

HARYANA STAFF SELECTION COMMISSION
BAYS NO.67-70, SECTOR-2, PANCHKULA-134151
(website 'www.hssc.gov.in')

PUBLIC NOTICE
MANPOWER REQUIREMENT

Sealed tenders are invited from Outsourcing agencies including reputed, registered and license holders for providing manpower of **JUNIOR PROGRAMMER, HELPER, MALI, ELECTRICIAN & SECURITY GUARD** in Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula. Detailed information can be downloaded from the website 'www.hssc.gov.in'. The tender must reach in the office of the undersigned upto **14.05.2015 till 4.00 P.M.**

Dated : 28.04.2015

Secretary,
Haryana Staff Selection Commission,
Panchkula.

DETAILED NOTICE INVITING TENDERS

Name of Work	Providing Manpower for Junior Programmer, Helper, Mali, Electrician & Security Guard in the Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula. Pin 134151
Tenure	One year
Earnest Money	Rs.50,000/-
Last Date of Receipt of tender	14.05.2015 till 4.00 P.M.
Date of opening of tender-technical bid	15.05.2015 at 11.00 A.M.
Date of opening of tender-financial bid	21.05.2015 at 11.00 A.M.
Place of opening of tender	O/o Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, 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 registration with Additional Director General of Police, Law & Order-cum-Controlling Officer, Haryana of the agency.
5. Attested copy of PAN/GIR Card.
6. Attested copy of the latest IT return filed and previous three years balance sheets by the agency.
7. Attested copy of Service Tax registration certificate.
8. Attested copy of the PF registration certificate.
9. Attested copy of the ESI registration certificate.
10. Work experience of similar work during the past three years.
11. Certified documents in support of entries in the column of Technical Bid application.
12. Copy of the terms and conditions mentioned in the Tender Documents with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Minimum annual turnover of Agency/Firm should be Rs.50.00 lacs for last three consecutive year duly certified by the Chartered Accountant.

Note :- All copies must be attested.

TENDER NOTICE

Sealed tenders on behalf of Haryana Staff Selection Commission, O/o Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula are invited under two bid system i.e. "Technical Bid" and "Financial Bid" from registered, reputed, financially sound manpower companies, firms, agencies and Cooperative Societies for providing manpower for a period of one year from 01.06.2015 to 31.05.2016, which can be extended further on the terms and conditions mutually agreed by both the parties and work performance basis :-

Sr. No.	Name of the post	Number of posts	Minimum Educational Qualification
1.	JUNIOR PROGRAMMER	8	PGDCA/PDCA/PGDIT/APGDCA/MCA/M.Sc./BCA/B.Sc (Comp. Sc./IT)/3 Yrs. Diploma in Comp. Application/IT from SBTE/University/'A' level course from DOE with minimum 55 % marks and having knowledge in software Dev. in a Limited Company.
2.	HELPER	17	To perform jobs which do not require any specific skill or experience.
3.	SECURITY GUARD WITHOUT WEAPON	2	-do-
4.	MALI	2	-do-
5.	ELECTRICIAN	1	Matric & specified work experience or a certificate/diploma course of one year or less duration.

Service provider agencies having at least three years experience in the field and valid licence from Labour Department Haryana, Additional Director General of Police-Law & Order-cum-Controlling Authority, Haryana and also having registration with the Regional Provident Fund Commissioner, Employees State Insurance Corporation (ESIC), Service Tax and PAN/GIR Number for providing various manpower, as enunciated above, shall be eligible.

The interested agencies should send their offers in tender documents, to be obtained from Secretary office (Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula) or by downloading from the website 'www.hssc.gov.in' and deposit it alongwith Earnest Money of Rs.50,000/- in the shape of Pay Order or Demand Draft in favour of Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula payable at Panchkula so as to reach the office of Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula latest by 14.05.2015 till 4.00 P.M. duly super scribed on envelope "Technical Bid" and "Financial Bid" separately. The Technical and Financial Bids will be opened on 15.05.2015 and 21.05.2015 respectively at 11.00 A.M. in the office of Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula in the presence of bidders, who may like to be present. **The bids received without any service charges and less than 2% charges will not be accepted.**

The office has the right to accept or reject any/all tender(s) without assigning any reason.

Secretary,
Haryana Staff Selection Commission,
Panchkula.

