

**e-TENDER DOCUMENT**

**e-TENDER  
FOR SUPPLY OF MANPOWER**

**(Skilled, Semi-skilled and unskilled)**

To

O/o The Haryana State Cooperative Development Federation Ltd.,  
Bays No. 49-52, Sector-2, Panchkula



**E- PROCURMENT NOTICE**

**TENDER TITLE: FOR SUPPLY OF MANPOWER (Skilled, Semi-skilled and unskilled)**

**TENDER REF NO: HARCOFED/Estt./2021/ 524    Dated : 26-07-2021**



**THE HARYANA  
STATE CO-OPERATIVE DEVELOPMENT FED. LTD;**  
(Under State Govt. Supervision & Audit)  
**BAY No.49-52, SECTOR-2, PANCHKULA**  
Phone No.0172-2560340, 2560332,  
E-mail : [Harcofed@ymail.com](mailto:Harcofed@ymail.com) Web : [www.Harcofed.org.in](http://www.Harcofed.org.in)


Ref. No. HARCOFED/Estt./2021/524 Dated...26-07-2021

**NOTICE INVITING E-TENDER**

E-Tenders are hereby invited from eligible bidders on behalf of The Haryana State Co-operative Development Federation Ltd; Panchkula for providing manpower service in skilled/semiskilled/unskilled categories at Panchkula and District Headquarters in the State of Haryana for a period of one year from the date of award.

Sr.No	Particulars	Remarks
1.	Scope of work	Providing manpower services in skilled, semi skilled, unskilled categories for the Haryana State Cooperative Development Federation Ltd.
2.	Approx tender value	Approx Annual Rs. 55.00 lakh/-
3.	EMD to be deposited by the bidder (Online)	2% of the estimated annual tender value for contractor/ firm and 1% of the estimated annual tender value for registered Coop. Labour and Construction Societies in Haryana. <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>
4.	Tender Document fee and e-service fee (Rs.) (Online)	Rs. 2000 tender fee + Rs. 1000 online fee + 18 % @ GST. Payment will be accept through online mode. <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>
5.	Security	Security in the shape of Bank guarantee @ 5 % of annual tender value to be deposited by the successfully bidder within 15 days of issuance of letter of award.
6.	Start & End date and time of online bid preparation and bid submission	28-07-2021 from 10:00 AM to 17-08-2021 up-to 05:00 PM
8.	Date and time of opening of online technical bid	18-08-2021 from 11:30 AM
9.	Place of Opening of Tender	The Haryana State Co-operative Development Federation Ltd. Bays No 49-52, Sector-2, Panchkula, Haryana

1. The tender document having detailed terms and conditions is available on the website [www.Harcofed.org.in](http://www.Harcofed.org.in). All the bidder required to get registered on e-tendering portal <https://etenders.hry.nic.in> for applying of online tender. Harcofed Haryana reserve the right to accept or reject any or all the tender without assigning any reason thereof.
2. The e-tenders shall be received through website only. All interested firms are requested to get themselves registered as vendors with the said website for submitting their bids.
3. Only those tenders shall be considered who deposit the requisite earnest money and tender document cost & transaction fee by due date of submission of bid i.e. 17-08-2021 at 5:00 PM
4. This office reserve the right to reject any or all the tenders received without assigning any reason.
5. In case, the day of opening of tender happens to be a holiday, the tender will automatically be opened on next working day.

  
 Managing Director  
 Harcofed, Panchkula

## **I. SECTION I: INSTRUCTION TO BIDDERS (ITB)**

### **1.1 e-Tendering Process**

#### **1.1.1 Registration of Bidders on e-Procurement Portal**

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

#### **1.1.2 Obtaining a Digital Certificate**

- 1). The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2). A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager/Post Master/Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.
- 3). The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate.
- 4). Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the data during the stage of bid preparation & submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 5). In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney/lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 6). In case of any change in the authorization, it shall be the responsibility of management/partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm/company. The procedure for application of a digital certificate however will remain the same for the new user.
- 7). The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- 8). Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.
- 9). Before submitting tenders all the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender document or is in doubt as to the true meaning of any part, he shall clarify same from tender issuing office in writing before the due date of submission of the bid.

### 1.1.3 Opening of an Electronic Payment Account

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the e-tendering portal <https://etenders.hry.nic.in>.

### 1.1.4 Pre-requisites for online bidding

In order to bid online on the portal <http://etenders.hry.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

### 1.1.5 Online Viewing of Detailed Notice Inviting Tenders

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <http://etenders.hry.nic.in>.

### 1.1.6 Download of Tender Documents

The Bidders can download the tender documents from the e-Procurement portal <http://etenders.hry.nic.in>.

