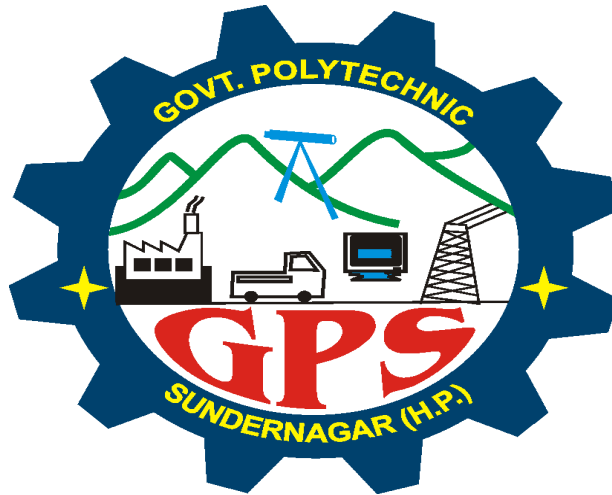


**TENDER DOCUMENT**  
**FOR**  
**MANPOWER : SWEEPER CUM PEON**



**Last Date of Submission: 8<sup>th</sup> Sept. 2016 at 1.00 PM.**

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**OFFICE OF THE PRINCIPAL**  
**GOVT. POLYTECHNIC**  
**SUNDERNAGAR DISTT. MANDI ( HP)**  
**(An ISO-9001: 2008 Certified Institution)**  
**Telephone: 01907-266778**

## **TENDER**

### **FOR**

#### **Providing Man Power for Cleanliness**

**Principal, Govt. Polytechnic Sundernagar, Distt. Mandi (H.P.) Pin- 175018 invites sealed bids from eligible Bidders/ contractors for providing Man Power for Cleanliness.**

PRICE OF BIDDING DOCUMENT : **1000/-**  
(Non- refundable)

LAST DATE AND TIME FOR RECEIPT OF BIDS : **8<sup>th</sup> Sept. up to 1.00 P.M.**

TIME AND DATE OF OPENING OF TECHNICAL BIDS : **8<sup>th</sup> Sept. at 3.00 P.M.**

TIME AND DATE OF OPENING OF FINANCIAL BIDS : **8<sup>th</sup> Sept. at 3.00 P.M.**

PLACE OF OPENING OF BIDS : **Principal, Govt. Polytechnic Sundernagar Distt. Mandi ( HP)**

ADDRESS FOR COMMUNICATION : **Principal, Govt. Polytechnic Sundernagar Distt. Mandi ( HP)  
Pin Code: 175018.**

**The bidder / tenderer have to furnish the offer in two separate envelopes clearly mentioning envelope Number-1 "Technical Bid" and Envelope No. -2 "Financial Bid". Both the envelopes should indicate description of bid, date of opening and then both the envelopes should be put in bigger envelope indicating "Tender for providing the Man Power for Cleanliness".**

## TECHNICAL BID

### Experience/ Eligibility /Qualification Criteria

Sr. No.	Criteria	Brief Details
1.	Relevant Experience	Experience of providing manpower in Hotels/ Railways/ Hospitals/ Govt. Hostel/ Colleges/ University or any other Govt. owned institution of repute. (Attach proof of experience including details of institutions and personnel on Rolls/ deployed).
2.	Turn Over	The average turnover of the bidder in the last three consecutive financial year ending 31-03-2016 from outsourcing business should be Rs. 20 lakh minimum.
3.	Statutory Obligations ( mandatory)	Income tax return for last three years (attach proof), Prior to 31-03-2016. Registration under EPF Act. ( attach attested proof) Registration under ESI Act, (attach attested proof) Registration under Service Tax ( attach attested proof) PAN Number ( attach attested proof) TAN Number ( attach attested proof) Registration as required under any other local / law Statute Balance Sheet duly attested by Chartered Accountant of the last three years Please bring all original certificates at the time of opening the bid
4.	Affidavit of non black listing	An Affidavit duly attested by Notary / Oath Commissioner that the Contractor/ firm/ Society has not been declared defaulter/ bankrupt. Black listed/ debarred from the bidding process by any Central/ State Govt. or Public Sector Undertakings owned and controlled by the Central / State Govt. <b>( as per Annexure-VI)</b>
5.	EMD	Rs. 20,000/- ( Rs. <b>Twenty thousand</b> only) in the form of bank demand draft in favour Principal, Govt. Polytechnic Sundernagar Distt. Mandi ( HP)

The financial Bids of only those firms shall be opened who have deposited all documents as mentioned above on scheduled date and time of opening the Bid.

