

TENDER NOTICE

Notice Inviting Proposal for hiring of Outsourcing Agency for Providing Services

Name of work: Empanelment of Outsourcing Agency for providing services for several Schemes.

Scope of work: Engagements may be increased or decreased substantially.

Earnest Money Deposit: 2.00 lac in the form of DD favouring "Deputy Commissioner, Jhajjar".

Terms & Conditions: The Eligibility criteria and other details can be downloaded from
<http://Jhajjar.nic.in>

Issue of Tender form:-

Tender form can be purchased from the O/o Deputy Commissioner, Jhajjar on any working day from 03.03.2017 to 14.03.2017 at 3.00 P.M on payment of Rs. 5000 /-(Rs.Five thousand only) through D.D in favour of "Deputy Commissioner, Jhajjar" payable at Jhajjar which will be non-refundable.

Last date of submission of tender form:-

Interested agencies may submit their proposal in the O/o Deputy Commissioner, Jhajjar Room No. 214, on any working day (09:00AM to 05:00PM) latest by 03:00 PM on 15.03.2017 with complete documents as mentioned in terms & conditions. The bids will be opened on 15.03.2017 at 03:30PM in the office of undersigned.


for Deputy Commissioner
Jhajjar

TENDER NOTICE

Inviting Proposals for Hiring of Outsourcing Agency for Providing Services.

Deputy Commissioner, Jhajjar intends to empanel outsource agency for several schemes for various qualifications/Needs of services/manpower like Assistant Project Officer, Account Assistant, Data Entry Operators, Assistant District Co-ordinator, Assistant Co-ordinator, Office Assistant, Cluster Co-ordinator, Block Co-ordinator, Driver, Motivator, Computer professional, Accountant, Clerk, MTS, Peon, etc. required from time to time, as per Government instructions. Sealed Quotations are invited in an envelope indicating "Quotation for Empanelment of Outsourcing Agency" containing two separate sealed envelopes of 'Technical Bid' and 'Financial Bid'. The Performa of Technical Bid and Financial Bid are attached herewith.

Scope of work: 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 other departments, agencies & societies etc. in district Jhajjar.

Terms and Conditions

1. Only agency fulfilling the Government norms like Registration number, Service Tax No, EPF, ESI, PAN etc. can apply.
2. The firm/company should be license holder under the Contract Regulation and Abolition Act, 1970.
3. Agency should have at least three years experience of supply of manpower in govt. offices.
4. The contract can be cancelled/terminated by giving fifteen days notice if any irregularity or unsatisfactory performance found during the contract period.
5. The agency will be responsible for all contributions and others statutory payments/libilities wherever applicable. Non deposit of any amount deducted/ any contribution, regularly, will entail criminal liability under Law.
6. The agency will sole responsible for the compliance of various Labour Laws & Rules and Misc. provisions for their employees.
7. **The manpower provided by the agency to provide services specified, will be hired on DC rates/scheme rates/at least minimum rates of wages.**
8. The agency shall make all payments to staff provided by him through bank only. Non compliance will attract penalty and will legally responsible for any deficiency.
9. The agency shall provide the copies of all deposits like EPF, ESI, Service Tax, etc. Non compliance will attract penalty as per applicable rules and regulations.
10. The agency will be responsible for the facilities for Welfare & Health etc.
11. The agency will be responsible for maintaining the record of wages & leave etc.
12. The agency will register the employees of contractual service with the Labour Department
13. The successful bidder will sign the agreement as per the outsourcing policy of Haryana Government.

Details

Period of Contract: : One year from the date of agreement and may be renewed further from time to time on satisfactory performance.

Earnest Money Deposit: EMD is Rs. 2,00,000/- (Two lac only), payable in the form of DD in favour of Deputy Commissioner, Jhajjar payable at Jhajjar, 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 03:00 PM on 15.03.2017 at DC office, Room No. 214

Jhajjar

Time & Venue of Bid Opening:- At O/o Deputy Commissioner Jhajjar on 15.03.2017 at 03:30 PM.

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, Jhajjar reserves the right to reject any or all tenders without assigning any reasons, whatsoever.

12/3/17