



Head Office, SHGB House, Plot No. 1 Sector 3, Rohtak



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

Tender Notice

Sealed tenders are invited from the Registered Outsourcing Agencies/Firms providing **Manpower – Office Attendants/Peon (Unskilled)** at various locations of our Bank's Branches/Offices spread over 22 Districts in Haryana at the rates notified from Haryana Labour Commissioner Office as per Minimum Wages Act, 1948 and amended from time to time. The Agencies/Firms that have minimum 03 (Three) years experience are to send their proposals to the **General Manager, Sarva Haryana Gramin Bank, SHGB House, Plot No. 1 Sector-3, Rohtak** duly quoted "For Manpower – Office Attendants/Peon (Unskilled)". All the interested parties are advised to go through the detailed tender guidelines in the **Bank's website** before submitting their proposals. Bank reserves its right to reject any or all the proposals without citing any reason. **Corrections/Corrigendum**, if any, will be placed on Bank website only. For more details visit our website www.shgb.co.in

Last Date of submission of Tenders : 09.07.2020 upto 02.00 PM

Date of Opening of Tenders : 09.07.2020 at 03.00 PM

General Manager.



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Salient Features of Tender

1. Last date of submission of tender is **09.07.2020 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 documents 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. Tenders shall be opened in the presence of Vendors/Authorised representatives holding appropriate letter from Authorised Signatory alongwith copy of Id viz. Aadhaar Card/PAN Card etc.
5. The contractor should have valid Labour License/PAN/TAN/GST/Other Statutory documents as applicable and produce self attested copies of such certificates
6. The contractor should have EPF, ESI and GST number.
7. Applicant should submit the copy of Aadhaar Card (Individual and Firm).
8. A Demand Draft amounting **Rs. 50000/-** (Rupees Fifty Thousand Only) in favour of **Sarva Haryana Gramin Bank** payable at Rohtak is to be **deposited alongwith Tender Documents.**
9. The successful bidder shall have to deposit a sum of **Rs.500000/-** (Rupees Five Lakh only) **including the amount deposited with Tender documents within 07 days** on the receipt of work order in the name of **Sarva Haryana Gramin Bank** payable at **Rohtak** before taking over the job assigned. The EMD shall be refunded to the agency **without any interest on successful completion of contract period** after deduction of any loss/damage, if any
10. Tentative number of Manpower required is **300** (Three Hundred) Approx. which may vary at the discretion of the Bank.
11. Submit copy of Labour License/PAN/TAN/GST/Other Statutory documents vide which Agency has been authorized to provide such Manpower.
12. Submit copy of permanent/present residential address proof of owner of the firm with Phone/Mobile No.
13. Submit copy of permanent address proof of the Agency/Firm with Phone/Mobile No.
14. In the event of non-submission of KYC documents, application will be summarily rejected.
15. Manpower- Office Attendant/Peon (Unskilled) should be in possession of Matriculation Certificate.
16. The Format for submission of Technical Bid, Financial Bid and the detailed Terms and Conditions are placed as **Annexure – I, Annexure – II and Annexure – III.** The Financial Bid will be opened only for those Bidders who qualify in the Technical Bid.
17. **Service Charges quoted @ 2% or less by the Agency for providing manpower shall be declined.**
18. **Service Charges should be in percentage terms only upto 02 digit decimal points. Bids having Service Charges more than 02 digit decimal points shall be disqualified.**
19. **The Agency/Firm should not have been Black listed by Any Department/Institution.**
20. Tenders are to be submitted at the following address:-
Head Office: SHGB House, Plot No. 1, Sector-3, Rohtak Tel. 01262 - 243110

Chief Manager

General Manager



Head Office: SHGB House, Plot No. 1, Sector-3, Rohtak

Annexure-I

TECHNICAL BID

a) Contact details of Bidder :-

1. Name of Bidder
2. Complete Address
3. Contact No./Email Id
4. Contact Person's Name, Designation
Along with phone number