## Financial Bid

The rate should be quoted on the format attached as Annexure – “V” for Sweeper cum Peon with this bid document and duly signed and stamped by the authorized person. The rates must be mentioned in figures as well as in words overwriting & cutting should be avoided.

The contractor shall have to ensure invariably minimum wages, EPF/ ESI and all other statutory obligations under Contract Act & Labour Laws as applicable from time to time. The bid shall be decided on the least rate quoted as per Annexure- “V”. The contractor will be responsible for all obligatory contributions and minimum wages to the workers. He shall be solely responsible for any kind of complete loss of life during deployment at the institute.

### TERMS & CONDITIONS:

- a) This agreement will be valid up to One year from the date of award of contract and may be extended subject to the performance based extension year after year upto Three Years ( Including initial one year) by the Principal , Govt. Polytechnic Sundernagar m District Mandi ( HP) . However, in the event of any breach of the agreement at any time on the part of the Agency / Contractor, the contract may be terminated summarily by the Principal, Govt. Polytechnic Sundernagar, Distt. Mandi (HP) without compensation to the contractor/ agency or without assigning any reasons.
- b) In the event of tender being submitted by a firm, the same may be required to produce documentary evidence in token of their ownership or partnership or authority to sign on behalf of registered firm. Any Change in the constitution of the firm shall be notified forthwith by the Agency in writing to the Authority sanctioning the contract and such change shall not relieve any former member of the firm from any liability under the Contract.
- c) The Agency will be liable to provide the services as described in the tender notice. The Principal, Govt. Polytechnic Sundernagar Distt. Mandi ( HP) reserves the right to obtain services for contracted posts required anywhere else when available from any Government Department/ approved source without prejudice to this contract. He further reserves the right to negotiate with any of the tenderers /agency and award parallel contract to any or all of the participating tenderers/ agency.
- d) Staff deployed for the job will be bonafide employees of the Agency and Agency shall be solely responsible in all matters related to them. Institution shall make payment to the Agency for the job assigned and not to the individual/ employees of the Agency concerned. Further, the staff deployed by the Agency will have no right/ claim for nay job/ regularization in this institution.

- e) Deployment of the manpower by the Agency shall be with prior consultation of Institution Authority.
- f) The Agency shortlisted for the contract need to submit an undertaking that they have verified the credentials , including police verification , of persons being deployed for the job against this contract.
- g) No increase shall be admissible in the amount of contract for the entire period of the contract/ extended period of contract.
- h) The Agency shall engage the men/ women in the age group not less than 18 Years.
- i) The Agency shall have to provide the services of One more personnel Coordinator/ Supervisor to this institution for the said purpose necessity arises at the H.P. Govt. Minimum wages rate per month. The personnel should be matriculate having 02 years experience in particular field.
- j) The Agency shall have to provide the services as assigned by the Institution authorities from time to time and as per the duties , scope and responsibilities given in **Annexure- IV**.
- j) The **Performance Security @ 5%** (5 Percent) of the total value of one year contract shall be denominated in Indian Rupees and shall be in the form of FDR. (Pledge in the Name of Principal, Govt. Polytechnic Sundernagar , Distt. Mandi (HP) .The Performance security will be released to the Contractor/ Agency on termination/ completion of the contract. However, in case of any litigation the performance security will be forfeited.
- K) **Tender/ Bid will be awarded to the bidder/ contractor having lowest sum of all rates as quoted against Man Power mentioned in Annexure- "V"**.
- l) **All the persons deployed need to abide by the institutional rules and any misconduct on part of individual or in group will result in disqualification of the firm in continue.**

#### **RESPONSIBILITIES OF THE AGENCY:**

- a) The Agency shall ensure that all the jobs and complaints regarding unsatisfactory work are attended personally in Coordination with officer incharge from Institution.
- b) If the Agency staff members are found misbehaving with any of the staff members of the Institution, the services of the Agency staff member concerned shall be dispensed on the spot and it will be the responsibility of the Agency to provide replacement immediately.

