



HARYANA STAFF SELECTION COMMISSION  
Bays No. 67-70, SECTOR-2, PANCHKULA

TENDER NOTICE

Sealed tenders are hereby invited on non-exclusive basis for the empanelment of Agencies for execution of the work from the reputed firms/agencies for installing temporary tents/offices during conduct of RFID for Police recruitment in various District i.e. Panchkula, Karnal, Sonapat, Jhajjar, Gurgaon, Hisar and any place in Haryana fixed by the Commission. Detailed tender form can be downloaded from the website [www.hssc.gov.in](http://www.hssc.gov.in). The tender must reach in the office of the undersigned upto 14.3.2017 at 2.00 PM. The tenders so received will be opened on 14.03.2017 at 3.00 PM by the Tender Committee at the office of Haryana Staff Selection Commission. Earnest money amounting to Rs. 1,00,000/- should be submitted with the tenders failing which the tender shall be summarily rejected. The detailed terms & conditions of the tender can be obtained free of cost from the office of Haryana Staff Selection Commission on any working day from 10.00 AM to 5.00 PM before the closing date of the tender.

Place- Panchkula  
Dated:-02.03.2017

  
Secretary  
Haryana Staff Selection Commission,  
Panchkula  


HARYANA STAFF SELECTION COMMISSION, PANCHKULA

DETAILED NOTICE INVITING TENDERS

Name of work	For installing temporary tents/offices during conduct of RFID for Police recruitment in various District i.e. Panchkula, Karnal, Sonipat, Jhajjar, Gurgaon, Hisar and any place in Haryana fixed by the Commission
Period of Agreement	One year or extendable upto three years with mutual consent
Earnest Money	Rs. 1,00,000/-
Last Date of Receipt of tender	14.03.2017 till 2.00 PM
Date of opening of tender-technical bid	14.03.2017 at 3.00 PM
Date of opening of tender-Price-bid	The Financial Bid will be opened after approval of technical bid. Date and time of opening of financial bid shall be intimated at the time of opening of technical bid
Place of opening of tender	O/o Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.

HARYANA STAFF SELECTION COMMISSION, PANCKULA

Annexure-I

Technical Details for installing temporary tents/offices during conduct of RFID for Police recruitment in various District i.e. Panchkula, Karnal, Sonipat, Jhajjar, Gurgaon, Hissar and any place in Haryana fixed by the Commission.

1. ABOUT THE FIRM:

i)	Name and address of the Agency/firm	
ii)	Contact Person with Designation & Phone No. Mobile No. Email ID.	
iii)	Month and year of establishment	
iv)	Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover: (attach photocopy of Audited Balance Sheet & Profit & loss Account for last three financial years)	
vii)	Income Tax No. (PAN No./TIN No.) (Attach proof)	
viii)	Service Tax Registration No. (attach photocopies of Income Tax clearance certificate)	
ix)	ESI Registration No. (Attach proof)	
x)	PF No. (Attach proof)	
xi)	Quality Certification No./License if any Detail of Issuing Authority Validity of Certificate	
xii)	Activities of the Organization	
xiii)	Since when engaged in providing services in concerned field.	

Signature of the Bidder

(Name in block letter)

With seal

## TERMS AND CONDITIONS



The terms & conditions for the tender are as under:-

1. Separate envelope should be used for TECHNICAL BID as well as for Financial BID. The Word TECHNICAL BID/FINANCIAL BID for installing temporary tents/offices during conduct of RFID for Police recruitment at various District i.e. Panchkula, Karnal, Sonipat, Jhajjar, Gurgaon, Hissar and any place in Haryana fixed by the Commission, shall be prominently marked on the top of each envelope. If rates are different for each district then the same may be specified. The tenderer may give rates for one or more places or all the places. Rates should be inclusive of installation service tax too, if any. Both the envelopes duly sealed should be put in a bigger envelop which should also be sealed and super-scribed.
2. The tenders should reach this office by 14.3.2017 at 2.00 PM. The TECHNICAL BIDS WILL BE OPENED first on 14.3.2017 at 3.00 PM and the FINANCIAL BID will be opened only after scrutiny of technical bid. The price bids of those firms will only be opened who will qualify in the technical bid.
3. Rates should be mentioned for each place separately.
4. Tenders received after the stipulated time will not be entertained.
5. Conditional tenders will not be entertained.
6. Earnest Money Deposit is Rs. 1,00,000/- as Demand Draft In favour of Secretary, Haryana Staff Selection Commission payable at Panchkula.
7. Tender without Earnest Money would not be entertained without citing any reason.
8. The firm whose tender is accepted will have to deposit Security Money of Rs. 5,00,000/- within 2 days on demand in the shape of Bank Guarantee failing which the Earnest Money will be forfeited and the action regarding blacklisting of the firm can also be taken. The decision of the Tender Committee will be final in this regard. Till the deposit of security amount the earnest money shall remain deposited with Commission and shall be released only after Security amount is deposited as above.
9. No interest is payable on Earnest Money/Security Money.
10. In case of any lapse/default in honouring the terms and conditions of the tender by the bidders, or poor services the security money shall be liable to be forfeited and necessary legal action will also be taken against the firm.
11. The date of conducting of Tests can be changed. Besides, the number of days for hiring of Infrastructure articles can also be increased or decreased due to any reason. The payment will be made on proportionate basis accordingly for actual number of working days/ plus one day i.e. on which test is held. The installation should be completed in all respect at east twenty hours before start of examination.
12. The successful bidder has to pitch/install/supply the Infrastructure articles within stipulated period. In case the firm fails to supply the Infrastructure articles within the stipulated period given by the department, the same will be hired from other firms and the difference of the cost if any will be recovered from the pending bills/Earnest Money/ Security money in addition to other penal action against the firm without any further notice.
13. The firm will have to bear the cost of Insurance or damage to the Infrastructure articles that may occur due to theft, rampage, storm, fire, rain etc. or for any reason beyond the control of Department.
14. Under no circumstances, sub-standard material will be accepted. The Infrastructure articles should not be more than one year old. If anything is not up to standard, payment in respect thereof shall not be made & such material shall be hired at risk and cost of tenderer and in addition penalty equivalent to hiring cost of the items shall be levied. If the tenderer fails to complete installation then it shall be got completed from 3<sup>rd</sup> Party at the risk and cost of tenderer & also penalty equivalent to Bill amount shall be levied.

