

**TENDER DOCUMENT
FOR
MAN POWER (SWEEPER)**



Last Date of Submission: August 05, 2021 up to 3.00 PM

**Govt. Polytechnic Kullu at Seobag
DISTT. KULLU, HIMACHAL PRADESH
Telephones: 01902-230006
Website: www.gpkullu.in, Email: gpkul-hp@nic.in**

TENDER

FOR

Providing Man Power for Cleanliness (Sweeper)

Principal, Govt. Polytechnic Kullu at Seobag, Distt. Kullu (H.P.) Pin- 175138 invites sealed bids from eligible Bidders/Contractors for providing Man Power (5Nos.) for Cleanliness of institute campus and hostel.

LAST DATE AND TIME FOR RECEIPT OF BIDS : 05th August 2021 up to 3.00 P.M.

TIME AND DATE OF OPENING OF TECHNICAL BIDS : 05th August 2021 at 3.30 P.M.

TIME AND DATE OF OPENING OF FINANCIAL BIDS : 06th August 2021 at 02.00 P.M.

**PLACE OF OPENING OF BIDS : At Seobag
: Govt. Polytechnic Kullu
Distt. Kullu (H.P.)**

**ADDRESS FOR COMMUNICATION : Principal,
Govt. Polytechnic Kullu
Distt. Kullu (HP)**

PLACE WHERE MANPOWER IS TO BE REQUIRED : Govt. Polytechnic Kullu at Seobag.

The bidder/tenderer have to furnish the offer in two separate envelopes clearly mentioning envelope Number-1 “Technical Bid” and Envelope No.-2 “Financial Bid”. Both the envelopes should indicate description of bid, date of opening and then both the envelopes should be put in bigger envelope indicating “

TECHNICAL BID

Experience/ Eligibility /Qualification Criteria

Sr. No.	Criteria	Brief Details
1.	Relevant Experience	Experience of providing manpower in Hotels/ Railways/ Hospitals/ Govt. Hostel/ Colleges/ University or any other Govt. owned institution of Repute. (Attach proof of experience including details of institutions and personnel on Rolls/ Deployed).
2.	Turn Over	The average turnover of the bidder in the last three consecutive financial years ending 31-03-2021 from outsourcing business should be Rs. 20 Lac Minimum.
3.	Statutory Obligations (mandatory)	Income tax return for last three years (attach proof), Prior to 31-03-2021 Registration under EPF Act. (attach attested proof) Registration under ESI Act, (attach attested proof) Registration under Service Tax (attach attested proof) PAN Number (attach attested proof) TAN Number (attach attested proof) Registration as required under any other local / law Statute Balance Sheet duly attested by Chartered Accountant of the last three years Please bring all original certificates at the time of opening the bid
4.	Affidavit of non Black Listing	An Affidavit duly attested by Notary/Oath Commissioner that the Contractor/Firm/ Society has not been declared defaulter/ bankrupt. Black listed/ debarred from the bidding process by any Central/ State Govt. or Public Sector Undertakings owned and controlled by the Central / State Govt. (as per Annexure-VI)
5.	EMD	1. Rs. 10,000/- (Rupees Ten Thousand only) in the form of bank demand draft in favour of Principal, Govt. Polytechnic Kullu at Seobag, Distt. Kullu, HP. 2. MSME registered enterprises will be exempted from paying Earnest Money Deposit (EMD) on production of Valid registration certificate.

The financial Bids of only those firms shall be opened who will be having all documents as mentioned above on date and time of opening the Bid.

Financial Bid

The rate should be quoted on the format attached at Annexure-“V” for **Cleanliness** with this bid document and duly signed and stamped by the authorized person. The rates must be mentioned in figures as well as in words. Overwriting & cutting should be avoided.

The contractor shall have to ensure invariably Minimum Wages, EPF/ESI and all other statutory obligations under Contract Act & Labour Laws as applicable from time to time by the HP Govt. The bid shall be decided on the least rate quoted as per Annexure-“V”. The contractor will be responsible for all obligatory contributions and minimum wages to the workers. He shall be solely responsible for any kind of complete loss of life during deployment at the institute.