### 1.1.7 Key Dates

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

If bidder fails to complete the Online Bid Submission stage on the stipulated date and time. His/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

### 1.1.8 Submission of Bids

- 1.1.8.1 The bidders shall have to pay **tender document Fee (Rs. 2,000/-), e-service charges (Rs. 1,000/- + GST @ 18%) and EMD Fee 2% of annual tender value for contractor/firm/agency and 1% of annual tender value for registered Coop. Societies/Agency** through online mode.
- 1.1.8.2 The Bids shall be submitted through e-tender in two parts: (a) Part-I (Technical Bid) and (b) Part-II (Price Bid).
- 1.1.8.3 The bidders shall upload their technical offer containing documents, qualifying criteria and all other terms and conditions except the rates (price bid) in the part-1.
- 1.1.8.4 The price bid shall be submitted in separate part-II format supplied by purchasing authority online. The bidders shall quote the prices in price bid format.
- 1.1.8.5
  - a). If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, His/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
  - b). Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.
- 1.1.8.6 Harcofed Haryana reserves the right to cancel the NIT or to change qualifying requirements or to reject any or all the tenders so received without assigning any reason whatsoever.

**1.2 Validity of Bid**

The validity of tender/offer shall be 60 days from the date of opening of Part-II (Price Bid). It is the responsibility of the bidders to ensure that Bids are delivered in accordance with the instructions set out in the NIT and its accompanying documents.

**1.3 Preparation of Bids****1.3.1 Language of Bid**

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

**1.3.2 Documents comprising the Bid**

- a). Relevant documents related to "Technical Bid".
- b). Relevant formats/details related to "Price Bid".

## **TERMS OF REFERENCE**

### **1. PREFACE:**

e-Tenders are invited by The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound registered Societies /Firms/Agencies for providing manpower under skilled, semi-skilled and Un-skilled categories in The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula' located at the address mentioned below for one year (extendable to further one year) on the terms and conditions mentioned in the tender document.

### **2. NAME AND ADDRESS OF THE AUTHORITY**

The Haryana State Cooperative Development Federation Ltd.,  
Bays No. 49-52, Sector-2, Panchkula  
Phone: 0172-2560340, E mail: [Harcofed@ymail.com](mailto:Harcofed@ymail.com)

#### **2.1 ADDRESS FOR DOWNLOADING TENDER DOCUMENT:**

<https://etenders.hry.nic.in>

#### **2.2 CONTACT PERSON(S) FOR ANY QUERIES RELATED TO TENDER:**

Tender related clarification may be obtained from:

Telephone: 0172-2560340.

Written queries can be sent by email at: [harcofed@ymail.com](mailto:harcofed@ymail.com)

### **3. BRIEF DETAILS OF THE E-TENDER:**

i	Name of the work & location	Details
ii	e-Tender fee :	INR 2,000/-
iii	e-Tender No. :	--
iv	Submission of Earnest Money Deposit (EMD)	<b>EMD Fee 2% of annual tender value for contractor/firm/agency and 1% of annual tender value for registered Coop. Societies/Agency through online mode.</b>
v	Place of Payment	The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula.
vi	Last date of the Submission bid of the e- Tender	17-08-2021 at 5:00 PM

The cost of tender document is **Rs. 2,000/-** (Rupees Two Thousand Only) + Rs. 1000/- (E-Service Fee + 18% GST) through online mode. The cost of tender document is **NON-REFUNDABLE**. Tender submitted without cost will be rejected.

3.1 Submission of the e- Tender.

3.2 This Tender is an e-Tender; offers will not be accepted in hard copy.

### **4. SCHEDULE FOR INVITATION FOR BIDS:**

i) Date of issue/opening/publish of Tender document :

ii) Last date of receipt of Tender :

iii) Date and time of opening of Tender (Technical Bid) :

iv) Date and time of opening of Financial Bid :

v) Bid will be opened at The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula through e-procurement.

5. **TYPE OF BID: Two bid system (Technical & Financial) i.e. two cover system.**

6. **SCOPE OF WORK:**

In the Head Office of The Haryana State Cooperative Development Federation Ltd, Bays No.49-52, Sector-2, Panchkula, field offices of Harcofed in various Districts of Haryana.

To provide the requisite manpower in accordance with the minimum rate of wages as per applicable D.C. rates in Haryana.

(a) **Requirement of Manpower:**

Sr. No	Name of the Services	Qualification required
1.	Housekeeping Services /Multi Task Activity	This category includes such jobs which do not require any specific skill or experience such as manual labourer, person in performance of any task, Chowkidars, Security guards without weapon, , Process services, Malies, Helpers etc.
2.	Semi Skilled services	It includes those jobs like Helpers semi skilled for which the prescribed qualifications is Matriculation and above with experience of minimum one year In printing industry works .
3.	Data Entry computing/ Accountancy Services	It includes those jobs for which the prescribed qualifications is 10+2 and above or those jobs which require the qualification of a certificate/diploma course of more than one year but less than two years duration or some specialized experience. Such jobs include Steno Typist, Stenographers, Clerks (Data Entry Operator, Office Associates, Clerk-cum-Computer Operator, Clerk-cum-Typist etc.) Personal Assistant, computer clerk, bill clerk (B.Com with one year experience in accountancy work and also having good knowledge of computer work etc.
4.	Machine Operating Services	It includes those jobs like machine operator for which the prescribed qualifications is Matriculation and above with experience of minimum two years In printing industry works.
5.	Education Services	It includes those jobs like Coop. Education Teacher for which minimum qualification is Graduate and experienced retiree. Preference be given to Diploma in Junior Basis Course/Higher Diploma in Cooperative Management.
6.	Publication and Editing Services	Graduate with diploma in journalism with three years experience in Publication.
7	Managerial Services	Graduate with 3 year experience in printing industry/ preference given to Master in printing industry.

