


Haryana Staff Selection Commission
Bays No. 67-70 Sector-2, Panchkula -134151
(Website www.hssc.gov.in)

E-tenders are invited from established and reputed outsourcing agencies including firms registered with the Labour Commissioner, Haryana and also having ESI/EPF/GST and PAN/GIR Nos. from the concerned department of the Government for providing services of various categories of manpower such as **LEGAL ASSISTANT, Data Entry Operators, HELPER etc.** in Haryana Staff Selection commission, Bays No. 67-70, Sector-2, Panchkula. Detailed information can be downloaded from the website 'www.hssc.gov.in'. The tender must reach in the office of the undersigned upto 04.02.2020 till 11.00 A.M.

Dated: 10.01.2020



Secretary,
Haryana Staff Selection Commission,
Panchkula.

E-TENDER FORM
“FOR PROVIDING MANPOWER TO HSSC ”
HARYANA STAFF SELECTION COMMISSION, BAYS NO. 67-70,
SECTOR-2 PANCHKULA, HARYANA

<http://www.hssc.gov.in/>
During the year 2019-20

Sr. no.	Particulars	Remarks
1.	Tender Notice No.	HSSC/e-tender/08/2019
2.	Online Bid Preparation & Submission (Bidder Stage) Start Date	11.01.2020 at 11.00 AM
3.	Date of pre-bid Meeting	03.02.2020 at 11.00 AM
4.	Online Bid Preparation & Submission (Bidder Stage) Expiry Date	04.02.2020 at 11.00 AM
5.	Date of Opening of Technical Bid/s	04.02.2020 at 02.00 PM.
6.	Date & Time of opening of Financial Bid/s	Same day after approval of Technical Bid or as the Commission decides.
7.	Tender Document Fee	Rs. 2000/-
8.	e-service Fee	Rs. 1000 /-
9.	Earnest money deposit	Rs. 1,00,000 /-
10.	Rates to be kept valid for acceptance upto:	One Year from the date of agreement
11.	Total Annual Financial Turn Over (average three years)	Financial requirements Rs. 50,00.000

Place: Panchkula
Dated: 10.01.2020


Secretary
Haryana Staff Selection Commission
Panchkula

DETAILED NOTICE INVITING TENDERS

Name of work	Providing Manpower- Legal Assistants, Data Entry Operators, Helpers etc. in the Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula. Pin 134151.
Period of Agreement	One year or extendable for further one year on mutual consent.
Earnest Money	Rs. 1,00,000/- (one lac)
Last Date of Receipt of e-tender	04.02.2020 till 11.00 AM.
Date of opening of e-tender-technical bid	04.02.2020 till 02.00 PM.
Date of opening of e-tender-financial bid	The Financial Bid will be opened after approval of technical bid. Date and time of opening of Financial bid shall be intimated at the time of opening of technical bid.
Place of opening of e-tender	O/o Secretary, Haryana Staff Selection Commission, Bays No., 67-70, Sector-2, Panchkula

HARYANA STAFF SELECTION COMMISSION

BAYS NO. 67-70, SECTOR-2, PANCHKULA

Website www.hssc.gov.in

E-TENDER NOTICE

For and on behalf of the Haryana Staff Selection Commission, Panchkula, E-tenders are invited from established and reputed firms/agencies registered with the Labour Commissioner, Haryana and also having ESI/EPF/PPF, GST and PAN/GIR Nos. from the concerned department of the Government for providing services of various categories of manpower having work experience of minimum two years for the activity. If a tenderer does not mention ESI, PF, PAN and GST No. in his technical bid, he shall not be considered and shall be deemed to be ineligible. The tender shall include Technical and Financial Proposal. The financial proposal for each activity should be subscribed with the name of activity and technical & financial bid is given in separate sealed covers. Detail of activity is given below in table:-

Sr. No.	Activity	Description of the activity
1.	For providing Manpower	Providing Manpower - Legal Assistants, Data Entry Operators, Helpers etc.