- c) The workers, who do not work to the satisfaction of the institution management, will have to be removed / replaced by the Agency. Replacement shall be provided in 24 hours.
- d) Institutions stands indemnified from any claim arising out of illness or miss happening injury / death of any staff posted by the agency in accordance with the fulfilment of this assignment. Such claims shall be the sole responsibility of the agency. Institution will not be responsible for any claim of whatsoever nature. The work has to be carried out on all week days except Sunday and National Holidays.
- e) It will be the responsibility of the agency to provide the alternate employee / staff in case of absence of the employee deployed by the agency due to illness or otherwise.
- f) In case of damage, loss including theft by the worker of agency, the same shall be recovered / deducted from the will of the contractor or will be reimbursed by the contractor if amount is more.
- g) The character antecedents of the workers to be deployed by the successful bidder shall have to be got verified from the police authorities before deployment by the contractor.
- h) That the bidder shall provide uniforms and shoes to the workers deployed for duty in this institution and shall ensure the wearing of uniforms during duty hours as per approved colour coding in consultation with the institution management.
- i) That the contractor shall provide gloves, mask, shoes etc. to the sweepers / sanitation workers deployed in this institution.
- j) The penalty @500/- per worker shall be charged in case any worker is found without uniform or gloves, mask, gum boots etc. during duty hours. The penalty so imposed shall be recovered from the monthly bill of the staff without prior notice for such lapse.
- k) That the bidder shall ensure that the workers deployed in this institution are medically fit and free from any communicable diseases.
- l) That the workers so deployed shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages and all other dues etc. bound to be deposited under the various Labour Regulations /Laws.
- m) The bidder will have to manage the police verification for all the workers within 15 days of engaging the workers .
- n) The test check of worker deployed by the bidder can be made on any working day of the month by the institution.

## **TERMINATION AND PENALTY:**

- a) The agreement is terminable by either side on giving one month's notice.
- b) The agency shall be responsible for faithful compliance of the terms and conditions of this agreement, failure of which will attract forfeiture of their performance security and earnest money, termination of agreement/ contract and getting the work done through outside agency at the cost and risk of the contractor /agency during the remaining period of contract.
- c) If, the services provided by the agency in any particular month, are found unsatisfactory, the institution shall be at liberty to deduct up to 25% of the monthly billed amount apart from taking such other action as contained in Para above.
- d) The institution shall continuously monitor the performance of the contract and in case or breach of any conditions of contract or failing, declining, neglecting or otherwise not executing the same in accordance with the terms of this agreement or if contractor /agency or his agent/ servants being found guilty of negligence, fraud, loss to government property, the agreement shall be liable to be terminated forthwith and the bid security shall be forfeited to government .

## **PAYMENT PROCEDURE:**

- a) The agency shall submit the pre-receipted bill in triplicate in the name of the Principal, Govt. Polytechnic Sundernagar Distt. Mandi on last day of every month or within three day of the next month.
- b) No advance payment of any kind will be made to the agency.
- c) Payment for services rendered shall be released to the Agency/ Contractor by the Institution only after the services have been rendered as per Contract Agreement. The Contractor shall be responsible to make further payment to the person engaged by him for rendering services and institution shall not own any responsibility in this regard.
- d) The Contractor has to pay the salary of all employees to their respective accounts by 7<sup>th</sup> of every month and compliance need to be submitted to the institution on 8<sup>th</sup>.

## **Disputes:**

- a) In the event of any dispute over interpretation of any of the clauses of this agreement or any part thereof or otherwise, the decision of the Principal, Govt. Polytechnic Sundernagar, Distt. Mandi shall be final and binding on the agency.

All disputes shall be settled within the jurisdiction of the SDM Court  
Sundernagar, Distt. Mandi of Himachal Pradesh.

If to the Vendor: M/s.

If to Govt. Polytechnic Sundernagar, Distt. Mandi ( H.P.)

In witness whereof the duly authorized representatives of parties have signed  
on the day and year first herein before written.

For and on behalf of M/s.

For and on behalf of

Principal  
Govt. Polytechnic  
Sundernagar, Distt. Mandi

Signature with Seal

Signature with Seal

Witness-I :

Witness-I :