The number of manpower may increase or decrease at the option/ requirement of the Office from time to time.

The Society/Firm/Agency shall pay the minimum rate of wages fixed by Deputy Commissioner concerned as applicable in Haryana State. The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula is not governed by Shops and Establishment Act or none of the provisions of Shops and Establishment Act is applicable as O/o The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula is a Semi Govt. Institutions of Haryana.

8. **TERMS AND CONDITIONS FOR SOCIETY/FIRM/AGENCY TO PAY WAGES TO DEPLOYED MANPOWER:**

- i) Office will provide the monthly attendance details of deployed manpower to contractor for preparation of bill.

- ii) On the basis of bill, Society/Firm/Agency shall pay the wages, ESI and EPF to each employee.
- iii) After transferring the monthly wages, EPF and ESI to his deployed manpower, Society/Firm/Agency shall submit the bill to Patent office with pay bill, copy of each month EPF challan and copy of each month ESI Challan.
- iv) Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the Harcofed office, Haryana every month.
- v) The normal time to make the payment by the Harcofed, Haryana is within 10 days from the date of receipt of the bill.
- vi) Society/Firm/Agency shall be capable to pay the wages as per tender document timely before 7<sup>th</sup> of every month from his own resources.
- vii) Society/Firm/Agency shall be capable to pay monthly wages up to 3 - 4 months from his own resources in case of delay in payment by Patent Office due to unavoidable circumstances.
- viii) The deployed manpower may be the employee / contractual employee of the bidder firm but they cannot be employee of Patent Office.
- ix) Registered Society/Firm/Agency shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures.
- x) In case of increase in minimum wages, the Society/Firm/Agency shall submit the bill, with in 6 month increased minimum wages immediately with a copy of Gazette notification. In case of delay, separate arrear bills shall be submitted.
- xi) DC rate will be applicable according to their posting location and will be revised according to Government DC rate.
- xii) Requisite manpower shall be provided within 10 days from the acceptance of the contract.
- xiii) Escrow account should be opened by the Registered Coop. Societies/ agency who got the work allotted with Harcofed.

## **9. TERMS AND CONDITIONS FOR DEPLOYED MANPOWER**

- i) The deployed manpower will get the benefit of Gazetted holidays as notified/ declared by the Govt. of Haryana. For holiday on these days, the manpower will be paid wages at the rate equivalent to the average of his daily wages. The bill for Gazetted holidays shall be claimed on month to month basis.
- ii) The deployed manpower has to work from Monday to Friday during office hours from 9.00 AM to 5.00 PM.  
Deployed manpower may be the employee/ contractual employees of the Contractor's firm but they cannot be employee or servant of Harcofed.

## **10. EARNEST MONEY DEPOSIT (E.M.D.):**

Every bidder shall submit the (Bid security) earnest money deposit 2% of annual tender value for the firm/agency and 1% of annual tender value for the Registered Coop. Societies in the State of Haryana through online mode. The EMD of all the unsuccessful and L-2 onward bidders will be refunded without any interest on approval of lowest one bidder (L-1) through online mode by The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula Haryana.

## **11. SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE**

Security deposit-cum-Performance guarantee @ 5% of annual tender value on total bid amount for one year shall be deposited by the L-1 tenderer in shape Demand Draft/Pay Order/through RTGS or NEFT along with acceptance of work order with "The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula. In case the contract is further extended, the performance security deposit will have to be accordingly renewed. Security deposit-cum-Performance guarantee will be released without interest by The Haryana State Cooperative Development Federation Ltd., Bays



No. 49-52, Sector-2, Panchkula after the successful completion of the contract. Performance guarantee can be forfeited (partly/ fully) in case if ESI, EPF compliance is not met depending upon the cause, 10% at first instance and in multiples of ten at every next instance.

## 12. Procedure for Submission of Online Bids:

Technical Bid (Cover-1): Bidders are requested to upload the required scanned copies of files as per the following:

**File 1:** i. Colour Scanned copies of all information/documents in single PDF file as per “QUALIFYING INFORMATION” ii. Colour Scanned copy of detail of online Payment for an amount of EMD towards Bid Security. Original copy of DD/Bankers cheque should be submitted to The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula on or before last date.

Financial Bid (BOQ) (Cover-2): Bidders are requested to upload the prescribed **BOQ**.