Annexure-1**Tender document for providing outsourcing series to the Secretary, Haryana Staff Selection Commission, Panchkula.****Technical Bid**

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./E.Mail address 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.	Particulars of Licence obtained from Additional Director General of Police, Law & Order-cum-Controlling Officer, Haryana. (attested copy of the document to be attached)	
IX.	Details of PAN/TAN No. obtained (attested copy of the document to be attached)	
X.	The details of Service Tax No. allotted to the Contractor/Agency/Firm. (attested copy of the document to be attached)	
XI.	Details of registration with Employees Provident Fund Commissioner. (attested copy of the document to be attached)	
XII.	Details of registration with Employees State Insurance Corporation. (attested copy of the document to be attached)	
XIII.	Financial resources, assets in terms of 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 Contractor/Agency/Firm I. Technical Manpower on roll II. Financial Annual turnover in Lacs for last three consecutive years. III. Miscellaneous ISO certification of the firm. Yes/No.	
XVI.	Declaration in the form of Affidavit, duly attested by Executive Magistrate/Notary Public, that the individual Contractor/Agency/Firm 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 service/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 viz. Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, EPF Act, 1952 and ESI Act, 1948 as amended from time to time or any other rules framed there under from time to time by the Central of State Government.

Place : _____

Date : _____

Signature of the Tenderer _____

Address _____

Annexure-2

**TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO
THE HARYANA STAFF SELECTION COMMISSION, BAYS NO.67-70,
SECTOR-2, PANCHKULA.**

FINANCIAL BID

1.	Name of the Contractor/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 (Not less than 2% on the rate fixed by Haryana Government vide letter No.16/7/2015-1GS-II, dated 6th April, 2015)	

Place : _____

Date : _____

Signature of the Tenderer

Address _____

DETAILED TERMS AND CONDITIONS :

1. The eligible interested Contractor/Agency/Firm may submit tenders, mentioning therein their eligibility, photocopies of various registration certificates (EPF, ESI, Labour and Police), evidence of adequacy of working capital for this contract, past experience and performance certificates from other government departments etc., for all the posts mentioned above. All the documents/papers attached with tender document must be countersigned/attested by the signing authority of the Contractor/Agency/Firm. Contractor/Agency/Firm must have service tax registration number alongwith PAN number issued by the Income Tax Department. The firms are required to mention the service charges in their quotation which will be charged by them over and above the rate fixed by Haryana Government vide letter No.16/7/2015-1GS-II, dated 6th April, 2015. The firm will have to provide the facility of EPF and ESI to the workers engaged by them during the period of contract. Conditional tender will not be accepted. Validity of tender is one year.
2. Earnest money of Rs.50,000/- shall be submitted alongwith the tender in shape of demand draft or pay order drawn from any scheduled bank in favour of Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula.
3. Minimum annual turnover of firm should be Rs.50.00 lacs for last three consecutive years.
4. The tender must be reached at the office of the undersigned upto 14.05.2015 at 4.00 P.M.
5. The envelope containing Technical Bid shall be opened first on the scheduled date and time i.e. 15.05.2015 at 11.00 A.M. in the office of the Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula on the spot at that time. Technical Bid shall be evaluated by the Committee constituted for this purpose. Necessary clarification required by the Committee shall be furnished by the Tendered within the time given by the Committee shall be furnished by the Tendered within the time given by the Committee for the same. Financial Bids of technically qualified/eligible bidders, meeting the entire requisite criterion, only shall be opened on the scheduled date and time i.e. 21.05.2015 at 11.00 A.M.
6. In case, the date fixed for opening of Bids is subsequently declared as holiday by the Government, the Bids will be opened on next working day, however, time and venue remaining unaltered.