Witness-II

Witness-II

Dated: \_\_\_\_\_



## • **Instruction for Bidders :**

1. The interested parties have to pay non- refundable Rs. 1000/- along with the tender document as the cost of tender document if downloaded from website and a bid security Rs. 20,000/- (Twenty Thousand only) in the shape of demand draft in favour of Principal, Govt. Polytechnic, Sundernagar along with bid document . The tender document if, amended after the pre- bid meeting shall be reloaded which shall supersede the previous documents. The bids shall be submitted in two envelops as per guideline given in the tender documents.
2. The Tenderers will furnish " Pre- qualification Bid" in two separate super wax sealed envelopes duly addressed to the Principal, Govt. Polytechnic Sundernagar , Distt. Mandi H.P. The " Pre- Qualification" should be supported by all the documents given in the check list as per Eligibility criteria" given below. Only rates should be quoted in the " Financial Bid" as per enclosed " Price Schedule". The rates must be quoted for all the services on monthly basis. Tenders received with rates quoted for selected services shall not be entertained and summarily rejected.
3. The tenders not conforming to the essential requirements, as per check list will be rejected and no correspondence thereof shall be entertained whatsoever.
4. Financial bid of only those tenderers shall be opened, that is found qualified at the pre- qualification stage.
5. The tender document duly filled in and signed on each page should be submitted intact without detaching any page / pages from the document.
6. The bidder may be required to produce documentary evidence in token of their ownership or partnership or authorization / power of attorney to sign on behalf of registered firm.
- 7. The Tenderers are required to produce an undertaking on stamp paper of Rs. 15/- as per format given in Annexure-III**
8. The rates quoted by the tenderers should be firm & valid up to Rate Running Contract Period/ Extended Period. The rates should be quoted in the enclosed " Price Schedule" in figures and words without any overwriting, corrections, errors, omissions etc. If there is a discrepancy in the rates between figure & words, the rate quoted in words will be taken as correct for the purpose of evaluation.
9. The tender document is not exchangeable to any other party.
10. The "Declaration" enclosed herewith should be signed and stamped by the tenderer and should be enclosed with the tender offer.
11. Conditional tender such as increase in wage rates, taxes or duties etc. to be charged extra will stand disqualified and will not be accepted.
12. Tender offer submitted by post or courier will not be accepted.
13. EMD of Rs 20,000/- in the shape Demand Draft in favour of the Principal , Govt. Polytechnic Sundernagar, Distt. Mandi should be furnished alongwith the tender. The EMD of unsuccessful bidders shall be refunded to them at the earliest after the expiry of final validity period of bid as stipulated in the tender document . The EMD of successful bidder will be released after depositing the performance security i.e. 5% of the total value of the one year contract amount.
14. The successful bidders shall have to deposit Performance Security for an amount of 5% of the total value of the one year contract amount within 15

days from the award of contract in the form of an Account Payee Demand Draft or Fixed Deposit Receipt duly pledged in favour of the Principal, Govt. Polytechnic Sundernagar, Distt. Mandi H.P. in the event of not submitting the above performance security, the contract shall be deemed to have been cancelled automatically.

15. Performance security shall remain in the custody of the College up to expiring of contract period.
16. Tender will be valid up to one year from the date of award of contract and may be extended subject to performance based extension year after year upto three year (including initial one year ) by the Principal, Govt. Polytechnic Sundernagar, Distt. Mandi.
17. Bid Security / Performance Security is liable to be " forfeited " as the case may be, if the tenderer:
  - i. Withdraws tender offer before finalization of the same.
  - ii. Fails to accept the tender offer, if his/ their tender is accepted.
  - iii. Fails to pay security deposit within stipulated time limit.
  - iv. Fails to execute the agreement within the stipulated time limit.
  - v. Fails to carry out the work satisfactorily.
18. Submission of tender in response to this notice along with acceptance thereof by the college will form "Valid Contract" and the conditions mentioned in the tender notice will be binding on the accepted tender.
19. The tenders received after due date and time will not be accepted, and no correspondence in this regard shall be entertained whatsoever.
20. Income / Service tax will be paid by the agency as per provisions under section 194 of Income Tax Act.
21. The Tenderer/ Agency will be liable to provide the services as described in the dented notice by the Principal, Govt. Polytechnic, Sundernagar, Distt. Mandi, Himachal Pradesh.
22. The Principal, Govt. Polytechnic, Sundernagar, Distt. Mandi, Himachal Pradesh reserves the right to accept or reject any or all the tenders without assigning any reasons.
- 23. Tender/Bid will be awarded to the bidder/contractor having lowest sum of all rates as quoted against Man Power mentioned in Annexure – "V".**

Read and Accepted

Signature of the Bidder \_\_\_\_\_

Or the Authorized Signatory & Seal \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**Annexure-I**

I / We hereby declare that I / We have carefully gone through the terms and conditions of the Contract & Tender Document in detail and agreed to abide by the same. I also undertake that the rates mentioned by me are correct.