## 13. TECHNICAL BID: ELIGIBILITY CONDITIONS:

1. The Coop./ registered Society/Firm/Agency should have to specify its Registration Number, EPF & ESI Code No., GST & PAN Number along with dates of applicability. Attested photocopies of documents are to be attached at the time of submission of the tender.
2. The Past experience in the line indicating the experience of Govt./Coop. Sector may be mentioned which should not be less than five years for providing manpower services.
3. Yearly turnover for the last three years may be mentioned which should not be less than Ten Crore.
4. The Registered Society/Firm/Agency should have valid license and Registration certificate from the relevant authority for supply of manpower.
5. The Registered Society/Firm/Agency should have office address in tricity area like Chandigarh, Panchkula, Mohali.
6. Definition:
  - i. Haryana State Cooperative Development Fed Ltd. Panchkula means the Department i.e. Harcofed Haryana, where the services are required..
  - ii. Registered Society/Firm/Agency means, the body awarded contract for providing manpower services i.e. Contractor.
  - iii. Employee means manpower provided by the Society/Firm/Agency (Contractor) to Haryana State Cooperative Development Fed Ltd. Panchkula.
7. Tender offer should be complete in all respects. Any clarification required can be got before the date of tender opening.
8. The E.M.D of the successful Contractor will be adjusted in Security deposit. The same will be refunded after the successful execution of the contract. In case of termination of contract due to serious irregularities, lapse on the part of Contractor, the security will be forfeited after adjusting any recoverable amount from the Contractor.
9. Contractor will execute an agreement on Non Judicial Stamp Paper Rs. 100/-before claiming the first payment duly attested by Notary/First class Magistrate.
10. No transfer of contract in another name will be requested for or permitted.
11. Service Charges should be minimum 2% and will be paid on basic wages only.
12. The minimum basic wages will be revised as declared by D.C Panchkula and Concerned district as well as fixed by the Federation from time to time.
13. Contractor who has been Black-listed will not be eligible to participate in tenders of Federation.
14. Any item which is necessary for the efficient working of system but not mentioned or missed in the tender, must be included in the offer to make the offer complete in all respects.
15. Contractor will provide I-Card to each employee.

16. Contractor will be required to provide manpower services timely as per requirement.
17. In the interest of organization, Haryana State Cooperative Development Fed Ltd. Panchkula will utilize the services of employees so deployed by the Contractor as per the requirement of work.
18. In case rates quoted by the bidders are the same of two or more, the Contractor will be selected on the basis of assessing weightage points of turnover, number of manpower, experience etc. will be preferred.
19. All the columns of the tender document are to be filled clearly by the tenderer. Cutting will not be accepted without attestation by party.
20. Haryana State Cooperative Development Fed Ltd. Panchkula will not take the responsibility for any delay in receipt of the bidding document if it is sent by post/ courier.
21. Tender will be opened on scheduled date, time & Venue. The bidders who want to be present can attend this office with authority letter.
22. Contractor will be responsible for all-statutory obligation and compensation to its employees under law.
23. Contractor shall have to submit monthly certificate/proof to the effect that minimum wages with all due statutory facilities like EPF, ESI have been paid as required by law.
24. There will be no contract of employment between Haryana State Cooperative Development Fed Ltd. Panchkula and contractual employees for all purpose. Contractor concerned will be the employer of the manpower provided by him. The employee concerned will not be entitled for any claim or benefit directly from Haryana State Cooperative Development Fed Ltd. Panchkula.
25. The liability of Haryana State Cooperative Development Fed Ltd. Panchkula will be restricted to the monthly payment of agreed amount to Contractor.
26. In case of termination leaving of contract, three month notice from both sides will be required. But in case the work of Contractor is not found satisfactory or any change in policy then the management can cancel the contract/agreement without any notice.
27. Contractor shall be responsible for loss or damage or compensation arising out of theft or pilferage due to negligence, dishonest or inconvenience of any employee of the Contractor.
28. Contractor will have to pay the wages to its employees in the presence of the official/officer of Haryana State Cooperative Development Fed Ltd. Panchkula authorized for this purpose. The wages must be paid on or before 7<sup>th</sup> of each month positively by the Contractor from their own funds without linking the receipt of payment from Haryana State Cooperative Development Federation Ltd. Panchkula and the Contractor will get its reimbursement later on.
29. In case of any employee of the Contractor is found not working as per requirement/norms, Haryana State Cooperative Development Fed Ltd. Panchkula will be at liberty to ask the Contractor to withdraw the said employee immediately and on demand the Contractor will provide its replacement accordingly.
30. Consumption of any kind of liquor and smoking is strictly prohibited in office Premises.
31. Haryana State Cooperative Development Fed Ltd. Panchkula can fix the timing of duty as to be mentioned in the agreement.
32. Contractor shall maintain all statutory records in respect of employees deployed by him and shall maintain such records as required under the provisions of the law.
33. Contractor shall submit bill on monthly basis for the Preceding month. The bill shall be paid by the Haryana State Cooperative Development Fed Ltd. Panchkula on its receipt in accordance with the terms and conditions mentioned in the agreement.
34. On completion of the agreement the Contractor will withdraw all its employees and clear their accounts by paying them all pending dues.
35. The number of employees can be increased or decreased as per the requirement of Haryana State Cooperative Development Fed Ltd. Panchkula.
36. Contractor will be fully responsible for the behavior and conduct of its employees. Any dispute arising among its employee will be dealt by the Contractor only and Haryana State Cooperative Development Fed Ltd. Panchkula will not be responsible in any manner.
37. The employees provided by the Contractor will be on his pay rolls and Haryana State Cooperative Development Fed Ltd. Panchkula will not give any direct/indirect payment

required to any of the employee in any way. The Contractor shall be responsible for meeting their entire statutory requirement, entitlement and benefits and Haryana State Cooperative Development Fed Ltd. Panchkula will be absolved of such responsibilities.

