

Notice Inviting Proposals for hiring of outsource agency for providing manpower.

D.C. Office, Palwal intends to empanel outsource agency for various needs. Manpower like Computer professional, Patwari, Clerk, Steno Typist, Driver, Chowkidar, Sweeper, Mali, Peon, etc. are required from time to time as per Government qualification / criterion.

Sealed Quotations are invited in an envelope indicating "Quotation for Empanelment of Outsource Agency" containing two separate sealed envelopes of 'Technical Bid' and 'Financial Bid'. The Performa of Technical Bid and Financial Bid are attached herewith.

: Approx. 50 to 100 engagements likely to be assigned during the contract period which may be increased or decreased substantially as per requirement. Successful bidder may also be allotted work of various societies under the chairmanship of Deputy Commissioner, Palwal.

- Only agency fulfilling the Government norms like Registration number, GST, EPF, ESI, PAN need to apply.
- The firm/company should be license holder under the Contract Regulation and Abolition Act, 1970.
- Agency should have at least three years experience in Government sector with minimum 100 employments in an year.
- The successful bidder will sign the agreement as per the outsourcing policy of Government of Haryana.
- The contract can be cancelled if any irregularity or unsatisfactory performance found during the contract period.
- The manpower will be hired on DC/SIT rates and other provisions like ESI, PF, Maternity benefits etc.
- The agency shall make all payments through bank only. Non compliance will attract penalty.
- The agency shall provide the copies of all types of deposits i.e. EPF/ESI. Non compliance will attract penalty as per applicable rules and regulations.

- **Period of Contract** : One Year from the date of agreement may be renewed further from time to time on satisfactory performance.
- **Earnest Money Deposit** : EMD is Rs. 25,000/- (Twenty Five Thousands only), payable in the form of DD in favour of DITS, Palwal, payable at Palwal is to be deposited by the successful bidder with Contract Agreement. EMD will be refunded to the bidder on successful completion of the contract.
- **Note: It may be ensured that the DD of Earnest money should bear the date after the date of NIT (Notice Inviting Tender).**
- **Time, last date and venue of submission of Bid** : Up to 3:00 PM on **21.12.2017** at O/o DITS, Palwal.
- **Time & Venue of Bid Opening**: - At 4:00 PM on **21.12.2017** at O/o DITS, Palwal.
- All documents in proof of fulfilling conditions mentioned under "**Terms and Conditions**" are to be enclosed.
- The tender, which is not accompanied by the requisite documents, shall be summarily rejected. The Deputy Commissioner, Palwal reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Member Secy.
DITS, Palwal.

Technical Bid

To

The Member Secy.
Palwal.

Subject : **Submission of Technical Bid.**

R/Sir

Please find attached herewith the following documents in support of our proposal :

Documents in proof of :

- a) Registration Number of Firm with Date
- b) GST Number
- c) ESI Registration Number
- d) PF Registration Number
- e) Permanent Account Number
- f) License under the Contract Regulation and Abolition Act, 1970.
- g) At least three years experience in Government sector with minimum 100 employments in an year.
- h) Copy of Income Tax Returns, Service Tax Returns and returns filed with ESI & PF Departments of last three years.
- i) Any Certification from Labor department.
- j) Earnest Money Deposit : Demand Draft of Rs. 25,000/- (Rs. Twenty Five Thousands only) favoring “Deputy Commissioner, Palwal” payable at Palwal.

Authorized Signatory

(Name)

(Seal/Stamp of Firm)

Financial Bid

To

The Member Secy.
Palwal.

Subject : **Submission of Financial Bid.**

R/Sir

We hereby quote the minimum prices for supply of required manpower on DC /SIT Rate

EPF & ESI will be extra as per follows:

% of EPF Deduction(Employer)	
% of ESI Deduction(Employer)	
% of EPF Deduction(Employees)	
% of ESI Deduction(Employees)	
% of GST	
Service Charge	

Authorized Signatory

(Name)

(Seal/Stamp of Firm)