1. Signature of the Bidder:  
Or the authorized Signatory/ Party \_\_\_\_\_

(Full Name in Block letters): \_\_\_\_\_

Capacity in which offer is signed: \_\_\_\_\_  
( Rubber Stamp is Required)

2. Full Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone/ Mobile Number \_\_\_\_\_  
Office/ Residence /

3. Particular of Bid Security :  
FDR No. / Demand No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_  
Bank \_\_\_\_\_ Branch \_\_\_\_\_

Signature of Bidder  
Or the Authorized Signatory & Seal

**Annexure-II**

**Documents to be attached with pre Qualification Bid**

1.	Registration No. Service Tax Number of the Firm Agency with Name , Designation, address and details regarding whether the bidder is sole proprietor / Partnership firm	Yes/ No	
2	PAN Number and copy of income tax return for the last year	Yes / No	
3	Provident Fund Account Number issued by Provident Fund Commissioner	Yes/ No	
4	ESI Registration No. issued by competent authority ( if applicable)	Yes / No	
5	Contract License issued by the labour Commissioner under Contract Labour ( R& A) Act.	Yes/ No	
6	Bid Security attached or not	Yes / No	
7	An affidavit on stamp paper as per annexure- attached	Yes/ No	
8	Declaration as per " Annexure-1"	Yes / No	
9.	Certificates / Supply Order from the previous Employer in support of performance of similar services	Yes/ No	
10.	Current Statement of Bank Account of the Agency / Controller	Yes / No	

Signature of the Bidder  
Or the Authorized Signatory & Seal

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Annexure-III**

**FORMAT FOR PROVIDING UNDERTAKING**

(To be submitted on a Stamp Paper of Rs. 15/-)

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned hereby bind myself to college for providing manpower to the college as per requirement for the period of contract.
4. I will be wholly responsible for providing manpower as per tender notice and to provide alternative in case absence of person already deployed.
5. The Agency shall be solely responsible for all the service matters of it's employees regarding payment of EPF, ESI ( if applicable) and leave etc. and shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall abide by the provisions of Minimum Wages Act, Any violation in this regard would attract the termination of the contract.
6. The agency shall also ensure the safety of college property. In case of damage to any equipment/ property due to delinquency/ negligence of the agency staff, the same would be replaced at the cost of agency. The decision of institute shall be final in this regard.
7. In case of any lapse on my part or on my staff, the College authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security deposit.
8. The decision of the Principal, Govt. Polytechnic Sundernagar Distt. Mandi ( HP) shall be final and binding upon me.

Date\_\_\_\_\_

Signature of the bidder \_\_\_\_\_  
or the Authorized Signatory  
& Seal \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**“Scope, Duties and Responsibilities of Services”**

Sr. No.	Educational Qualification	Brief Job Description
1.	<b>Sweeper cum Peon:</b> Preferably literate and must be skilled in sweeping	<ul style="list-style-type: none"><li>• To perform the duty of Sweeper</li><li>• To carry the dak within the same station or as directed to do so.</li><li>• Cleaning and Sweeping all Blocks.</li><li>• Cleaning / Sweeping of all toilets of all Blocks.</li><li>• Dusting of all windows, doors, grills, wall etc.</li><li>• To neat and clean Institute Campus.</li><li>• Dusting and cleaning of furniture in all rooms/ cabins, cupboards, almirah, racks, telephones, tables, Acs and Notice board etc. with dry cloth including stain removing with proper cleaning agent.</li><li>• Any other duty assigned by the Officer Incharge related to office work.</li><li>• Wet mopping of the Dustbin</li></ul>

**Annexure-V**

**Category: Sweeper cum Peon**

Sr. No.	Particulars	Nos. of Man Power Required	Rate per Worker per Month (Minimum Wages as per H.P. Govt. Rates) including ESI, EPF, service charge etc.	Total Amount
1.	Sweeper cum Peon	02 to 03		
<b>Total:</b>				

**Signature of the Bidder with Seal of the Agency**

**An UNDERTAKING ON Rs. 15/- Stamp Paper duly attested by Notary /Oath commissioner.**

To

The Principal,  
Govt. Polytechnic  
Sundernagar, Distt. Mandi

1. I have never been black listed by any Govt. Institute of the country.
2. I shall abide by the provisions of Minimum Wages, 1948 and shall ensure the disbursement of wages as notified by the State Govt. / Chandigarh Administration from time to time.
3. Further, I understand that I am bound to open Bank Accounts of each worker engaged by me under the contract for providing the services of multipurpose workers viz. Sweeper cum Peon, Mali, Electrician, Plumber and Supervisor and shall disburse their salary through bank accounts.
4. I shall abide by provisions of EPF Act, Contract Labour Act 1970, and shall provide all the benefits i.e. Bonus, ESI, EDLI Gratuity etc to all workers engaged by me to discharge contractual obligation.
5. The decision of Principal with reference to the Labour Welfare or Labour dispute shall be binding upon me and shall ensure the compliance of such decision in letter & Sprit.
6. I undertake that the firm has never remained defaulter on account of deposits of EPF contributions.

Signature of Bidder with the Seal of Agency.