38. Haryana State Cooperative Development Fed Ltd. Panchkula authority reserves the right to add or alter a 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.
39. Any condition not included in this agreement will be mutually discussed and decision will be binding on both parties.
40. Employer contribution of Provident Fund plus Admin. Charges as applicable will be deposited by the Contractor with EPF authority along with the employee's contribution deducted by the Contractor.
41. ESI will be provided as per rates subject to the scheme applicable.
42. The liability to deposit GST with the concerned Department will be of the Contractor. Haryana State Cooperative Development Fed Ltd, Panchkula will pay the amount of GST as applicable to the Contractor. TDS under GST will be deducted from the Contractor from each monthly bill which to be deposited by the federation accordingly with the concerned department.
43. If the lesser wages are paid than the specified or any violation of the terms and conditions is made by the Contractor, the penalty will be imposed on the Contractor by the Haryana State Cooperative Development Fed Ltd. Panchkula.
44. TDS as applicable on the basic wages of the employees plus service charges will be deducted from the Contractor.
45. The Managing Director, Haryana State Cooperative Development Fed. Ltd. Panchkula reserve the right to reject the tender or any part of the bid without assigning any reason thereof.
46. The Contractor whose tender is accepted will have to deposit performance Security of 5% annual tender in the shape of Demand Draft/Pay Order/through RTGS or NEFT with Managing Director, The Haryana State Cooperative Development Federation Ltd. Panchkula.
47. Tenderer shall provide a self-attested copy of valid manpower license from the Regional Manpower Commissioner for specific number required for the contract under Contract Manpower (Regulation & Abolition) Act, 1970.
48. The contractor quoting rate less than prescribed rate of Chief Secretary Haryana (amended from time to time) will not be considered.
49. The contractor quoting rate less than prescribed rate of Chief Secretary Haryana (amended from time to time) will not be considered.
50. The contractor shall have to submit the skilled and semi skilled manpower character certificate and unskilled manpower police verification certificate.

**14. EVALUATION CRITERIA:**

- i) Total number of Bids received will be announced to bidders during Bid opening time.
- ii) Technical and financial Bid will be opened by Committee constituted by the Harcofed, Haryana.
- iii) Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
- iv) Price quoted in financial bid will be announced to bidders.
- v) Evaluation committee will evaluate the Technical and Financial Bid and submit their reports to the competent authority.
- vi) On the approval of Competent Authority, Lowest One (L-1) bidder name will be declared.

## **15. GENERAL INSTRUCTIONS**

- i) Interested parties shall submit their sealed tenders after inspection of the Head Office premises of Harcofed Haryana and District Office of Distt. The inspection of the premises can be made between 11:00 A.M. to 4:00 P.M. on all working days till the last date of download of tender.
- ii). Harcofed Haryana reserved the right to accept or reject tender in part or full without assigning any reasons whatsoever.
- iii). Harcofed Haryana takes no responsibility for delay, loss or non receipt of applications.
- iv) The contract shall commence from the date of receipt of acceptance of the work order. The work order issued by Harcofed Haryana shall be accepted by the Contractor/Bidder within 10 days from the receipt of the order or 15 days from the date of the said order, whichever is earlier and the contract will continue initially for a period of one year from the date of award of work order and may be renewed for further period of one year unless it is curtailed or terminated by the Harcofed Haryana owing to deficiency of services, sub-standard quality of skilled/semi-killed/un-skilled manpower deployed, breach of contract, reduction or cessation of the requirements or for any appropriate reason.
- v). The Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under these contract to any other Agency.
- vi). The requirement of the manpower may increase or decrease during the period of initial contract also. In case of decrease in the requirement the same will be informed to the Contractor and additional manpower shall be withdrawn at the given time. If the requirement is increased, the Contractor shall provide additional manpower for skilled, semi-skilled and unskilled manpower on the same terms and conditions in reasonable time.
- vii). All selected manpower shall wear identify card provided by the Contractor everyday during working hours.
- viii). The tenderer will be bound by the details furnished by him/her to the Harcofed Haryana, while submitting the tender or at any subsequent stage. In case any of such document furnished by him/her is found to be false at any stage it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract in Panchkula jurisdiction only.
- ix). The persons deployed shall observe all etiquette and protocol while performing duty and shall be in proper formal dress.
- x). The successful tenderer will have to deposit contract agreement duly signed as per draft Annexure-A and data security certification Annexure-B.
- xi). All the documents should be digitally signed by the tenderer.

## **16. PERIOD OF CONTRACT/TERMINATION NOTICE**

The contract shall be valid initially for a period of one year from the date of award. This contract may be extend on the same terms and conditions as mentioned in the tender documents, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or sub-standard quality of manpower deployed by the selected contractor.

## **17. RIGHT TO ACCEPT OR REJECT TENDER**

- i). The right of acceptance of tender will rest with Harcofed, Haryana.
- ii). Harcofed Haryana reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenderers in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

**18. BIDDER TO GET INFORMED HIM SELF FULLY:**

The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along-with the terms and conditions and thereafter he has filed the tender document for bid process.

