



MUNICIPAL CORPORATION, ROHTAK

TENDER FORM (TO BE FILLED BY THE TENDERER) TECHNICAL BID

FORMS TO BE DEPOSITED : 18.10.2013 (up to 2.00 P.M)
TENDER TO BE OPENED: 18.10.2013 at 3.00 P.M (Technical Bid)
(To be intimated later on being Holiday on 18-10-2013)

- A.1 (a) Name of the Agency.....
(b) Address of the Agency
(c) Name & address of the Prop./Partner
2. (a) EPF No (Attested Copy)
(b) PAN No (Attested).....
(c) ESI Registration No: (Attested Copy)
(d) Service Tax No. Registration. (Attested Copy)
(e) Certificate from Contract Agency for deposit of EPF upto date.
(f) Certificate from Contract Agency for deposit of Service Tax upto date.
(g) License from Labour department for providing skilled worker (official manpower).
3. Earnest Money deposited vide Demand Draft No.
Dated..... for Rs.....
4. (a) Whether any Staff had been provided to Govt. Departments during the last 3 years
(b) If yes, please furnish full details.

Year	Details of staff	Name of Deptt.	Position & No.	Remarks
2010-2011				Attested copy of work satisfactory report from the concerned department.
2011-2012				
2012-2013				

Note: - The agencies who are not fulfilling the above conditions the tender can be rejected straight way without assigning any reason.

5. Annual Turnover Minimum requirement of Rs. 60.00 Lacs per year for the last three years.

Year	Turnover (in Rs.)
2010-2011	
2011-2012	
2012-2013	

B. Procurement of

Rates are invited from reputed Outsource Technical/Official Staff by the Agency for providing following Staff as per posts and qualifications laid down as under:-

- (i) Against sanctioned posts - 53 (Fifty Three only)
(ii) Against services in M.C.R - (a) Looking after and supervision of management in Municipal Library by one Assistant Librarian.

Sr. No.	Posts sanctioned	Outsourcing staff to be recruited	Required Qualification
1.	Tax Superintendent	02	Graduate from a recognized University, Knowledge of Hindi up to Matric Standard. For Outsource :- Preference will be given to Govt. retired employee having 5 year experiences in taxation as Tax Superintendent
2.	Head Draftman	01	Diploma in Civil Draftsman from an Institution recognized by the state Government with 10 years experience as Dreaftman.
3.	Draftsman (c)	03	Diploma in Civil Draftsman from an Institution recognized by the state Government and knowledge of Hindi up to Matric Standard
4.	Tax Inspector	04	Graduate from a recognized University, Knowledge of Hindi up to Matric Standard For Outsource :- Preference will be given to Govt. retired employee having 2 year experiences in taxation as Tax Inspector
5.	J.E. (E)	02	Diploma in Electrical Engineering from an Institution recognised by the State Govt. Knowledge of Hindi upto Matric.
6.	Receptionist	01	Graduate with 60% and Basic knowledge of computer.
7.	Kanoongo	01	10+2 passed the Kanoongo Examination held by the Government, Preference to retired person. Knowledge of Hindi up to Matric Standard
8.	Assistant Sanitary Inspector	04	10+2 pass having Diploma in Health and Sanitary Inspector.
9.	Steno- Typist	01	10+2 pass and Diploma in Short Hand both Hindi & English.

10.	Legal Assistant	02	Graduate from recognized University and degree of LLB preference will be given to the experienced holder.
11.	Assistant Accountant	01	(i) B.Com 50 % with one year experience. (ii) Computer knowledge.
12.	Accounts Clerks	04	B.com with computer knowledge.
13.	Peons	02	Middle Pass (having knowledge of Hindi). (recruited through outsourcing of services)
14.	Assistant Librarian	01	B.Lib. from recognized University.
15.	Data Entry Operators	24	Diploma in Computer from recognized university. Or Graduation with PGDCA or BCA from recognized university.
	Total No. of Posts	53	

Note:- The above staff is liable to be decreased/increased as per requirement of this Corporation.

TERMS & CONDITIONS

1. The contractor shall have valid license from Govt. of Haryana/Labour Commissioner, Haryana at the time of submission of the agreement and should be ISO certified 2001-9000.
2. The contractor shall abide by all statutory liability under Labour Laws including rules & regularities issued by EPF & ESI Commissioner as amended from time to time.
3. The contractor shall have to execute a contract agreement with the Municipal Corporation on prescribed Performa (Annexure-1) on N.J.S.P. worth Rs. 100/- with the Commissioner, Municipal Corporation who will represent Principal Employer i.e. Municipal Corporation, Rohtak.
4. The Contractor shall supply an Indemnity Bond on Non-Judicial Stamp Paper that in case of any mishap he shall be responsible for the payment of all types of compensation to the Staff and to the Municipal Corporation as per provision and various Acts such as workman compensation Act. etc. and the Municipal Corporation, Rohtak will have no accountability on this account. The contractor shall also supply an Indemnity Bond on Non-Judicial Stamp Paper that in case of any mishap or damage of the office record/office equipments he shall be responsible for all type of payments or compensation to the Municipal Corporation, Rohtak.
5. The contractor shall ensure that all his workers deployed in Municipal Corporation, Rohtak office or on Municipal Corporation, Rohtak works are covered under the requisite ESI Scheme under the prescribed Act and in case of any accident to Staff while working it shall be the sole responsibility of the Contractor on this account whatsoever.
6. The contractor shall ensure payment of D.C. rate as notified by the Deputy Commissioner from time to time through cheque.

