

**PUNJAB STATE E-GOVERNANCE SOCIETY
S.C.O No 193-194-195, SECTOR-34A CHANDIGARH.**

**Tender Document
For
HIRING OF MANPOWER**

Tender No.....

Cash /DD No./Receipt No..... Dated..... Amount Rs. 500/-in cash/DD
(In case of download)

Last date of submission of tender : Time :

Date of opening of tender : Time: Venue:

Note : -

1. Please attach either second copy of cash receipt of Rs. 500/-with the quotation or in case of downloaded tender form a DD of Rs. 500/-favouring Member Secretary, Punjab State E-Governance Society payable at Chandigarh.
2. All pages of tender document issued /uploaded on website www.doitpunjab.gov.in should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.
3. Certified copies of Registration Number of EPF, ESI, Service Tax, License issued under Contract Labour (R&A) Act, 1970, Income Tax Permanent Account Number and Registration Number under Punjab Shops and Commercial Establishment Act 1958 etc should be attached.

Note:-Tender Document is available on website www.doitpunjab.gov.in.

Member Secretary

**PUNJAB STATE E-GOVERNANCE SOCIETY
S.C.O No 193-194-195, SECTOR-34A CHANDIGARH.**

Terms and conditions of contract

1. The firm submitting the tender should be duly licensed & registered with the Pb. Government.
2. The firm/contractor should have average annul turnover of Rs One Crore in the last three years.
3. The firm should have experience in this work in Government/ Semi-government/ Public Sector undertaking. The client list must be provided along with tender application along with allotment letters & satisfactory completion certificates.
4. The firm should clearly indicate the addresses of Corporate Office, Branch Offices and name of Directors on its printed letter heads.
5. EMD of Rs. 50,000/-in the shape of Demand Draft should be enclosed along with the technical bid in favour of the Member Secretary, Punjab State E-Governance Society, Chandigarh.
6. In case of delayed supply of manpower liquidated damages at the rate of 2 per cent per week subject to a maximum 5 per percent will be levied.
7. Punjab State E-Governance Society reserves the right to place order as per requirement of the Society.
8. Punjab State E-Governance Society reserves the rights to fix the qualifications and remunerations + statutory Charges as per instructions issued by Punjab Government as well as BOG of PSEGS from time to time.
9. The strength or number of manpower can be decreased or increased, depending upon the requirement of Society time to time .
10. The work involves providing Manpower for all categories services at Chandigarh and any where in Punjab/ out of Punjab as per requirement of Punjab State E-Governance Society .
11. The Manpower provided by the contractor to the Punjab State E-Governance Society will not be the employees of the Society .
12. The contractor will be responsible for and or in relation to the complete discipline of Manpower, so deployed, and shall ensure compliance of all applicable provisions contained in all enactments, laws, rules and instructions in force, as made applicable, from time to time in connection with or in relation to labour laws.

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13. The decision of the Punjab State E-Governance Society pertaining to the quality and quantity of work/services done by the manpower provided by the contractor will be final and acceptable to the contractor besides being binding. It shall be the responsibility of the contractor to rectify the defect(s) so pointed out without any extra payment. In the event of default by contractor, the Punjab State E-Governance Society reserve the right to get the work/services, so rejected, done/replaced at its own level at the cost, risk and responsibility of the contractor after giving a notice in regard thereto in writing and the expenditure so incurred by the Punjab State E-Governance Society will be recovered from the bills of the contractor or from any other outstanding dues, as it may deem fit.
14. The Contractor will be sole responsible to fulfill all its obligations towards the persons deployed under the various relevant and applicable Acts amended from time to time and for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF/EDLI with the concerned department/authorities in the account of concern person at its own level besides maintaining such record in relation thereto as per rules.
15. The contractor shall take all necessary precautions and measures to prevent any unlawful act or disorderly conduct of any person so deployed and for the preservation of peace and protection of persons and property of Punjab State E-Governance Society where they are employed.
16. Validity: 365 days from the opening date of order.
17. Registration with a PSU/DGS & D/State Govt., ESI, EPF, VAT etc. to be mentioned on the quotation and copy of the same should be attached with quotation.
18. No correspondence/ discussion/ visits whatsoever will be entertained on the subject unless specifically asked for by this office after opening the tenders for technical discussion/ negotiations. Any violation of this will render the quotations invalid and firm is liable to the blacklisted.
19. Punjab State E-governance Society reserves the right to call for technical/ commercial negotiations. The company should depute competent representative for such negotiations whenever called for.
20. No Zero% rate quoted or negative bids will be considered because it opens flood gates to back-end exploitation and corruption.
21. The Punjab State E-governance Society reserve the right to constitute a panel of three bidders L-1,L-2,L-3 at L-1 rates through counter offer.
22. Manpower services are required as per the Punjab State E-Governance Society working hours or as desired Society.
23. The contract is applicable tentatively for a period of 12 months, if the services of the firm found satisfactory contract can be extended for another period as deemed fit by Punjab State E-Governance Society. The decision of the Punjab State E-Governance Society in this regard shall be final in all matters related to this agreement.
24. In case the Punjab State E-Governance Society feels dissatisfied with the services, the contract is liable to be terminated at any time without any notice.