The e-tender for activity mentioned above should be addressed in favour of the Secretary, Haryana Staff Selection Commission, Panchkula. The terms and conditions of the tender are as under:-

TERMS & CONDITIONS:-

1. The eligible interested Contractor/Agency/Firm may submit tenders, mentioning therein eligibility, photocopies of various registration certificates (EPF, ESI, Labour and Police), and evidence of adequacy of working capital for this contract, past experience and performance certificates from other government departments etc., for all the posts mentioned above. All the documents/papers attached with tender document must be countersigned/attested by the signing

authority of the Contractor/Agency/Firm. Contractor/Agency/Firm must have service tax registration number alongwith PAN number issued by the Income Tax Department. The firms are required to mention the service charges in their quotation which will be charged by them over and above the rates fixed by Haryana Government vide letter No. 16/7/2015-1GS-II, dated 6th April, 2015. The firm will have to provide the facility of EPF and ESI to the workers engaged by them during the period of contract. Guidelines/Instructions issued by the Government of Haryana from time to time will be strictly followed by the agency. Conditional tender will not be accepted. Validity of tender is one year.

2. Earnest money of Rs. 1,00,000/- (Rupees one Lakh only) through online payment on or before 03.02.2020 upto 05.00 PM
3. Minimum annual turnover of firm should be Rs. 50.00 lakh (Fifty Lakh only) for last three consecutive financial years.
4. The firm whose tender will be accepted shall also be required to deposit a security amount of Rs. 2,00,000/- (Rupees one Lakh only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee which may be forfeited by Commission in the event of not carrying the work as per term & conditions of agreement.
5. The Technical bid shall be opened first on the scheduled date and time i.e. 04.01.2020 at 02.00 P.M. in the office of the Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula on the spot at that time. Technical Bid shall be evaluated by the Committee constituted for the purpose. Necessary clarification required by the Committee shall be furnished by the Tendered within the time given by the Committee for the same. Financial Bids of technically qualified/eligible bidders, meeting the entire requisite criterion, only shall be opened on the scheduled date and time fixed by the Commission.
6. In case, the date fixed for opening of Bids is subsequently declared as holiday by the Government, the Bids will be opened on next working day, however, time and venue remaining unaltered.
7. The Bidder shall quote the Technical and Financial Bids strictly as per the format enclosed at Annexure I and II.

8. Each Contractor/Agency/Firm shall submit only one tender. A contractor who submits more than one tender will be disqualified.
9. The manpower to be provided by the agency shall always remain the employee of the agency for all intents and purpose and the Service Contractor/Agency/firm shall alone be liable for any dispute amongst their employees and the agency, which may arise in any court of law. The Haryana Staff Selection Commission shall under no circumstances be deemed or treated as the employer of the person engaged for any purpose. The services of the person so engaged shall hereafter cease on the expiry of the term without providing him any claim for the regularization of series or any other consequential benefit.
10. The Contractor/Agency/firm shall not employ any person below the age of 18 years.
11. The contract shall automatically expire after one year unless extended further by the office.
12. Administrative/ Service charges @ 2% value or less straightway rejected. Service charges will be paid on D.C. rate / Basic wage rate excluding EPF/ ESI. No more than two digits will be valid after decimal values for service charges (e.g. 0.00).
13. In case of equal service charges quoted by the agencies, the committee constituted for this purpose will have the right to select the service provider on the basis of turnover, work experience, manpower available with the agency and activities of the firm/agency.
14. The Contract/Agency/firm shall be responsible for the attendance of his staff in Haryana Staff Selection Commission. In case of any staff of the Contractor/Agency/firm remains absent or granted leave, Contractor/Agency/Firm will sent/arrange his substitute for the absence period.
15. The contractor/Agency/firm will have to produce the register of wages or he register of wages-cum-muster roll of the preceding month along with the bill to be submitted on the 5th day of every calendar month for verification to the nominated official, nominated for this purpose by the Secretary, Haryana Staff Selection Commission, Panchkula. The agency will pay wages as per rates fixed by Haryana Government vide letter No. 16/7/2015-1GS-II, dated 6th April, 2015 and

disburse the wages in the form of account payees cheque/NEFT/ RTGS to the employees recruited by it on or before 7th of each month.