- **Terms & Conditions:**

- a. This agreement will be valid up to one year from the date of award of contract and may be extended further for a year depending upon the performance during the year and such extension can be up to three years (including initial one year) by the Principal, Govt. Polytechnic Kullu at Seobag, Distt. Kullu (HP). However, in the event of any breach of the agreement at any time on the part of the Agency/Contractor, the contract may be terminated summarily by the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) without compensation to the Agency/Contractor or without assigning any reasons.
- b. In the event of tender being submitted by a firm, the same may be required to produce documentary evidence in token of their ownership or partnership or authority to sign on behalf of registered firm. Any change in the constitution of the firm shall be notified forthwith by the Agency in writing to the Authority sanctioning the contract and such change shall not relieve any former member of the firm from any liability under the contract.
- c. The agency will be liable to provide the services as described in the tender notice. The Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) reserves the right to obtain services for contractual posts required anywhere else when available from any Government Department / Approved Source without prejudice to this contract. He further reserves the right to negotiate with any of the Tenderers/ Agency and award parallel contract to any or all of the participating Tenderers/ Agency.
- d. Staff deployed for the job will be bonafide employees of the Agency and Agency shall be solely responsible in all matters related to them. Institute shall make payment to the Agency for the job assigned and not to the Individual/Employees of the agency concerned. Further, the staff deployed by the agency will have no right/ claim for any job/regularization in this college.
- e. Deployment of the manpower by the Agency shall be with prior consultation of Institute Authority.
- f. The agency shortlisted for the contract need to submit an undertaking that they have verified the credentials, including police verification of persons being deployed for the job against this contract.
- g. No increase shall be admissible in the amount of contract for the entire period of the contract/ extended period of contract.
- h. The agency shall engage the Men/Women in the age group not less than 18 years.

- i. The agency shall have to provide the services as assigned by the institute authorities from time to time and as per the duties, scope and responsibilities given in Annexure-IV.
- j. Performance Security @ 05% (Five Percent) of the total value of one year contract shall be denominated in Indian Rupees and shall be in form of FDR. (Pledge in the Name of Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP). The performance security will be released to the Contractor/ Agency on termination / completion of the contract. However, in case of any litigation the performance security will be forfeited.
- k. Tender/Bid will be awarded to the bidder/contractor having lowest sum of All rates as quoted against Man Power mentioned in Annexure – “V”.
- l. All the persons deployed need to abide by the institution rules and any misconduct on part of individual or in group will result in disqualification of the firm.

- **Responsibility of the Agency:**

- a. The agency shall ensure that all the jobs and complaints regarding unsatisfactory work are attended personally **in coordination with Principal/Officer Incharge from the institution.**
- b. If the agency staff members are found misbehaving with any of the staff members of institute, the services of agency staff member concerned shall be dispensed with on the spot and it will be the responsibility of agency to provide his/her replacement immediately.
- c. The workers, who do not work to the satisfaction of the institute authority, will have to be removed/ replaced by the agency. Replacement shall be provided in 24 hours.
- d. Institute stands indemnified from any claim arising out of illness or miss happening injury/ death of any staff posted by the agency in accordance with the fulfillment of this assignment. Such claims shall be the sole responsibility of the Agency. Institute will not be responsible for any claim of whatsoever nature. The work has to be carried out on all week days except Sunday and National Holidays.
- e. It will be the responsibility of the agency to provide alternate employee/ staff in case of absence of the employee deployed by the agency due to illness or otherwise.
- f. In case of any damage, loss including theft by the worker of agency, the same shall be recovered /deducted from the bill of the contractor **or will be reimbursed by the contractor if amount is more.**
- g. The character antecedents of the workers to be deployed by the successful bidder shall have to be got verified from the police authorities before deployment by the Contractor.
- h. That the bidder shall provide uniforms and shoes to the workers deployed for duty in this Institute and shall ensure the wearing of uniforms during duty hours as per approved color coding in consultation with Institute authorities..
- i. That the Contractor shall provide gloves, mass shoes etc. to the Sweepers/ Sanitation Workers deployed in this Institute.
- j. That the bidder shall ensure that the workers deployed in this Institution are medically fit duly vaccinated with the vaccine dose of COVID-19 and free from any communicable diseases.
- k. That the workers so deployed shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages and all other dues etc. bound to be deposited under the various Labour Regulations/Act/Laws.
- l. The bidder will have to manage the police verification for all the workers within fifteen days of engaging the workers.
- m. The test check of worker deployed by the bidder can be made on any working day of the month by the Institution.
- n. All the Non consumables/ consumable/ disposable items such as dusters, mops, brushes, brooms, pans, detergents, washing powder, Phenyl, toilet disinfectants, soap cakes, and related materials required for cleaning and washing will be provided by the Institution and shall be its property.