b) Criteria/Documents required to be enclosed :-

Sr. No.	Criteria	Brief Details
1.	Relevant Experience	At least Three years' experience of manpower service in Govt. Institute/Semi Govt. Institute.
2.	Manpower	Minimum deployment of 300 manpower at Single institution under Govt/Semi Govt. Institute/PSU/Limited Sectors for 03 years.
3.	Working capital	The average turnover of the Bidder in the Last Three Financial Year should be at least Rs. 6.00 Crore per year (Attach P & L A/c & Balance Sheets for FY 2016-17, 2017-18 & 2018-19) duly attested by CA. Bidder should have satisfactory Cash Flow to meet out the salary requirement, etc.
4.	Statutory obligations	<ul style="list-style-type: none"> • ITRs for last three financial years ending 2018-19 duly acknowledged (attach proof) • Registration under Service Tax/GST (attach proof) • PAN number (attach proof) • Valid License from Labour Department (attach proof) • Undertaking regarding no case pending with any office of Govt./Semi-Govt. or Court of Law(attach proof) • Affidavit regarding non blacklisting by any office/institute



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Annexure-II

Requirement of Manpower – Office Attendant/Peon (Unskilled) with the following Details at the latest rates notified from office of Haryana Labour Commissioner as per Minimum Wages Act, 1948.

Format for Financial Bid

(In Rs. per head)

SI No.	Name of Agency	Basic Monthly Wages	EPF @	ESI @	Service Charges @	GST @	Total cost to Bank
		1	2	3	4	5	1+2+3+4+5
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Important points to remember while submitting Financial bid

1. Enclose Latest copy of Minimum Monthly Wages as notified from the office of the Haryana Labour Commissioner Office.
2. Bids having Service Charges at Column 4 quoted @ 2% or less by the Agency for providing manpower shall be declined.
3. Service Charges should be in (%) percentage terms only upto 02 digit decimal points. Bids having Service Charges more than 02 digit decimal points shall be disqualified.

Date:

Signature
Authorised Signatory of the Agency/Firm
with Seal



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Annexure-III

Terms and Conditions for providing Outsourced Manpower

1. The contractor should have a **valid Labour 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, it would lead to termination of the contract and initiation of criminal proceedings under appropriate law.
2. A Demand Draft amounting **Rs. 50000/-** (Rupees Fifty Thousand Only) in favour of **Sarva Haryana Gramin Bank** payable at Rohtak is to be **deposited alongwith Tender Documents**.
3. The successful bidder shall have to deposit a sum of **Rs.500000/-** (Rupees Five Lakh only)**including the amount deposited with Tender documents within 07 days** on receipt of the work order in the name of **Sarva Haryana Gramin Bank** payable at **Rohtak** 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 of any loss/damage, if any.
4. The contract shall **remain valid for Two year**. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions on year to year basis. The contract can be terminated from either side i.e. the Bank by giving **prior notice for one month** & the contractor by giving **prior notice for three months**.
5. The contractor shall **execute an agreement** on Non-Judicial Stamp Paper of appropriate value before claiming the first payment duly attested by Notary/First class Magistrate.
6. **No request of transfer of contract** in another name will be considered.
7. The **Bank Management will also screen** the manpower so provided by the contractor **for suitability** as per Tender. All outsourced workforce should be educationally qualified i.e. minimum Matriculation for the assigned task.
8. The contractor will provide **Identity Card** to each workforce.
9. The contractor will be required to **provide workforce within a period of 15 days** on receipt of work order.
10. The Contractor/Agency **will not allow or permit the workforce** so deployed in the Bank **to participate in any trade union activities or agitation** in the premises of the Bank or representation to any Govt./Statutory bodies, violation of which may result in termination of the contract immediately including Forfeiture of EMD.
11. The manpower provided by the contractor shall be **on the pay rolls of the Agency**.

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12. The Contractor will **solely be responsible to redress** all the Human Resources issues/complaints/Grievances of such Manpower, if any. Further, such manpower shall have **no legal right to pursue any litigation against Bank.**

13. The contractor should have a **permanent place of business in Haryana** and submit the complete Postal address, Telephone/Mobile/Fax/E-mail address, etc. for smooth functioning.

14. The decision of the Bank in regard to **interpretation of the Terms & Conditions** of the Agreement shall be final and binding to the Agency/Firm.

15. On completion of the agreement, the contractor **will withdraw all its manpower** and clear the accounts by paying them the legal dues as required under the provisions of the Industrial Dispute Act-1947.

16. Bank reserves the **right to add or alter any condition** at any time and will be binding on the contractor provided that such changes does not adversely affect the interest of manpower and the contractor in terms of payment etc.