16. The Contractor/Agency/Firm shall deduct Provident Fund of manpower engaged by the Contractor/Agency/Firm, both employee's as well as employer's share and will deposit the same with the concerned authority well within the specified date. The Contractor/Agency/Firm will deposit the challan/receipt in the O/o Secretary, Haryana Staff Selection Commission. The Commission will not be responsible on any part of this kind. Wages, if worker will be same as fixed by Haryana Government vide letter No. 16/7/2015-1GS-II, dated 6th April, 2015.
17. EPF, ESI, Service Tax and Service Charges are payable on the rate fixed by Haryana Government vide letter No.16/7/2015-1GS-II, dated 6th April, 2015. The TDS shall be deducted as per the provisions of Income Tax Department, as amended from time to time and certificate to this effect shall be provided to the Contractor/Agency/Firm by this office.
18. The Agency will submit the copies of challans, pertaining to ESI and Goods Service Tax deposited, showing the individual figure of deposit for the previous month alongwith remuneration bill. The payment to the agency will be released after seeking.
19. The Contractor/ Agency/ Firm shall issue identity cards, on its own name, to its personnel deputed for rendering the said services, which would be subject to verification at any time. The institution may refuse the entry into its premises to any personnel of the contractor not bearing such identity card.
20. The outsourcing policy for engaging/ outsourcing of services issued by Government from time to time will be strictly followed by the agency.
21. The Contractor/ Agency/ Firm will have to observe/comply all the rules and regulations and Govt. Instructions pertaining to EPF, ESI and labour Laws, as applicable from time to time. In case, the tendering agency fails to comply with any statutory/Taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monetary otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills and the security deposit of the agency, the extent of the loss or obligation in monetary terms.

22. The Contractor/Agency/Firm engaged shall pay wages to its employees, as prescribed in the agreement, by way of account payee cheque/bank draft/NEFT/RTGS pay order. In case of default in this regard or any other deficiency/default in providing service, the agreement will be terminated by giving fifteen days notice by forfeiting the security amount deposited for this purpose.
23. Details agreement for the purpose including penal clauses shall be executed after terms and conditions.
24. The rates quoted should specify whether the same are inclusive of all services taxes.
25. Bill shall be submitted by the agency immediately after the month is over but not later than seven days in any case.
26. In case of any litigation the jurisdiction will be at Panchkula. In case of any dispute arising under the contract/agreement, the same shall be referred to the sole arbitrator appointed by Chairman, Haryana Staff Selection Commission. He/she may be the employee of Haryana Staff Selection Commission and the award of the Arbitrator shall be final and binding on the parties to the contract/agreement. The venue of Arbitration will be Panchkula and the proceeding of Arbitrator may be in English or Hindi.
27. The service provider, who shall succeed will not disclose the confidentiality of activity (examination process) and anything related thereof to anyone except only after the proper approval of the Commission and a non-disclosure undertaking shall have to be submitted to the Commission on the stamp papers.
28. The Commission reserves the right to reject/cancel/withdraw the tender without any reason at any time.
29. Earnest money deposit will not carry any interest. The EMD deposited by unsuccessful bidder/tender will be refunded as soon as possible. EMD of successful tenderer will be refunded after successful tenderer finishes the agreement successfully.
30. The contract/agreement will be governed by the applicable law in India for the time being in force.

31. Acceptance of Tender :


- (i) If it is found that the tender is not submitted in proper manner, or contains too many corrections 'or' unreasonable rates or amounts, it would be open for the Officer-in-Charge not to be considered the tender, forfeit the amount earnest money and/or de-list the contractor.
- (ii) If any tenderer withdraws his tender prior to expiry of said validity period or mutually extended period or make modifications in the rates, terms and conditions of the tender within the specified period/fails to execute the agreement; the department shall without prejudice to any other right or remedy, be at liberty to forfeit the amount of earnest money absolutely. If any contractor, who having submitted a tender does not execute of Earnest Money/Security Deposit and other actions under agreement.

32. Award of Contract: The award will be given to the Contractor/Agency/Firm whose tender has been determined to be substantially responsive to the tender documents and who has attained the lowest evaluated tender price, provided that such contractor has been determined to be eligible in accordance with the provisions of the terms and conditions of the 'Tender' documents.

33. Notification of Award : Prior to expiration of the original period of tender validity prescribed for this purpose, the Office will notify the successful Contractor/Agency/Firm by registered letter that his tender has been accepted. This letter or acceptance shall name the sum which the Office will pay to the contractor in consideration of the services provided by the contractor as prescribed in the contract (i.e. contract price), date of signing the contract agreement and date of start.