- **Termination and Penalty :**

- a. The agreement is terminable by either side on giving one month's notice.
- b. The agency shall be responsible for faithful compliance of the terms and conditions of this agreement, failure of which will attract forfeiture of their performance Security, termination of agreement/ contract and getting the work done through outside agency at the cost and risk of the contractor/ agency during the remaining period of contract.
- c. If, the services provided by the agency in any particular month, are found unsatisfactory, the Institute shall be at liberty to deduct upto 25% of the monthly billed amount apart from taking such other action as contained in Para above.
- d. The Institute shall continuously monitor the performance of the contract and in case of breach of any conditions of contract or failing, declining, neglecting or otherwise not executing the same in accordance with the terms of this agreement or if contractor/ agency or his agent/ servants being found guilty of negligence, fraud, loss to government property, the agreement shall be liable to be terminated forthwith and the bid security shall be forfeited to government.

- **Payment procedure:**

- a. The Agency shall submit the pre-receipted bill in triplicate in the name of the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) on last day of **every month or within three day of the next month** on the basis of the daily attendance register available in the institute.
- b. No advance payment of any kind will be made to the agency.
- c. Payment for services rendered shall be released to the Agency/ contractor by the College only after the services have been rendered as per contract agreement. The Contractor shall be responsible to make further payment to the person engaged by him for rendering services and College shall not own any responsibility in this regard.
- d. The Contractor has to pay the salary of all employees to their respective accounts by 7th of every month and compliance needs to be submitted to the institution on 8th of every month

- **Disputes.**

- a. In the event of any dispute over interpretation of any of the clauses of this agreement or any part thereof or otherwise, the decision of the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) shall be final and binding on the Agency.
- b. All disputes shall be settled within the jurisdiction of the District Court Kullu, Distt. Kullu of Himachal Pradesh.

If to the Vendor: **M/S**

If to Govt. Polytechnic Kullu, Distt. Kullu(HP)

In witness whereof the duly authorized representatives of parties have signed on the day and year first herein before written.

For and on behalf of **M/S**

For and on behalf of
Principal, Govt. Polytechnic
Kullu, Distt. Kullu(HP)

Signature with Seal

Signature with Seal

Witness-1:

Witness-1:

Witness-2

Witness-2

Dated: _____

• **Instruction for Bidders :**

1. A EMD/bid security Rs. 10,000/- only alongwith bid document in the shape of demand draft in favour of the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) if exempted valid documentary proof is required to be attached alongwith tender document. The tender document if, amended after the pre- bid meeting shall be reloaded which shall supersede the previous documents. The bids shall be submitted in two envelopes as per guideline given in the tender documents.
2. The Tenderers will furnish "Pre- qualification Bid" in two separate super wax sealed envelopes duly addressed to the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP). The "Pre- Qualification" should be supported by all the documents given in the check list as per Eligibility criteria" given below. Only rates should be quoted in the " Financial Bid" as per enclosed " Price Schedule". The rates must be quoted for all the services on monthly basis and per day per person wages. Tenders received with rates quoted for selected services shall not be entertained and summarily rejected.
3. The tenders not conforming to the essential requirements, as per check list will be rejected and no correspondence thereof shall be entertained whatsoever.
4. **Financial bid of only those tenderers shall be opened, that is found qualified at the pre- qualification stage.**
5. The tender document duly filled in and signed on each page should be submitted intact without detaching any page / pages from the document.
6. The bidder may be required to produce documentary evidence in token of their ownership or partnership or authorization / power of attorney to sign on behalf of registered firm.
7. **The Tenderers are required to produce an undertaking on stamp paper of Rs. 20/- as per format given in Annexure-III**
8. The rates quoted by the tenderers should be firm & valid up to Rate Running Contract Period/ Extended Period. The rates should be quoted in the enclosed "Price Schedule" in figures and in words without any overwriting, corrections, errors, omissions etc. If there is a discrepancy in the rates between figure & words, the rate quoted in words will be taken as correct for the purpose of evaluation.
9. The tender document is not exchangeable to any other party.
10. The "Declaration" enclosed herewith should be signed and stamped by the tenderers and should be enclosed with the tender offer.
11. Conditional tender such as increase in wage rates, taxes or duties etc. to be charged extra will stand disqualified and will not be accepted.
12. Tender offer submitted by email or courier will not be accepted.
13. EMD of Rs. 10,000/- in the shape Demand Draft in favour of the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) should be furnished alongwith the tender if exempted valid documentary proof is required to be submitted. The EMD of unsuccessful bidders shall be refunded to them at the earliest after the expiry of final validity period of bid as stipulated in the tender document. The EMD of successful bidder will be released after depositing the performance security i.e. 05% of the total value of the one year contract amount.
14. The successful bidders shall have to deposit Performance Security for an amount of 05% of the total value of the one year contract amount within 15 days from the award of contract in the form of an Account Payee Demand Draft or Fixed Deposit Receipt duly pledged in favour of the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP). In the event of not submitting the above performance security, the contract shall be deemed to have been cancelled automatically.
15. Performance security shall remain in the custody of the Institute up to the expiry of contract period.
16. Tender will be valid up to one year from the date of award of contract and may be extended subject to performance based extension year after year up to three year

(including initial one year) by the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP).

17. Bid Security / Performance Security is liable to be “ forfeited “ as the case may be, if the tenderer:
 - i. Withdraws tender offer before finalization of the same.
 - ii. Fails to accept the tender offer, if his/ their tender is accepted.
 - iii. Fails to pay security deposit within stipulated time limit.
 - iv. Fails to execute the agreement within the stipulated time limit.
 - v. Fails to carry out the work satisfactory.
18. Submission of tender in response to this notice along with acceptance thereof by the institute will form “Valid Contract” and the conditions mentioned in the tender notice will be binding on the accepted tender.
19. The tenders received after due date & time will not be accepted, and no correspondence/excuses in this regard shall be entertained whatsoever.
20. Income / Service tax will be paid by the agency as per provisions under section 194 of Income Tax Act.
21. The Tenderer/ Agency will be liable to provide the services as described in the dented notice by the Principal, Govt. Polytechnic Kullu, Distt. Kullu (HP) who reserves the right to accept or reject any or all the tenders without assigning any reasons.
- 22. Tender/Bid will be awarded to the bidder/contractor having lowest sum of all rates as quoted against Man Power mentioned in Annexure – “V”.**

Read and Accepted

Signature of the Bidder _____
or the Authorized Signatory _____
& Seal _____

Name _____

Address _____

Annexure-I

I / We hereby declare that I / We have carefully gone through the terms and conditions of the Contract & Tender Document in detail and agreed to abide by the same. I also undertake that the rates mentioned me are correct.

1. Signature of the Bidder:
Or the authorized Signatory/ Party _____

(Full Name in Block letters): _____

Capacity in which offer is signed: _____
(Rubber Stamp is Required)

2. Full Address: _____

Telephone/ Mobile Number _____
Office/ Residence /

3. Particular of Bid Security :
FDR No. / Demand No. _____ dated _____ for Rs. _____
Bank _____ Branch _____

Signature of Bidder
Or the Authorized Signatory & Seal

Annexure-II

The Documents to be attached with pre Qualification Bid:

1.	Registration No. /Service Tax /GST Number of the Firm Agency with Name , Designation, address and details regarding whether the bidder is sole proprietor / Partnership firm	Yes/ No	
2	PAN Number and copy of income tax return for the last year	Yes / No	
3	Provident Fund Account Number issued by Provident Fund Commissioner	Yes/ No	
4	ESI Registration No. issued by competent authority (if applicable)	Yes / No	
5	Contract License issued by the Labour Commissioner under Contract Labour (R& A) Act.	Yes/ No	
6	Bid Security attached or not	Yes / No	
7	An affidavit on stamp paper as per annexure- attached	Yes/ No	
8	Declaration as per “ Annexure-1”	Yes / No	
9.	Certificates / Supply Order from the previous Employer in support of performance of similar services	Yes/ No	
10.	Current Statement of Bank Account of the Agency / Controller	Yes / No	