**19. LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED**

- (i) The contracting agency shall ensure that the individual skilled, semi-skilled and unskilled manpower *deployed in the Harcofed, Haryana* confirm to the technical specifications of age, educational and skill qualification prescribed in the tender document.
- (ii) The Contractor shall provide Bio-data of each person deployed by him in format prescribed by this office.
- (iii) The Contractor shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to this office.
- (iv) Harcofed, Haryana have five working days (i.e. Monday to Friday) in a week from 9.00 a.m. to 5.00 p.m. with a lunch break of half an hour from 1.30 p.m. to 2.00 P.M. Besides this, the Department observes Gazetted holidays notified by the Government of Haryana. However, Skilled, semi-skilled and un-skilled manpower are required to work from Monday to Friday from 9.00 A.M. to 5.00 P.M. however can be opened on Saturday due to exigency of work. No extra remuneration will be given for the Saturday working.
- (v) The Contractor shall furnish the following documents in respect of the individual Skilled/ Semi-skilled/Unskilled manpower deployed by them in this office in the given time limit:
  - a) List of persons deployed. [monthly]
  - b) Bio-Data with antecedents details of the persons deployed- [at the time of deployment]
  - c) Birth proof of the candidates- [at the time of deployment]
  - d) Copy of Aadhaar Card of the candidates
  - e) Identity Cards issued by registered Society/Firm/Agency bearing photograph - [within 8 days]
  - f) Identity proof and residential proof- [at the time of deployment].
- (vi) In case, the person employed by the Contractor commits any act of omission/commission that amounts to misconduct/indiscipline/ incompetence, the Contractor shall be liable to take appropriate disciplinary action against such persons, including their removal from the site of work/office.
- (vii) The Contractor shall replace immediately any of its personnel found unacceptable to this office because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this office.
- (viii) The office hours for the person deployed are 9.00 am to 5.00 pm. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.
- (ix). All the issues related to contract, monthly payments etc. shall be communicated and processed through the facility co-ordinator appointed by the Harcofed Haryana.
- (x) The Contractor shall provide a substitute within 10 days in the event of any person leaving the job due to his/her personal reasons. The delay by the agency in providing a substitute beyond ten working days will attract pre- agreed liquidated damages @ Rs. 500/- per day on the service-providing agency.
- (xi) For all intents and purpose the service providing agency shall be the “Employer” within the meaning of different Manpower Legislations in respect of the manpower employed and deployed in this office. The persons deployed by the Contractor in the office shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Competent Authority.
- (xii) The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The office shall, in no way be responsible for settlement of such issues whatsoever.

- (xiii) Harcofed Haryana shall not be responsible for any damages, losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- (xiv) The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to ad-hoc, regular/confirmed employees of this office during the occurrence or after expiry of the contract.
- (xv) In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency will not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/any other capacity in the office.

## 20. LEGAL

- (i) The Contractor shall pay the minimum rate of wages as per D.C. rates.
- (ii) The Contractor shall be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by them in this office.
- (iii) The Contractor shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by him to the office to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- (iv) The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under law.
- (v) The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, and GST applicable as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
- (vi) In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Security deposit cum Performance guarantee of the agency, to the extent of the loss or obligation in monetary terms.
- (vii) The Contractor shall keep O/o Harcofed, Haryana indemnified against claims, if any, of the workmen and all costs and expenses as may be incurred by the O/o Harcofed, Haryana in connection with any claim that may be made by any workmen. The Contractor shall also execute an indemnity bond in favour of Harcofed, Haryana in the standard format, in this regard.  
The Contractor shall keep the employer, its servants or agents indemnified against claims, actions or proceedings brought or instituted against the employer, its servants or agents by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services under the agreement.
- (viii) **Disputes & Differences:**  
Decision of the Harcofed, Haryana regarding performance of contract, levy of compensation for delay and payments for extra work done shall be final and binding on the contractor. However, any dispute arising out of this contract can be referred to an Arbitrator.

## 21. MODE OF PAYMENT

- I). The Contractor shall raise the bill, in triplicate, along-with attendance sheet duly verified by the facility coordinator in respect of the persons deployed and submit the same to the Harcofed Panchkula in the first week of the succeeding month. The bill in proper form must be duly accompanied by details of works carried out in

that month and shall also be accompanied with the details of ESI and EPF deposit slip for the previous month. The Contractor's bill shall be prepared and actual manpower deployed and the same shall be certified by officer-in-charge respective sections of the Harcofed Haryana.

- ii). The claims in bills regarding employees stage insurance, provident fund etc. shall be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount will be held up till such proof is furnished at the discretion of the office.
- iii). A successful bidder shall submit necessary bank details for bill payment at the time of entering into contract.

**22. FORCE MAJEURE**

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of force majeure. If either party seeks to rely on this clause it shall immediately give notice to the other with full particulars of the matter claimed as a force majeure event. The parties so affected shall take all responsible steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effect of force majeure. In the event of force majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

**23. ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID.**

1. Application - Technical Bid.
2. Attested copy of the registration of agency.
3. Attested copy of the valid manpower license from the Regional Manpower Commissioner.
4. Attested copy of PAN/GIR Card.
5. Attested copy of the latest IT return filed by the agency.
6. Attested copy of the GST certificate.
7. Attested copy of the PF registration letter/certificate.
8. Attested copy of the ESI registration letter/certificate.
9. Certified documents in support of entries in column 12 and 13 of Technical Bid application.
10. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as token of their acceptance.

