



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

Head Office, SHGB House, Plot no. 1, Sector-3, Rohtak Tel. no. 01262-243110

Tender Notice

Sealed tenders are invited from the Reputed Out Sourcing Agencies to provide **5 Housekeeping Boys, one Gardener and one Electrician for maintenance of our Head Office Building at Sector-3 Rohtak and provide 4 Housekeeping Boys and one Electrician for maintenance of our Regional Office Gurgaon Building at Minimum Wages as per Haryana Labour Commissioner Rate.** The agencies that have vast experience are to send their tenders to General Manager, Sarva Haryana Gramin Bank, SHGB House, Plot No. 1 Sector-3, Rohtak duly quoted **“For House Keeping, Gardener & Electrician for Rohtak/Gurgaon”**. All the interested parties are advised to go through the detailed tender guidelines in the **Bank’s website** before submitting their tenders. Bank reserves its right to reject any or all the tenders without citing any reason. For more details visit our website www.shgb.co.in

Last Date of submission of Tenders: 24.01.2018 at 02.00 PM

Date of Opening of Tender: 24.01.2018 at 03.30 PM

General Manager.

Terms & Conditions

1. Last date of submission of tender is **24.01.2018 up to 02.00 PM.**
2. Tenders received after due date and time will not be considered. There should not be any cutting or overwriting on tender while quoting the rates.
3. The Bank reserves the right to accept or reject any / all tenders in whole or in part without assigning any reason whatsoever
4. The contractor should have a valid Trade License/PAN/TAN/GST/Other Statutory documents as applicable and produce attested copies of such certificates
5. Electrician should have passed minimum ITI certificate (Highly Skilled Category).
- 6 The contractor should have EPF, ESI, GST number.
- 7 The EMD of Rs.50,000/- (Rupees fifty thousand only) will have to be deposited within 7 days after the receipt of work order in the name of Sarva Haryana Gramin Bank before taking over the job assigned.
- 8 Applicant should submit the copy of Aadhar Card (Individual and Firm).
- 9 Submit copy of license vide which agency has been authorized to hire High skilled, Skilled and unskilled persons.
- 10 Submit copy of permanent address proof of the firm.
- 11 Submit copy of residential address proof of owner of the firm.
- 11 In the event of non submission of KYC documents, application will be treated as cancelled.
- 13 Sites address:-
 - (A) Head Office: SHGB House, Plot no. 1, Sector-3, Rohtak Tel. 01262 243110
 - (B) Regional Office, Plot no. 36 (P), Sector-44, Gurgaon Tel. 0124-2575000

Chief Manager

General Manager

Format for submission of data alongwith Tender

Requirement of Desired Manpower with the following Details

SI No.	For HO Building at Rohtak		No.(s)	Basic Pay each Emp	EPF each Emp	ESI each Emp	Service Charges	GST	Total
	Name of Agency	Description of Work		1	2	3	4	5	1+2+3+4+5
1		Electrician	1 (Highly Skilled)						
2		House Keeping Boys	5 (1 Skilled & 4 unskilled)						
3		Gardner	1						
	Regional Office Gurgaon								
1		House Keeping Boys	4 (1 Skilled & 3 Unskilled)						
2		Electrician	1 (Highly Skilled)						

Terms and conditions of contract

- 1 The contractor should have a valid trade license/PAN/TAN/Other statutory document as applicable and produce attested copies of such certificates. Any document/information given by the contractor if found forged/false/fabricated at any stage, then it would lead to termination of the contract and initiation of criminal proceedings under appropriate law.
- 2 The person deployed should be more than 18 years of age and with sound health to the satisfaction of the competent authority.
- 3 The agency shall maintain a register of the employees appointed by the Agency together with names/address & telephone numbers of the employee.
- 4 The contract shall remain valid for one year. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions for another 2 years. The contract can be terminated by the Bank by giving one month's notice & by the contractor by giving three months notice.
- 5 The Contractor/Agency will not allow or permit his/their employees to participate in any trade union activities or agitation in the premises of the Bank, violation of which may result in the termination of the contract immediately.
- 6 Bank reserves the right of removal of any persons considered by him to be incompetent or disorderly from the Bank premises.
- 7 In normal conditions, worker will not be deployed for double duty.
- 8 The contractor should have a permanent place of business in Haryana and the complete Postal address, Telephone/ Mobile/ Fax/ E-mail address, etc. should be provided.
- 9 The decision of the bank in regard to interpretation of the Terms & Conditions of the agreement shall be final and binding on the Agency/Firm.
- 10 On completion of the agreement the contractor will withdraw all its work-force and clear the accounts by paying them the legal dues as required under the provisions of the Industrial Dispute Act-1947.
- 11 Bank reserves the right to add or alter any condition at any time and will be binding on the contractor provided that the change is in the interest of work and does not adversely affect the contractor in terms of payment etc.
- 12 If the lesser wages are paid than the specified or any violation of the terms and conditions of the State Outsourcing Policy made by the contractor, the penalty will be imposed on the contractor by the bank. The firm can also be blacklisted in case of violation of terms & conditions of the agreement.