25. All statutory liabilities shall be met by contractor.
26. All other terms and conditions will be as per the agreement entered by the contractor with Punjab State E-Governance Society , Chandigarh.
27. Any accident/ damage/ theft will be the entire responsibility of the contractor on account of personnel being provided.
28. The tenderer will have to deposit an earnest money of Rs. 50,000/-(Rupees Fifty Thousand Only) for security vide bank Draft in favour of Punjab State E-Governance Society payable at Chandigarh, along with tender, failing which the tender will be out rightly rejected.
29. The Earnest Money of tenderers whose tender are not accepted, will be refunded.
30. For support services i.e. all categories specified by Punjab State E-Governance Society may prescribe uniform, which shall be the responsibility of the agency for supplying to it's staff.
31. The Earnest Money of the successful tenders may be deemed as security money for the performance of the services.
32. The successful tenderer will have to sign, the contract agreement with Punjab State E-Governance Society, Chandigarh on a Non-Judicial stamp paper of Rs. 100/
33. The payment of the contract shall be made on monthly basis. The payment will released every successive month for which contractor will have to submit the bill in duplicate duly pre-recipient to the Punjab State E-Governance Society by 5th of the month for payment.
34. The successful tenderer / contractor shall have to provide staff as per the agreement made with the Punjab State E-Governance Society and if the quality and strength is found less, the proportionate recovery will be made.
35. The Punjab State E-Governance Society will recover T.D.S from monthly payment made to the contractor as per rules.
36. The contractor shall be responsible for the conduct and behavior of its employee.
37. In the event of any theft/loss occurred to the Punjab State E-Governance Society on an account of negligence of agency/ contractor's employees. The agency/ contractor shall make good the loss sustained by the Punjab State E-Governance Society either by the replacement, or by paying, or on payment adequate compensation as decided by Punjab State E-Governance Society.

38. The Punjab State E-Governance Society shall not be responsible for the payment of the wages/ compensation/ allowances or any other payment to the staff/ employees engaged by the contractor e.g. ESI, EPF etc. The contractor will have to produce an NOC with regards to the above statutory requirements mentioning the no outstanding payments.
39. The tenderer/ contractor will issue identity cards to their staff in consultation with officer authorized by the Punjab State E-Governance Society clearly indicating the place of deployment, i.e. Punjab State E-Governance Society failing which no entry will be allowed inside the campus. This will be provided by the tenderer / Contractor at its own cost.
40. The employees employed by the agency/ contractor shall be of good character and sound health and cleanliness without history of drug abuse/ alcohol etc. and without any past criminal record. The tenderer assigned the final contract will produce the police verification record as well as the medical fitness certificate of all the employees hired by it.
41. The contractor shall be answerable to the Member Secretary, Punjab State E-Governances Society and /or to an Officer authorized by Punjab State E-Governance Society for the Execution of day-to-day work.
42. It shall be the duty of the contractor to ensure that no person shall not create any disruption/hindrance/problem for any nature to Punjab State E-Governance Society.
43. The instructions/ orders issued by the Punjab State E-Governance Society from time to time shall also be followed by the tenderer/ contractor and his employees.
44. The guideline issued by Government from time to time with regards to implementation of any mandatory provision or other statutory requirements must be complied by the contractor.

Name of authorized signatory:

Signature:

Name of tenderers:

Seal of Firm:

Address:

PUNJAB STATE E-GOVERNANCE SOCIETY
S.C.O No 193-194-195, SECTOR-34A CHANDIGARH.