**24. ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF SKILLED/ SEMI-SKILLED/ UNSKILLED MANPOWER.**

List of skilled, semi-skilled and unskilled manpower shortlisted by the O/o Harcofed, Haryana for deployment in the office with details of the employees as follows:

1. Bio-Data of all persons in the format prescribed by the office
2. Birth proof of the candidates
3. Letter of deployment from the contractor.
4. Copy of Aadhaar card of the candidates
5. Contract agreement duly signed as per Annexure "A"
6. Data Security Certificate as per Annexure "B"
7. Identity Cards issued by registered Society/Firm/Agency bearing photograph.
8. Identity proof and residential proof.

  
Managing Director



**FORM – 1**  
**TECHNICAL BID/FORM**

1. For providing Skilled, Semi-skilled and Unskilled manpower to the O/o Harcofed, Haryana.
2. Name of the Tendering Coop./registered Society/Firm/Agency/Firm/Agency (Attach certificate of registration).
3. Name of the Proprietor /Director of registered Society/Firm/Agency/Firm/Agency
4. Full address of the Registered Office \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

5. Full address of Branch offices \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

6. Banker of Coop./registered Society/Firm \_\_\_\_\_  
/Agency/  
(Full Address)

(Attach certified copy of statement of A/c for the last three years) \_\_\_\_\_  
Telephone Number of Banker \_\_\_\_\_

7. PAN/GIR No. \_\_\_\_\_  
(Attach attested copy)

8. GST Registration No. \_\_\_\_\_  
(Attach attested copy)

9. E.P.F. registration Number \_\_\_\_\_  
(Attach attested copy)

10. E.S.I. Registration Number \_\_\_\_\_  
(Attach attested copy)

11. Financial turnover of the tendering Coop./registered Society/Firm/Agency for the last 3 Financial years(Attach separate sheet if space provided is insufficient.

Financial Year	Amount	Remarks if any
2016-17		
2017-18		
2018-19		
2019-20		



12. Give details of the major similar contacts handled by the tendering Coop./registered Society/Firm/Agency Firm/Agency during the last three years in the following format.

S. No.	Details of client along with address, telephone numbers	Type of manpower supplied	Amount of Contract (in Lakhs)	Duration of contract	
				From	To

(If the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

#### DECLARATION

1. \_\_\_\_\_ Son/Daughter/Wife of Shri ----- signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender including Contract Agreement (Annexure A) and Data Security Certificate (Annexure B) and undertake to abide by them:
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person

Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

**FORM – 2**  
**FINANCIAL BID**

**Tender Inviting Authority:** The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula

**Trademarks:** Harcofed, Haryana

**Name of Work:** For supply of Manpower (skilled, semi skilled and unskilled)

**Contract No.** **HARCOFED/Estt./2020/**

**Name of the Bidder/**

**Contractor**

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) Supply of Manpower of Skilled, Semiskilled, Unskilled. Rate=Daily/ Per Person

Sr. No.	Particular	Service Charges Rate (in %)
1.	Supply of Skilled, Semi Skilled and Unskilled manpower	
1.01	Service Charges (will be count in %)	

## Annexure-A

**CONTRACT AGREEMENT**

An agreement made this ..... day of ..... BETWEEN ..... (hereinafter called the Contractor or Contracting Agency which expression shall include his legal representatives) of the one part and The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula (herein after referred as “the Government” or Semi Govt. or Harcofed, Panchkula which shall also include any person authorized by the O/o Harcofed, Haryana) of the other part and where by the Contractor agrees to supply the Skilled/ Semi-skilled and Unskilled manpower to perform the work specified to them successfully on contract basis to O/o Harcofed, Haryana as mentioned in the tender document under Office of the The Haryana State Cooperative Development Federation Ltd., Bays No. 49-52, Sector-2, Panchkula as per detail given below:

Sr. No.	Description of Manpower	Rate for single manpower including daily wages, EPF, ESI, Harcofed Society/Firm/Agency services charges and any other legal liability including bonus	GST	Total	Total No. of manpower being supplied	Total amount per month
1.	Skilled manpower					
2.	Semi-Skilled manpower					
3.	Unskilled manpower					

and on the terms and conditions hereinafter mentioned viz. :-

- (a) That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the O/o Harcofed, Haryana or any person authorized shall accrue/arise implicitly or explicitly.
- (b) That the number of Skilled, Semi-skilled and Unskilled manpower will be purely needbased. Therefore, the number of Contractor's workers may be increased or decreased as per the requirement. O/o Harcofed, Haryana will be under no obligation to engage any specific number of Contractor's workers during the period of contract.
- (c) **That this Contract shall remain valid for a period of one year w.e.f. .... initially and if the services are found satisfactory the same may be extended for another one year. However the Harcofed, Haryana or a person authorized by him shall have full power to terminate the contract if the manpower supplied is not functioning to the satisfaction.**

