Institution under Section 13 of the Punjab Shops and Commercial Establishment Act, 1958.
2. Registration certificate under the Contract Labour (Regulation & Abolition) Act.

(B) Experience:-

- (i) Firms must have experience of providing Outsourcing services in various Government/Semi Government/PSUs for last 3 years ending 31.03.2017. Three years experience will be considered from the date of registration of the firm under Section 13 of Punjab Shops and Commercial Establishment Act, 1958. In support of this, the bidder shall submit the copy of work order(s) along with respective completion certificate(s) indicating the successful execution of annual outsourcing work in Govt./Semi Govt./PSU Organizations during last three years ending 31.03.2017. In this regard, bidder shall submit certificate(s) in support of (i) one work of at least Rs. 10 Lacs OR (ii) two works of at least Rs. 06.00 Lacs each OR (iii) three works of at least Rs. 04.00 Lacs each.
- (ii) The firm should not have been blacklisted by any Government Organization/PSU. The firm shall submit an undertaking as per **Annexure-I**.
- (iii) The firm must have a minimum turnover of Rs. 10.00 Lacs each during the last three years i.e. 2014-15, 2015-16 & 2016-17. In this regard, the firm shall submit an audited balance sheet for the relevant financial year.
- (iv) **Financial Standing:** Bidder shall furnish a Bank Solvency Certificate from a scheduled bank for an amount of not less than Rs. 02.00 Lacs.

2. In case the contractor fails to provide satisfactory services of outsourcing or fails to turn up as required, a penalty at the rate equal to the wages of the outsourcing services per day basis, shall be imposed and deducted from the wages due or EMD/security deposited.
3. The outsourcing services will be required to perform additional duties on special occasions, without any compensation.
4. While quoting their charges for providing services the quoted agency may carefully note that the payment to their staff, working in the **Haryana State Roads & Bridges Development Corporation Ltd.** shall be required to be made strictly as per the Minimum Wages Act and in the presence of a representative of the **HSRDC**. The bill of the contractor will be cleared only after completion of this requirement.
5. The details of Outsourcing services required alongwith minimum qualification are at **Annexure-II** and can be increased or decreased by the Managing Director, **HSRDC**.
6. Bid is to be submitted in the prescribed application format enclosed as **Annexure- IV** (Technical) and forwarding letter  
**Annexure-III**
7. No tender will be accepted at less than 3% service charges. The activity as a whole will be outsourced for which necessary outsourcing services will be provided by the tenderer.
8. If the name forwarded by the service provider is not found suitable by **HSRDC**, fresh candidate has to be forwarded by the service provider.
9. The successful service provider has to enter into agreement with **HSRDC** as per terms & conditions mentioned in the draft enclosed as **Annexure-V**.
10. 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 under this agreement.
11. 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 Service under this agreement. The Service Provider indemnifies and shall always keep **HSRDC** indemnified against all losses, damages, claims, actions taken against **HSRDC** by any authority/office in this regard.
12. The Service Provider shall undertake to comply with the applicable provisions of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, if applicable, for carrying out the purpose of this 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.
13. The Service Provider shall maintain accurate accounts and records, statements of all its operations and expenses in connection with its functions under this agreement in the manner specified by the **HSRDC**.
14. The Service Provider shall forthwith upon being required by the **HSRDC**, allow **HSRDC** or any of its authorized representatives to inspect, audit or take copies of any records maintained by the Service Provider. The Service Provider shall also co-operate in good faith with the **HSRDC** 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 **HSRDC**. However, upon discovery of any discrepancies or under payment, the Service Provider shall immediately reimburse the **HSRDC** for such discrepancies or overcharge.