Instructions to Tenderers in addition to terms & conditions of contract

1. The Punjab State E-Governance Society wishes to identify and engaged a competent agency for the supply of Man power Services at Chandigarh/ any where in Punjab .
2. Tenderer responding the tender notice shall be deemed to be agreeable to the terms & conditions herein contained.
3. All the terms and conditions laid down in the tender shall be binding on the tenderer.
4. Tender form should be filled in neatly, legible and carefully.
5. The Punjab State E-Governance Society could not be under any obligation to give any clarification to the agencies whose bids are rejected.
6. Tenders must be sent by post or dropped in the tender box at (receipt/ dairy Section of the Punjab State E-Governance Society, chandigarh. Tender document must be placed in good envelope securely fastened, sealed and distinctly marked 'TENDER FOR MANPOWER SERVICES and address only to Punjab State E-Governance Society S.C.O No 193-194-195, Sector-34A Chandigarh. Tender enquiry reference and due date of opening must be mark boldly on the envelope.
7. While submitting tender, bidders must submit EMD, Technical Bid and Financial Bid in sealed envelope.
8. Authorized signatory should signature and seal of firm in all pages. Bids without signature and seals of authorized signatory of firm will be rejected.
9. All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No Quotations" should be written across any or all of the items in the scheduled for which a tenderer does not wish to a tender.
10. The Punjab State E-Governance Society reserves the right to reject/ cancel any or all or part of the tender of the bidder without assigning any reason and shall also not bind to accept lowest tender. The decision of Punjab State E-Governance Society shall be final and binding.
11. No Zero% rate quoted or negative bids will be considered because it opens flood gates to back-end exploitation and corruption.
12. The Punjab State E-governance Society reserve the right to constitute a panel of three bidders L-1,L-2,L-3 at L-1 rates through counter offer.
13. Quotations received late, improperly sealed or with incomplete marking or with overwriting/ corrections in the quotation document are liable to be rejected.

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14. Tenderer failing to comply with all the terms & conditions mentioned in tender document would result in the tender being summarily rejected.
15. All disputes will be settled within the jurisdiction of Punjab State E- Governance Society, Chandigarh.
16. The instructions to tenderer shall also form part of the contract.

Note:- Punjab State E-Governance Society has reserve the right to award the contract on merit base instead of the lowest bid.

Acceptance

I/We hereby declare that all the terms and conditions of tender document has/ have been read by me/us and I/we accept all the terms and condition mentioned in the tender and shall comply with them strictly.

Name of authorized signatory:

Signature:

Name of tenderers:

Seal of Firm:

Address:

Date:

**PUNJAB STATE E-GOVERNANCE SOCIETY
S.C.O No 193-194-195, SECTOR-34A CHANDIGARH**

TECHNICAL BID

- 1 Tender Form No..... Date.....
- 2 Name of the Firm/ Agency
- 3 Registration Address
Telephone No.
- 4 . Name & Address of Branch (es), if any:
- 5 Type of Organization : (Sole Proprietorship/ Partnership/ Private Limited/ Cooperative body/ Company etc. attach proof)
- 6 Name of Proprietor/ Partners/ Directors
Of the Organization/ Firm :
- 7 Registration No.
- 8 Address of branch office in Punjab:
- 9 Pan No.
- 10 Service Tax No.
- 11 E.S.I No.
- 12 E.P.F No.
- 13 Experience (Annexure 'B') : Total No. of years
(List of reference whenever Supplied Man power)
- 14 List of Present Client:
- 15 Total No. of Man power deployed in a month:
- 16 Earnest money : a) Bank Draft No. Date for Rs.50,000/-Favour of “
Member Secretary, Punjab State E-Governance Society payable at Chandigarh.

Note:-*(Attach Proof and Evidence)

Name of authorized signatory:

Signature: -

Name of tenderers:

Seal of Firm:

Address:

Date:

**DEPARTMENT OF INFORMATION TECHNOLOGY PUNJAB
S.C.O No 193-194-195, SECTOR-34A CHANDIGARH**

Financial Bid

Tender Form No.....

Date.....

Name of the Firm:-

Requirement of Man Power is as under:-

Sr No	Requirement of Man power on job work basis
1.	Accountant
2.	Accounts Executive
3.	Accountant Data Entry Operator
4.	Accounts Executive
5.	Car Driver
6.	Computer Helper-cum-Cleaner-cum-Messenger-Peon
7.	Sweeper

Note:-The Number of persons to be hired may be increased or decreased as per requirement of Punjab State E-Governance Society.

Qualifications	Rate of Remuneration	Quoted Rate of Service Charges %
Qualifications of each categories will be prescribed by Punjab State E-Governance Society.	Remunerations of each category will be fixed by Punjab State E-Governance Society + Statutory Charges etc. as per Govt instructions	

Name of authorized signatory:

Signature:

Name of tenderers:

Seal of Firm:

Address:

Date:

PUNJAB STATE E-GOVERNANCE SOCIETY
S.C.O No 193-194-195, Sector-34A Chandigarh

Phone No 0172-2661808 Fax No 0172 2604892

Tender Notice

Sealed Tenders are invited to hire manpower service provider agency for providing Manpower. For downloading Tender Document and details Visit website www.doitpunjab.gov.in. Last dated for submission of tender is 03-12-2010 at 11.00 Noon. Technical and Financial bids will be opened on the same day at 12.00 noon.

Member Secretary