- (d) That the Harcofed, Haryana or a person authorized by him shall have full power to reject the contract for skilled, semi-skilled and unskilled manpower which to the true intent and meaning is not in accordance with the requirement of the tender document
- (e) The Harcofed, Haryana or a person authorized by him reserves the right to
  - (i) Terminate this contract by giving notice of three months in advance any time during the contract.
  - (ii) To enter in to parallel contract for similar services with other agencies/person whenever it is found necessary.
  - (iii) To extend the contract to further period, if required, from the date of expiry of the initial period, at the same rates, terms and conditions.
- (f) That the contracting agency will be entirely responsible for execution of this contract in all respects in accordance with the conditions of this contract and shall not assign or sub-let the same.
- (g) If the contracting agency becomes insolvent or he or his Agent offers any bribe in connection with the contract or the Contractor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof, Harcofed, Haryana or a person authorized by him may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the Contractor any loss suffered by the Government on account of the contract being terminated.
- (h) If any dispute or difference shall arise including this contract, the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Harcofed, Haryana or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.
- (i) The contracting agency as a taxable service provider, must have registered with Central Excise Department and obtained Registration No. (15 digits Service/GST Tax Code Number) and shall attach a copy of Certificate along with the Agreement. The Invoices / Bills / Challans shall be serially numbered and it shall contain the Name and address of Service Provider, Service Receiver, Description of service, Value of GST payable thereon.
- (j) The contracting agency shall also be responsible for timely statutory payments in respect of supplied manpower and there shall not be any responsibility of the Harcofed, Haryana or a person authorized by him.
- (k) That the Contractor shall keep the O/o Harcofed, Haryana or any person authorized by him or Harcofed, Haryana indemnified against all claims whoever in respect of the employees deployed by the contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case O/o Harcofed, Haryana or any person authorized by him or Harcofed, Haryana is made party and is supposed to contest the case, the O/o Harcofed, Haryana or any person authorized by him or Harcofed, Haryana will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to O/o Harcofed, Haryana or any person authorized by him or Harcofed, Haryana on demand. Further, the Contractor will ensure that no financial or any other liability comes on O/o Harcofed, Haryana or any person authorised by him or Harcofed, Haryana in this respect of any nature whatsoever and shall keep O/o Harcofed, Haryana or any person authorised by him or Harcofed, Haryana indemnified in this respect.
- (l) That the Contractor shall further keep the O/o Harcofed, Haryana or any person authorised by him or Harcofed, Haryana indemnified against any loss to the O/o Harcofed, Haryana or any person authorised by him or Harcofed, Haryana property and assets. The O/o Harcofed, Haryana or any person authorised by him or Harcofed, Haryana shall have

further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

- (m) That the contracting agency shall be responsible for faithful compliance of the terms and conditions of this agreement, and shall also abide by all the terms and conditions as mentioned in the tender document. If not, the same may be terminated and the Security deposit cum Performance guarantee will be forfeited and further the work may be got done from another agency at their risk and cost.
- (n) The security deposit cum Performance guarantee shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and or loss/damage, if any, sustained by the O/o Harcofed, Haryana on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
- (o) In case of any discrepancy in the contract agreement in respect of tender document, the tender document will prevail.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

Signed by the said contracting agency ..... in the presence of: -

1st Witness Address

2ndWitness Address

Signed for and on behalf of the Harcofed, Haryana in the presence of : -

1st Witness  
Address

2nd Witness  
Address

**ANNEXURE 'B'****DATA SECURITY CERTIFICATE**

I / We hereby certify that the O/o Harcofed, Haryana shall have absolute right on the digital data and output products processed / produced by me / us. I / We shall be responsible for security / safe custody of data during processing. I / We also certify that the digital to pographical data will not be taken out of the office building premises on any media. The original input data supplied to me / us by the O/o Harcofed, Haryana or digital data and output products processed / produced from input data will not be passed on to any other agency or individual other than the authorized person of the O/o Harcofed, Haryana. I / We shall abide by all security and general instructions issued by O/o Harcofed, Haryana from time to time.

I / We also agree that any data of O/o development federation, Haryana will be deleted from my / our computer system in the presence of the observer of the respective office after completion of the task.

**Signature of the Contracting Agency**

**Signature of the Witnesses**

**(1)**

**(2)**

## Check List

Sr. No.	Document/Certificate	Yes or No	Page No
1	Name and Address of the Firm/Contractor (Copy of crossed out letter head of the firm)		
2	Registration of the Firm/ Contractor (Copy of Registration certificate)		
3	Firm/ Contractor of EPF (Copy of Registration certificate)		
4	Firm/ Contractor of ESI (Copy of Registration certificate)		
5	GST No. (Copy of Registration certificate)		
6	Self attested copy PAN Card		
7	ISO 9001-2015 Certificate		
8	Firm/ Contractor Office/Field Office in Haryana (Copy of Relevant proof of the same.)		
9	CA certificate in the respect of bidder/firm's turnover for the last three Financial Years(Year Wise)		
10	Balance Sheet for the last three financial year(dully attested by CA/CA firm)		
11	Details of Manpower on role/deployed as on the date of release of this tender.		
12	Affidavit on Non Judicial Stamp Paper duly certified by the Notary stating that the bidder has not been blacklisted/debarred by any Government or procuring entity.		
13	All the documents submitted by the bidder should be signed by the authority.		
14	An under taking by the bidding firm in reference to acceptance all the terms and condition in the tender.		

**Note:**

- The party who does not fulfill and mention the requirement at Sr. No. 1 to 14 will not be considered.
- All the document to be uploaded on the portal as technical bid should have proper page numbering on it and the first page of the technical documents should be uploaded as per the check list.