15. The quantity of the Infrastructure articles can be increased or decreased by the Commission according to the requirement on day to day basis and the tenderer shall have to supply/ arrange in short notice of twelve hours.
16. The firm will have to depute his representative who will remain present at the site till the Infrastructure articles are in use and also ensure proper fixing and upkeep of all the Infrastructure articles hired for the purpose on daily basis.
17. Collaboration & outsourcing with other parties as a whole or in part will not be allowed.
18. The Tender Committee reserves the right to reject any tender or negotiate with L-1 firm.
19. The Tender Committee, in order to satisfy itself can order a spot enquiry to verify soundness and capability of the firms.
20. The tendering firm will deposit the papers of the company Profile and similar job experience for the last three years with the various Police Recruitment Boards/Govt. Departments, specifying the quantity of the items.
21. The rates should be quoted by the tenderers as per details given in the enclosed Performa.
22. The rates quoted for hiring of Infrastructure articles per day should be inclusive of all taxes, accessories, labour, transportation (both side), fixing/removing of Infrastructure articles.
23. The tendering firm must quote the hiring rates in words as well as in figures inclusive of all applicable taxes for all the items of the required specifications. Nothing over and above the quoted prices shall be payable. Cutting/overwriting and interpolation in the tender/offer will render the same as cancelled.
24. All the firms participating in the Tender must submit a list of their owners/partners, etc. along-with their contact telephone Nos. and a Self Attested Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India. Any firm blacklisted by a Govt. Departments shall not be considered for this tender.
25. The Tender Committee also reserves the right to relax any terms and condition in the Govt. interest.
26. The Chairman, HSSC is the competent authority and reserves the right to scrap/ cancel the tender at any stage due to administrative reasons.
27. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the tender.
28. In case of breach of any terms and conditions of the contract, the HSSC reserves the right to call Explanation of the firm by issuing Show Cause Notice. In case of unsatisfactory reply action like forfeiting of Security Money or blacklisting the firm can be taken.
29. In case the tenderer/successful bidder (s) is noticed breaking any condition (s) at any stage during the proceeding of tender and contractual period, the legal action as per rules/law shall be initiated and earnest/security money as applicable can be forfeited. Proceedings for blacklisting may also be initiated.
30. All disputes are subject to the jurisdiction of courts in Panchkula.

**Payment Terms:-**

1. The successful bidder will raise Part Bill No. 1 up to 50% of total amount only after the satisfactory installation of Customized Infrastructure at various centre and duly certified by HSSC.
2. 30% Payment will be made after completion of the (PMT) Event as Part Bill No. 2.
3. Balance 20 % payment will be done only after issuance of Satisfactory Completion Certificate by Haryana Staff Selection Commission.
4. Applicable income taxes will be deducted.

  
 Secretary  
 Haryana Staff Selection Commission  
 Panchkula  


## Annexure-"A"

**PRICE BID PROFORMA**

Probable list Requirement/s (Could be Reduced or Increased as per Requirements) for installing temporary tents/offices during conduct of RFID for Police recruitment at various District i.e. Panchkula, Karnal, Sonapat, Jhajjar, Gurgaon, Hissar and any place in Haryana fixed by the Commission.

Sr. No.	Description	Size	Unit	Rent/per Day	Amount (Rs.)
1.	Waterproof Army Tents	15*45 feet			
2.	Waterproof Army Tents	15*30 feet			
3	Waterproof Army Tents	15*15 feet			
4	Waterproof Army Tents	20*15 feet			
5	Normal Tent	15*45 feet			
6	Normal Tent	15*30 feet			
7	Normal Tent	15*15 feet			
8	Normal Tent	20*15 feet			
9	Normal Tent waiting area	105*300 feet			
10	Waterproof waiting area	105*300 feet			
11	Carpet	5*30 feet			
12	Double Barricading/Bar Partition	Per foot			
13	Public Address System (4-Horn & Cordless MIC With 12" Column)	Per system			
14	Barricading with rope	Per foot			
15	Barricading with wooden Balli	Per foot			
16	Barricading with Iron Pole	Per foot			
17	Barricading by Tin sheets alongwith iron poles	Per foot			
18	Barricading by Tin sheets alongwith Balli poles	Per foot			
19	Table with covers	5*2 feet			
20	Banquet Chairs	Per chair			
21.	Drinking water Camper 20 litre capacity	Per Camper			
22.	Parida and Kanat	15"*15"			
23.	A.C. Window	1.5 Ton			
24.	Cooler				
25.	Sealing Fan				
26.	Sound Proof Pedister Fan				
27.	Water Fan				
28.	Generator	40 KV	Per unit		
29.	Generator	60 KV	Per Unit		
30.	High Vision Lights (Mercury)	500 watts			
31.	High Vision Lights (Mercury)	1000 watts			

Signature of the Tenderer  
With stamp