Signature of the Bidder
Or the Authorized Signatory & Seal

Name _____

Address _____

Annexure-III

FORMAT FOR PROVIDING UNDERTAKING

(To be submitted on a Stamp Paper of Rs. 20/-)

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned hereby bind myself to college for providing manpower to the college as per requirement for the period of contract.
4. I will be wholly responsible for providing manpower as per tender notice and to provide alternative in case absence of person already deployed.
5. The Agency shall be solely responsible for all the service matters of its employees regarding payment of EPF, ESI (if applicable) and leave etc. And shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall abide by the provisions of Minimum Wages Act, Any violation in this regard would attract the termination of the contract.
6. The agency shall also ensure the safety of college property. In case of damage to any equipment/ property due to delinquency/ negligence of the agency staff, the same would be replaced at the cost of agency. The decision of college shall be final in this regard.
7. In case of any lapse on my part or on my staff, the College authorities any cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security deposit.
8. The decision of the Principal, Govt. Polytechnic Kullu shall be final and binding upon me.

Date _____

Signature of the bidder _____
or the Authorized Signatory
& Seal _____

Name _____

Address _____

“Scope, Duties and Responsibilities of Services”

Sr. No.	Educational Qualification	Brief Job Description
1.	<p>Sweeper :</p> <p>Preferably literate and must be skilled in sweeping</p>	<p>To perform the duty of Sweeper:</p> <ul style="list-style-type: none"> • To carry the dak within the same station or as directed to do so. • Cleaning and Sweeping All Buildings and hostel. • Cleaning / Sweeping of all toilets Blocks and hostel. • Dusting of all windows, doors, grills, wall etc. • To neat and clean College Campus and hostel. • Dusting and cleaning of furniture in all rooms/ cabins, cupboards, almirah, racks, telephones, tables and Notice board etc. with dry cloth including stain removing with proper cleaning agent. • Any other duty assigned by the Principal/Officer Incharge related to office work. <p>• Wet mopping of the Dustbin</p>

Annexure-V

Financial Bid

Category : Sweeper (05 Nos.)

Description	Minimum Wages/day as prescribed by Govt. of H.P. (per person)	EPF@___ % of min. Wages in Col. 2	ESI @___% (if applicable) on minimum wages	Gratuity @___ (if applicable)	Service/ Admn. Charges on min. Wages (as at Col. 2). Amount & Percentage (if any)	Total (2+3+4 +5+6)	GST/Service tax as applicable on total at Col. 7.	Total (7+8) per day for 8 hours work (per person)
1	2	3	4	5	6	7	8	9
Sweeper								

Signature of the Bidder with Seal of the Agency

Annexure- VI

An UNDERTAKING ON Rs. 20/- Stamp Paper duly attested by Notary /Oath commissioner

To

The Principal,
Govt. Polytechnic Kullu,
Distt. Kullu (HP).

1. I have never been black listed by any Govt. Institute of the country.
2. I shall abide by the provisions of Minimum Wages, 1948 and shall ensure the disbursement of wages as notified by the State Govt. from time to time.
3. Further, I understand that I am bound to open Bank Accounts of each worker engaged by me under the contract for providing the services of multipurpose workers viz. Sweeper cum Peon, Mali, Electrician, Plumber and Supervisor and shall disburse their salary through bank accounts.
4. I shall abide by provisions of EPF Act, Contract Labour Act 1970, and shall provide all the benefits i.e. Bonus, ESI, EDLI Gratuity etc to all workers engaged by me to discharge contractual obligation.
5. The decision of Director/ Principal with reference to the Labour Welfare or Labour dispute shall be binding upon me and shall ensure the compliance of such decision in letter & Spirit.
6. I undertake that the firm has never remained defaulter on account of deposits of EPF contributions.

Signature of the Bidder with Seal of the Agency