

TENDER NOTICE

Notice:- Inviting Proposal for Hiring of Outsourcing Agency for Providing Services.

District Legal Services Authority, Karnal intends to empanel Outsourcing Agency for Karnal for various qualification/Needs of services/Manpower like Highly skilled Front Office Coordinator having qualification graduation alongwith knowledge of computer, Chowkidar, Peon (full time) required from time to time, as per Government instructions. Sealed Quotations are invited in an envelope of "Technical Bid" and "Financial Bids".

The Performa of Technical Bid and Financial Bid are attached herewith.

Scope of work: Engagements likely to be assigned during the contract period which may be increased or decreased substantially as per requirement. Successful bidder may also be allotted work as per terms and conditions of agreement.

Terms & Conditions

1. Only agency fulfilling the Government norms like Registration number, Service Tax No./GST No., EPF, ESI, PAN need to apply.
2. The firm/company should be license holder.
3. Agency should have at least three years experience.
4. The contract can be cancelled/ terminated by giving fifteen days notice if any irregularity or unsatisfactory performance found during the contract period.
5. The agency will be responsible for all contributions and other statutory payments/liabilities wherever applicable. Non deposit of any amount deducted/any contributions, regularly, will entail criminal liability under Law.
6. The agency will be sole responsible for the compliance of various Labour Laws & Rules and misc. provisions for their employees.
7. The manpower provided by the agency to provide services specified, will be hired in DC rate/scheme rate/at least minimum rates of wages.

8. The agency shall open accounts & will make all payments to staff provided by him through bank only. Non compliance will attract penalty and will be legally responsible for any deficiency.
9. The agency shall provide the copies of all deposits like EPF, ESI, Service Tax/GST No. etc. Non compliance will attract penalty as per applicable rules and regulations.
10. The agency will be responsible for the facilities for Welfare & Health etc.
12. The agency will be responsible for maintaining the record of wages & leaves etc.
13. The agency will register the employees of contractual service with the Labour Department.
14. The wages of the persons shall be deposited into their bank accounts within 07 days of the receipt of amount in contractor account from DLSA, Karnal.
15. The successful bidder shall not charge any amount on any account from the persons to be engaged through him direct or indirect.
16. The successful bidder will sign the agreement as per the outsourcing policy and reservation policy in Part-I of Haryana Government.

Details

Period of Contract: One year from the date of agreement and may be renewed further from time to time on satisfactory performance.

Performance Security Deposit : The successful bidder shall have to submit bank guarantee valid for 13 months i.e. beyond one month over the contract period as performance Security Deposit @ 5% of the order value or estimated value of annual rate contract within one month of the date of letter of intent.

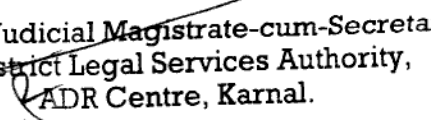
Earnest money deposit: EMD is ₹ 62,316/- (sixty two thousand three hundred sixteen only), payable in the form of DD in favour of CJM/Secretary, District Legal Services Authority, Karnal payable at Karnal, EMD will be refunded to all the bidder except successful bidder. It will be refunded to the successful bidder after completion of the contract period subject to satisfactory service.

Note- It may be ensured that the DD of earnest money should bear the date after the date of NIT (Notice inviting Tender).

Time, last date and venue of submission of Bid: Up to 05:00 PM on 13.11.2019 in the office of District Legal Services Authority, ADR Centre, Karnal.

Time & Venue of Bid Opening:- Will be intimated in due course.

All documents in proof of fulfilling conditions mentioned under "Terms & Conditions" are to be enclosed. The tender, which is not accompanied by the requisite documents, shall be summarily rejected. The **District Legal Services Authority, ADR Centre, Karnal** reserves the right any or all tenders without assigning any reasons, whatsoever.


Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority,
ADR Centre, Karnal.

Technical Bid

To

The Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority,
ADR Centre,
Karnal.

Subject:- Submission of Technical Bid.

R/Sir,

Please find attached herewith the following in support of our proposal:-

Documents in proof of:

- a) Registration Number of Firm with date
- b) PF Registration Number
- c) ESI Registration Number
- d) Service Tax Number/GST No.
- e) Permanent Account Number
- f) Copy of Licence under the Contract regulation and Abolition Act, 1970. g) At least three years experience in Govt./Semi Govt. Sector.
- h) Latest Challan/ECR for EPF, ESI & service Tax (for Returns filled)., Otherwise NOC from the Competent Authority of the Concerned Office/Department.
- i) Copy of Income Tax Returns for last three years.
- j) Any proof/Service Tax Returns and returns filed with ESI & PF Department of last three years.
- k) Any Certification from labor department.
- l) Earnest Money Deposit: Demand Draft of ₹ 62,316/- (sixty two thousand three hundred sixteen only) favoring "**District Legal Services Authority, ADR Centre, Karnal**" payable at Karnal.

Note:- All the photo copies should be self attested.

Authorized Signatory
(Name)
(Seal/Stamp of the Firm)

Financial
Bid

To

The Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority,
ADR Centre,
Karnal.

Subject:- Submission of Financial Bid.

R/Sir,

We hereby quote the minimum prices for supply of required
manpower on following rates:-

% of EPF Deduction (Employer)	
% of EPF Deduction (Employee)	
% of Services Tax/GST	
Any other	
% of Service charge	

Authorized Signatory
(Name) (Seal/Stamp of
the Firm)