15. The Service Provider will provide the facilities for welfare & health of the workers as per Section 16 & 19 of the Contract Labour (Regulation & Abolition) Act-1970 and in the event of deficiency, the office i.e. Principal Employer will provide the same at the cost of Service Provider.
16. The Service Provider will pay at least minimum rates of wages as notified by the Government under the Minimum Wages Act, 1948 without any illegal deduction as specified in the Payment of Wages Act, 1936. The HSRDC will release the monthly payment to the Contractor/Service Provider through RTGS and the Contractor will make the payment to the worker through Bank Account and will follow all the provisions of the Wages Act, Minimum Wages Act, Provident Fund, ESI, etc. etc. The payment will be made to the workers by the Service Provider in the presence of a representative of HSRDC. However, the Service Provider will be the sole responsible for the payment of wages to the workers in time.
17. The Service Provider will maintain the proper record of wages and leave etc. In case the worker is made to work overtime by the Service Provider then the overtime wages have to be paid extra/other than normal wages at double the rate of wages as per Section 14 of the Minimum Wages Act, 1948 by the Service Provider.
18. The Service Provider will provide a copy of the registration and code number duly registered with the Provident Fund Office/ Department so as to ensure the proper Code Number. The Service Provider must deposit the amount of contribution with the authority regularly every month as per the provision of the Provident Fund Act and a copy of the deposit and the corresponding list must be provided to this office every month for record. The half yearly return in form 3-A and annual return in form 6-A must also be provided to this office. The non deposit of the deducted amount with the authority will entitle the criminal liability under the law.
19. The Service Provider will deposit the ESI contribution with the concerned authorities regularly every month and a copy of the same alongwith the corresponding list will be supplied by the Service Provider. The non deposit of the deducted amount with the authority will entitle the criminal liability under the law.
20. The decision of the Managing Director, HSRDC in matter relating to this contract shall be final and binding on all parties.
21. The HSRDC, without prejudice to its right against the service provider for any inferior workmanship or breach of any of the terms and conditions of the contract may terminate the contract by giving one month notice in writing and get the work done through another contractor or by itself for the left over period of the contract at the risk and cost of the defaulting contractor.
22. All the questions and disputes arising out of relations to the contract or otherwise concerning contract work or execution of failure to execute the contract work whether arising during the period of the contract or after the completion of the abandonment thereof shall be referred to the Managing Director, HSRDC whose decision shall be final and binding in all respect.
23. For all matters, the Managing Director, HSRDC will be the final authority whose orders will be binding in the contract.
24. The HSRDC shall not be liable to pay any compensation on any account of the accident, injury or death sustains by any worker deployed by the contractor and any claim under "Workmen Compensation Act". The contractor shall indemnify the HSRDC on account of above claims.
25. All the statutory deductions in force or coming into in force while making the payment will be made from the bill of contractor.
26. Payment to the workers will be made through RTGS by the service provider and proof of payment will be furnished at the time of claiming of the bill of concerned month along-with proof of deposit of EPF/ESI with concerned department.

27. All the workers shall be issued ESI cards by the service provider.
28. The agency will not be allowed to sublet the work under any circumstances.
29. Identity cards will be provided to the Personnel whose services are offered to HSRDC by the agency.
30. Any relevant instruction issued by the Labour Department/ Government /Board from time to time on this subject shall also be adhered to by the Service Provider.
31. The contractor shall abide by the instructions/guidelines issued by the Govt. of Haryana, Finance Department from time to time.
32. Notwithstanding the release of payment from HSRDC the Service Provider shall release the wages to the workers latest by 7<sup>th</sup> of every month.
33. The employees of the service provider shall not have the right to claim the absorption/regularization or any other compensation from the State Govt./ HSRDC.
34. The offer shall be valid for 120 days from the date of opening of technical bid.
35. The contract period is one year which may, however, be extended by another two years based on the performance of the contractor and mutual consent of the parties.
36. All the taxes in force including GST or coming in to force will be applicable.

**Managing Director, HSRDC.**

## Haryana State Roads and Bridges Development Corporation Ltd.

(A State Government Undertaking)

Bays No. 13-14, Sector-2, Panchkula Ph: 0172-2585264

**Outsourcing services at Haryana State Roads & Bridges Development Corporation Ltd. (HSRDC) Bay No. 13-14, Sector-2, Panchkula**