17. The contractor shall be **wholly responsible for resolving any dispute** pertaining to EPF/ESI with the concerned Agencies viz. EPFO/ESI/GST/Labour Deptt. etc.

18. In the event of **any breach of terms and conditions of contract**, delay, default and any other type of lapses on the part of the contractor, the contract shall be terminated without assigning any reason forfeiting the EMD held with the Bank.

19. The person deployed should be between the **ages of 18 years to 45 years** with sound health to the satisfaction of the competent authority.

20. The Agency shall **maintain a register** for the manpower – Office Attendant/Peon (Unskilled) deployed in the Bank together with Names, Address, Qualification, Aadhaar, PAN & Telephone/Mobile numbers of the employee. Further, the Agency shall also deposit a copy of such documents to the respective Branches/Offices

21. The contractor is responsible for **providing alternate Manpower** in case the available workforce proceeding **on leave or stand absent whatsoever reason**. Otherwise, **a penalty of Rs. 100/-** (Rupees One Hundred only) **per day per person** will be **imposed and deducted from the bills** of the Agency. Further, such manpower shall **never be deployed on double duty.**

22. Bank reserves the **right of removal of any person** considered incompetent or disorderly from the Bank premises. The Agency will provide alternate manpower against removed workforce immediately.

23. The contractor shall imperatively **open the Salary Accounts** for such manpower only **in Sarva Haryana Gramin Bank** for **payment of Monthly Wages on or before 07th of every month** affecting Statutory deductions for EPFO and ESI only.
24. The contractor shall then **submit Bills in duplicate** alongwith deposit proof of EPF and ESI on monthly basis for claiming reimbursement from the Bank within 07 (Seven) days after payment to such manpower.
25. Bank will **reimburse such claims** to the Agency **on verifying the correctness** for the wages paid to the manpower for the month as per the rates notified from the office of the Haryana Labour Commissioner and amended from time to time and submission of certificate for depositing EPFO and ESI subscriptions for last month.
26. In case **wages are paid less than the specified** or any violation of the terms and conditions of the Outsourcing Policy made for the contractor, the penalty, as deemed fit, shall be imposed on the contractor by Bank. The firm can also be **Blacklisted alongwith forfeiture of EMD** in case of violation of terms & conditions of the agreement. Service charges/Commission will be paid on **Monthly Basic Wages** only
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 contractor shall **comply with instructions pertaining to depositing Statutory deductions to the concerned Agencies** in stipulated time with regard to the manpower under law and as per latest State Outsourcing Policy.
29. The contractor shall submit **Monthly Certificate/Proof/Challan** for the payment of wages to the Manpower and transfer of Statutory deductions like EPF, ESI, GST etc. to the concerned Agencies as required under law.
30. The agency shall submit the **proof** in support of having **deposited the contributions under Provident Fund Act and ESI deductions** to the Bank within **three weeks** of becoming due.
31. There shall be **no contract of employment** between Bank and contractual manpower for any purpose. The contractor concerned will be the employer for such manpower. Hence, such manpower will not be entitled for any claim or benefit directly or indirectly from the Bank.
32. Bank will carry out **random checks to test the reliability** of working of workforce and the Agency. In case of any deficiency, penalty, as deemed fit, can be imposed leading to the cancellation of Contract/Agreement without any notice.
33. Consumption of any kind of intoxicant, liquor and smoking **are strictly prohibited** in Bank premises.



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34. The contractor shall **maintain all statutory records** in respect of manpower so deployed as required under the provisions of the law. Bank may advise the Agency any time for submission of month wise data of monthly wages paid to the workforce deployed in the Bank.
35. Agency shall get **Police verification** for the **Manpower - Office Attendant/Peon (Unskilled)** to be deployed in the Bank and provide copy of same at the time of rendering services.
36. Agency will provide **PF (UAN) No. and ESI Card** to Manpower so deployed in the Bank for checking PF amount online and avail Medical facility from ESI Dispensary.
37. Agency will ensure that **manpower wears white colour uniform**. The cost of which shall be borne by the Agency.
38. If L-1 does not accept the contract, **the EMD will be forfeited** and the **contract shall be assigned to L-2**.
39. The contractor will have to **abide by all terms & conditions** of the agreement.

Chief Manager
GAD

General Manager