- 13 The contractor will execute an agreement on Non-Judicial Stamp Paper Rs. 100/- before claiming the first payment duly attested by Notary/First class Magistrate.
- 14 No request of transfer of contract in another name will be considered.
- 15 The wages will be paid to the employees as per Haryana Labour Commissioner rate and submit the detail in the format given below:

SI No.	For HO Building at Rohtak		No.(s)	Basic Pay each Emp	EPF each Emp	ESI each Emp	Service Charges	GST	Total
	Name of Agency	Description of Work		1	2	3	4	5	1+2+3+4+5
1		Electrician	1						
2		House Keeping Boys	5						
3		Gardner	1						
	Regional Office Gurgaon								
1		House Keeping Boys	4						
2		Electrician	1						

- 16 The management will also screen the persons so provided by the contractor. Semi-Skilled Labour minimum qualification will be 8th standard.
- 17 The contractor will provide identity card to each workforce.
- 18 The contractor will be required to provide workforce timely & as per requirement.
- 19 The contractor will be responsible for all-statutory obligation and compensation to its workers under law and as per latest State Outsourcing Policy.
- 20 The contractor shall have to submit monthly certificate/proof to the effect-that wages with all due statutory facilities like EPF, ESI, GST & Welfare Fund etc. have been paid as required under law.
- 21 There will be no contract of employment between Bank and contractual workers for any purpose. The contractor concerned will be employer of the workforce. The workforce concerned will not be entitled for any claim or benefit directly or indirectly from the Bank.

- 22 The contractor will be responsible to get work done from the labour force as instructed.
- 23 Staff of bank to test the reliability of the system will carry out random checks. In case of any deficiency, suitable penalty can be imposed and the contract can be cancelled without any notice.
- 24 Consumption of any kind of intoxicant liquor and smoking is strictly prohibited in Bank premises.
- 25 The contractor shall maintain all statutory records in respect of work force deployed by him as required under the provisions of the law.
- 26 The contractor shall submit bill in duplicate along with deposit proof of EPF/ESI/Welfare fund/GST etc. on monthly basis.
- 27 Deduction from the bill towards Income tax as applicable will be made for tax deducted at source (T.D.S.) and the certificate for the same will be issued to the contractor.
- 28 The work force provided by the contractor will be on his pay rolls and bank will not give any direct/indirect payment required to any of the workforce in any way. The contractor shall be responsible for meeting their entire statutory requirement, entitlement and benefits and bank will be absolved of such responsibilities.
- 29 The liability to deposit EPF/ESI/Welfare Fund & GST etc. in time as per Govt. rules with the concerned Deptt. will be of the contractor. Bank will pay the amount of EPF/ESI/Welfare fund & GST as applicable.
- 30 If the contractor does not fulfill all obligations regarding EPF/ESI/Welfare fund & GST of his workforce, the legal action will be taken as per existing law of the land.
- 31 If the contractor does not fulfill all obligations regarding EPF/ESI/Welfare fund & GST of his workforce, if any legal action taken of any office dealing that is EPFO/ESI/GST/Labour Deptt. etc., contractor will be wholly responsible.
- 32 No Arrear will be paid by the Bank.
- 33 Service charges/commission will be paid on basic wages only.
- 34 Proper uniform must be provided to the outsourced employee, at least 2 sets of uniform in a year. The amount of uniforms shall be deducted from the salary on installment basis by the outsourcing agency not more than Rs.100/- PM.
- 35 I-Cards must be provided to each of the outsourced employee by the outsourcing agency.

- 36 The EMD of Rs.50,000/- (Rupees fifty thousand only) will have to be deposited within 7 days after the receipt of work order in the name of Sarva Haryana Gramin Bank before taking over the job assigned. The EMD will be refunded to the agency without any interest on successful completion of contract period after deduction any loss/damage, if any.
- 37 The agency shall submit the proof in support of their having deposited the contributions under Provident Fund Act and other deductions to the Bank within three weeks of becoming due.
- 38 Income tax deduction at source as per Income Tax Act-194-C shall be made.
- 39 The rates (except wages) once accepted by the Bank shall remain unaltered throughout the period of contract.
- 40 In the event of any breach of terms and conditions of contract, delay, default and any other type of lapse on the part of the contractor, the contract will be terminated without assigning any reason and the security deposit will be forfeited by the Bank.
- 41 The contractor will have to pay the wages to its workforce through Bank Accounts only.
- 42 The contractor will have to pay the salary to its employees by 7th of the month and EPF/ESI/Welfare fund & GST etc. from its own resources irrespective of dues/bills of the contractor not paid by the bank due to any reason.
- 43 The persons deployed by the agency will submit their complete Bio-Data, residence proof, Aadhar Card attested photocopy, qualification certificates and verification letter from competent authority.
- 44 The contractor will have to abide by all terms & conditions of the agreement.

Chief Manager
GAD

General Manager