1.	Name of the firm		:
2.	Name of owner/contact person		:
3.	Year of establishment		:
4.	Telephone number		:
5.	Address of the firm		:
6.	Turnover during the last 3 years		:
	: 2014-15 Rs. _____		
	: 2015-16 Rs. _____		
	: 2016-17 Rs. _____		
7.	No. of persons employed		:
	indicating designation, qualification		
	and nature of duties. (a separate		
	sheet		
	may be attached)		:
8.	Whether the firm is registered under Act,		:
	1958 and 1970 ? If so, with whom:		
	<b>(a)</b> Registration No.		:
	<b>(b)</b> Detail of Registration with		
	authorities in ESI/EPF/PPF Deptt.		
	(attested copy of document to be		
	attached)		:
	<b>(c)</b> Income Tax No. (PAN/TAN attach		
	copy)		:
	<b>(d)</b> Experience (mention no. of year)		:
	<b>(e)</b> Detail of service tax no. allocated to the firm (attested copy be attached)		

**(f)** Detail of earnest money

9. Whether willing to operate on trial :  
Basis for six months

Certified that the above information is correct to the best of my knowledge. Further, my above firm including its partner and shareholder have not been blacklisted/ disqualified/ debarred from any of the Government/Semi Govt. department or any other agency or by any court of law. We accept all the terms and conditions of the DNIT.

Signature of the owner

Name of the Owner with Seal of firm

**REQUIREMENT**

Detailed qualification, experience and remunerations

<b>Sr. No.</b>	<b>Name of Post</b>	<b>No. of Persons</b>	<b>Qualification</b>	<b>Experience</b>	<b>Fixed Remuneration Per month</b>
1.	Clerk-cum-Computer Operator	1	The candidate must be 10+2 pass and having maximum six months course in computer and to work as computer operator and other assign job as per requirement of HSRDC.	One year	Rs.16,720/-+EPF, ESI & Service Charges
2.	Junior Accountant (Tally)	2	The candidate must be B.Com and having the knowledge of accounting in Tally Software.	Two years	Rs.16,720/-+EPF, ESI & Service Charges
3.	Peon	1	Middle	--	Rs.11,990/- +EPF, ESI & Service Charges
4.	Sweeper	1	Having the knowledge of his job	--	Rs.11,990/- +EPF, ESI & Service Charges



**FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERS**

(To be submitted on agency's Letter Head)

To

The Managing Director

Haryana State Roads & Bridges Development Corporation Ltd.(HSRDC),  
Bay No. 13-14, Sector-2,  
Panchkula.

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for outsourcing services (Clerk-cum-Computer Operator, Junior Accountant (Tally) & Peon/Sweeper ) to perform day-to-day work at **Haryana State Roads & Bridges Development Corporation Ltd. (HSRDC), Bay No. 13-14, Sector-2, Panchkula**

We, hereby agree to undertake outsourcing services for (Clerk-cum-Computer Operator, Junior Accountant (Tally) & Peon/Sweeper) for **Haryana State Roads & Bridges Development Corporation Ltd. (HSRDC)**, as per your requirement as indicated in our financial bid.

Signature

Name \_\_\_\_\_

Address of the Agency\_\_\_\_\_

\_\_\_\_\_

Date:

Place:

Encls: As above

**ANNEXURE -IV**

**FINANCIAL BID**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Fixed Remuneration ( Per person )</b>
1.	Clerk-cum-Computer Operator	Basic Pay : 16,720/- EPF @ 13.36% : ESI @ 4.75% : Contractor's Charges (%) : Service Tax GST shall be applicable at the time of payment : Total : (In words _____ ) _____ )
2.	Junior Accountant (Tally)	Basic Pay : 16,720/- EPF @ 13.36% : ESI @ 4.75% : Contractor's Charges (%) : Service Tax GST shall be applicable at the time of payment : Total : (In words _____ ) _____ )
3.	Peon	Basic Pay : 11,990

		<p>EPF @ 13.36% :</p> <p>ESI @ 4.75% :</p> <p>Contractor's Charges (%) :</p> <p>Service Tax GST shall be applicable at the time of payment :</p> <p>Total :</p> <p>(In words _____ )</p>
4.	Sweeper	<p>Basic Pay : 11,990</p> <p>EPF @ 13.36% :</p> <p>ESI @ 4.75% :</p> <p>Contractor's Charges (%) :</p> <p>Service Tax GST shall be applicable at the time of payment :</p> <p>Total :</p> <p>(In words _____ )</p>