7. The Contractor shall certify regarding fulfilling of prescribed qualification & experience requirement by the workers deployed by him in Municipal Corporation, Rohtak.
8. The rates inclusive of all taxes, duties, all type insurance, service tax etc. (to pay all taxes and duties supplier's responsibilities).
9. The offer not accompanied with **Earnest Money of Rs. 2,00,000/- (Two lac only)** in shape of Demand Draft duly placed in favour of the Commissioner, Municipal Corporation, Rohtak and Tender form/Fee will be rejected straight way. The successful tender can claim this security amount after a period of one year.
10. **Payment:** - Payment will be made within 30 days i.e. 7th of each month against the Bill duly supported with satisfactory inspection note & after receipt of Attendance Sheet. If the staff is found not proper, it is to be replaced within three days. The contract shall be valid for one year.
11. The agency have to submit performance **bank Guarantee @ Rs. 4, 00,000/- (Four lacs only)** for satisfactory performance of the Staff within one week.
12. All documents to be submitted by the firms should be duly attested by a Class-I Gazette Officer/Notary in case these are copies of the original documents. No un-attested documents will be entertained.
13. The tender forms along with terms and conditions can be obtained from the office of Commissioner, Municipal Corporation, Rohtak, Haryana with **payment of Rs. 1000/- which is not refundable**. The sealed tenders(In three Parts (i) Earnest Money (ii) Technical bid (iii) Financial Bid)should reach in the o/o Commissioner, Municipal Corporation, Rohtak on or before **18.10.2013 (upto 2.00 P.M)**
14. All disputes are subject to Rohtak jurisdiction. Every dispute ,difference or , questions which may at any time arise between the parties hereto or to any other person claiming under them touching or arising out in respect of this agreement, or the subject matter thereof shall be referred to the Sole Arbitration of Commissioner, Municipal Corporation, Rohtak whose decision shall be final and binding on the parties. His decision will not be open to be challenged before any court of law.
- 15.(i) The Tenderer shall furnish a certificate in their offer that the rates for service charge quoted by them are **not less than 5%**.
- (ii) Complaints regarding payment of less wages and marking of wrong attendance shall be viewed seriously and the Service Provider shall be liable for legal proceedings for non-compliance.
16. If agency fails to discharge the obligation of tender so awarded to you, part or in full or on the grounds of quality of staff of the Corporation, Rohtak has the right to place the order to other firm at the risk and cost of Tender and the Corporation, Rohtak shall have the right to forfeit the security money or to take any legal action against defaulter contractor.
17. No interest on Earnest Money will be paid.
18. The Earnest Money of the successful Tender will be retained and treated as security deposit upto expiry of tender.
19. Income Tax will be deducted at source in all cases of payment of Tender.
20. The firm shall not default in making the persons available and shall not change persons deployed except in exceptional circumstances. The firm shall also obtain consent of Commissioner, Municipal Corporation, Rohtak in this regard.

21. It shall be the responsibility of the firm to fulfill all legal/contractual obligations towards the employees such as P.F. deduction, ESI contribution etc. as applicable.
22. If this corporation is not satisfied with the services provided by the firm it may either receive the contractor imposed appropriate cut in the payment as the case may be. Decision of Commissioner Municipal Corporation, Rohtak shall be final in this regard.
23. Persons deputed by the firm shall be allowed leave up to 1 day per month. Prior permission for leave shall be obtained from the concerned officer of this corporation. However, for availing of leave for more than 2 days at a stretch (in exceptional circumstances) a suitable substitute will be provided immediately, failing which a proportionate cut in the payment shall be made in the following manner :-

Cut: -
$$= \frac{(\text{Salary of a person per month}) \times (\text{No. of days of leave exceeding 2 days})}{\text{No. of working days in a month}}$$

24. This corporation shall not bear any other expenses payable to the employee of the firm such as CPF contribution; to and fro transport charges from residence Medical expenses etc.
25. The Service provider undertakes to comply with the applicable provisions of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, if applicable, for carrying out the purpose of this agreement. The Services Provider shall further observe and comply with all Government laws concerning employment of staff employed by the Services Provider and shall duly pay all sums of money, to such staff as may be required to be paid under such laws. It is expressly understood that the Service Provider is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirement of law.
26. The tender which does not comply with any of the above conditions will be rejected.

IMPORTANT: - Offer without prescribed Tender form/Tender fee or not supported with Earnest Money/Authority letter will not be considered in any circumstances.

Dy. Municipal Commissioner,
for Commissioner,
Municipal Corporation,
Rohtak.

All the above terms and conditions are accepted by me/us.

Signature with seal of the firm.