7. The Bidder shall quote the Technical and Financial Bids strictly as per the format enclosed at Annexure 1 and 2.
8. Each Contractor/Agency/Firm shall submit only one tender. A contractor who submits more than one tender will be disqualified.
9. The manpower to be provided by the agency shall always remain the employee of the agency for all intents and purpose and the Service Contractor/Agency/Firm shall alone be liable for any dispute amongst their employees and the agency, which may arise in any court of law. The Haryana Staff Selection Commission shall under no circumstances be deemed or treated as the employer of the person engaged for any purpose. The services of the person so engaged shall hereafter cease on the expiry of the term without providing him any claim for the regularization of series or any other consequential benefit.
10. The Contractor/Agency/Firm shall not employ any person below the age of 18 years.
11. The contract shall automatically expire after 31.05.2016 unless extended further by the office.
12. The Contractor/Agency/Firm shall be responsible for the attendance of his staff in the Haryana Staff Selection Commission. In case of any staff of the Contractor/Agency/Firm remains absent or granted leave, Contractor/Agency/Firm will sent/arrange his substitute for the absence period.
- 13. The Contractor/Agency/Firm will have to produce the register of wages or the register of wages-cum-muster roll of the preceding month along with the bill to be submitted on the 5th day of every calendar month for verification to the nominated official, nominated for this purpose by the Secretary, Haryana Staff Selection Commission, Panchkula. The agency will pay wages as per rates fixed by Haryana Government vide letter No.16/7/2015-1GS-II, dated 6th April, 2015 and disburse the wages in the form of account payees cheque to the employees recruited by it on or before 7th of each month.**
- 14. The Contractor/Agency/Firm shall deduct Provident Fund of manpower engaged by the Contractor/Agency/Firm, both employee's as well as employer's share and will deposit the same with the concerned authority well within the specified date. The Contractor/Agency/Firm will deposit the challan/receipt in the O/o Secretary, Haryana Staff Selection Commission. The Commission will not be responsible on any part of this kind. Wages, if worker will be same as fixed by Haryana Government vide letter No.16/7/2015-1GS-II, dated 6th April, 2015.**

15. EPF, ESI, Service Tax and Service Charges are payable on the rate fixed by Haryana Government vide letter No.16/7/2015-1GS-II, dated 6th April, 2015. The TDS shall be deducted as per the provisions of Income Tax Department, as amended from time to time and certificate to this effect shall be provided to the Contractor/Agency/Firm by this office.

16. The Agency will submit the copies of challans, pertaining to ESI and Service Tax deposited, showing the individual figure of deposit for the previous month alongwith remuneration bill. The payment to the agency will be released after seeing the statement of ESI/Service Tax or any other statutory provision to be complied by the agency that the agency has deposited its part of the contribution in advance.

17. The Contractor/Agency/Firm shall issue identity cards, on its own name, to its personnel deputed for rendering the said services, which would be subject to verification at any time. The institution may refuse the entry into its premises to any personnel of the contractor not bearing such identity card.

18. The outsourcing policy for engaging/outsourcing of services issued by Government from time to time will be strictly followed by the agency.

19. The Contractor/Agency/Firm agency will have to observe/comply all the rules and regulations pertaining to EPF, ESI and Labour Laws, as applicable from time to time. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills and the security deposit of the agency, the extent of the loss or obligation in monetary terms.

20. The Contractor/Agency/Firm engaged shall pay wages to its employees, as prescribed in the agreement, by way of account payee cheque/bank draft/pay order. In case of default in this regard or any other deficiency/default in providing service, the agreement will be terminated by giving fifteen days notice.

21. **Acceptance of Tender :**

- (i) If it is found that the tender is not submitted in proper manner, or contains too many corrections 'or' unreasonable rates or amounts, it would be open for the Officer-in Charge not to consider the tender, forfeit the amount of earnest money and/or de-list the contractor.
- (ii) If any tenderer withdraws his tender prior to expiry of said validity period or mutually extended period or make modifications in the rates, terms and conditions of the tender within the specified period/fails to execute the agreement; the department shall without prejudice to any other right or remedy, be at liberty to forfeit the amount of earnest

money absolutely. If any contractor, who having submitted a tender does not execute of Earnest Money/Security Deposit and other actions under agreement.

22. **Award of Contract :** The award will be given to the Contractor/Agency/Firm whose tender has been determined to be substantially responsive to the tender documents and who has attained the lowest evaluated tender price, provided that such contractor has been determined to be eligible in accordance with the provision of the terms and conditions of the 'Tender' documents.

23. **Notification of Award :** Prior to expiration of the original period of tender validity prescribed for this purpose, the Office will notify the successful Contractor/Agency/Firm by registered letter that his tender has been accepted. This letter or acceptance shall name the sum which the Office will pay to the contractor in consideration of the services provided by the contractor as prescribed in the contract (i.e. contract price), date of signing the contract agreement and date of start.