Note:- The above notice is also available on the website www.hssc.gov.in.

Place: Panchkula
Dated: 10.01.2020


Secretary
Haryana Staff Selection Commission
Panchkula

ANNEXURE-I**HARYANA STAFF SELECTION COMMISSION, PANCKULA**

Technical Details of agency for providing services of Manpower to the Haryana Staff Selection Commission, Panchkula at Panchkula.

1. ABOUT THE FIRM:

i)	Name and address of the Agency/firm	
ii)	Contact Person with Designation & Phone No. Mobile No. Email ID.	
iii)	Month and year of establishment	
iv)	Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover: (attach photocopy of Audited Balance Sheet & Profit & loss Account for last three financial years)	
vii)	Income Tax No. (PAN No./TIN No.) (Service Tax Registration No. (attach photocopies of three years IRT and income Tax clearance certificate)	
viii)	Activities of the Agency.	
ix)	Capacity of the agency and availability of Manpower	
x)	Since when engaged in providing services in concerned field.	

I/we declare and affirm the information given by me/us in the Technical Bid is true to the best of my/our knowledge and belief and that if any wrong information is contained in Technical Bid my/our Technical bid may be cancelled at any stage. I/We also undertake to complete the job exactly as laid down in the technical bid term and condition of the Commission.

Signature of the Bidder

(Name in block letter)

With seal

2. Past experience for providing services in Examination for concerned activities:-

Sr. No.	Name & address of organization and contact details of authorities where services have been rendered.	Nature of work	Total manpower (in number)	Duration for completion of services

Note:-

- i. Attach Experience/performance certificates from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.
- ii. Use separate sheet if space not adequate for writing. Please provide information in the sequence only.

3. Professional support available:

Manpower: - Number of person available at different level on regular roll, their experience in relevant field.

Sr. No.	Total manpower (in number)	Designation	Experience

4. i) Have you ever been debarred/blacklisted by Central Government, State Government/Semi Government/Board Corporation and Public Undertaking and agencies-----

If yes, please provide the details.

ii) Whether any court cases/Legal Proceeding is pending against the Tenderer:

if yes, please provide the details.

5. Details of EMD (please attach details of on-line payment with this annexure of Rs. 1,00,000/- (Rupees one lac) for activity.

Amount:

Account Number:

Date of payment made :

Drawn on Bank:

6. List of documents to be submitted along with the Technical Proposal.

(i) As mentioned in tender and Annexure-I

Certified that all the terms and conditions of the Tender are accepted by us.

Contact Person:

Telephone No.:

Email ID:

Mobile No.:

Authorized Signatory
(with full name, Designation and stamp)

ANNEXURE-II

HARYANA STAFF SELECTION COMMISSION, PANCHKULA

Financial Bid for providing services of Manpower to the Haryana Staff Selection Commission, Panchkula in identified cities of the State of Haryana, Delhi and Chandigarh.

Note:- To be sealed separately. Please refer the scope of work and other terms and conditions with regard eligibility conditions mentioned in the tender documents while quoting the rates.

RATES FOR THE WORK INDICATED IN THE TENDER FORM

Rates and service charges for providing services of Manpower to HSSC				
Name of the service	Rate per service/ Designation	Service charges above the rates per service	EPF/ESI (as per Govt. norms)	Other tax, if any,

- Income tax will be deducted by the Haryana Staff Selection Commission as per the provision of Income tax Act/Rules in force. Vat/GST, if any, shall be paid extra by the Haryana Staff Selection Commission.
- Administrative / service charges @ 2% value or less on D.C. rate / Basic wage rate excluding EPF / ESI shall be straightway rejected.
- Administrative/ service charges will be paid on D.C. rate / Basic wage rate excluding EPF/ ESI.
- Administrative / Service charges will be considered upto two decimal values on D.C. rate / Basic wage rate excluding EPF / ESI and tenderer shall also mention service / administrative charges rate both in figures and words.
- Three years Income Tax Return and GST returns be enclosed.
- PF, ESIC and GST number mandatory.

Certified that the terms and conditions of this TENDER are accepted by us.

Authorized Signatory
(with full name, designation and stamp)

Contact Person:-

Telephone No:-

Mobile No:-

Email ID:-