

सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक Sponsored by: Punjab National Bank

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



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

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

Tender Notice

Sealed Tenders are invited from the Reputed Manpower Agencies to provide 5 Housekeeping Manpower, one Gardener and one Electrician for maintenance of our Head Office Building at Sector-3 Rohtak and provide 4 Housekeeping Manpower and one Electrician for maintenance of our Regional Office, Sector-44, Gurgaon Building at minimum rates of wages declared by Central Labour Commissioner payable as per Minimum Wages Act, 1948 and amended from time to time. The proposals are to be sent to The General Manager, Sarva Haryana Gramin Bank, SHGB House, Plot No. 1 Sector-3, Rohtak. All the interested parties are advised to go through the detailed tender guidelines available at the Bank's website before submitting their proposals. Bank reserves its right to reject any or all the tenders without citing any reason, at any stage. **Corrections/Corrigendum**, if any, will be placed on Bank's website only. For more details visit our website www.shgb.co.in

Last Date of submission of Tenders: 27.10.2022 Up to 4.00 PM

Date of Opening of Tender : 28.10.2022 (Tentative)


General Manager.





सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
 (सरकारी सहायता का उपकरण) (Govt. of India Undertaking)

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Salient Features of Tender

1. Last date of submission of tender is **27.10.2022 up to 4.00 PM**
2. The Vendors must submit their tenders in two separate sealed envelopes prominently super scribed as **Annexure-I "Technical Bid for Tender for Deployment of Manpower"** and **Annexure-II & as "Financial Bid for Tender for Deployment of Manpower"**. These **two envelopes shall together be kept in third envelope** super scribed **"Tender for Deployment of Manpower"**. Tenderer should note specifically that all pages of tender document shall be submitted by them (after signing/ stamping on each page) as a part of their offer.
3. Tenders received after due date will not be considered. There should not be any cutting or overwriting on tender documents while quoting the rates.
4. The Bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever at any stage.
5. **Electrician should have passed minimum ITI certificate (Highly Skilled Category).**
6. The Manpower agency/ Service provider should have EPF, ESI registration Number.
7. Applicant should submit the copy of Aadhaar Card (Individual).
8. The successful bidder shall have to deposit a sum of **Rs. 100000/- (Rupees One Lakh only) as Performance Security Deposit/Retention Money within 07 days** on the receipt of work order through DD/NEFT in the name of **Sarva Haryana Gramin Bank** payable at **Rohtak** before taking over the job assigned. The **Performance Security Deposit/Retention Money** shall be refunded to the Manpower agency/ Service provider **without any interest on successful completion of contract period** after deduction of loss/damage, if any.
9. **Tentative number of Manpower required is 12 (Twelve Only)** which may vary at the discretion of the Bank.
10. The Bidder is to submit copy of Labour License, PAN, GST and other Statutory documents vide which Manpower agency/ Service provider has been authorized to provide such Manpower.
11. The Bidder is to submit copy of permanent/present residential address proof and KYC Documents of owner of the Manpower agency/ Service provider with Phone/Mobile No. In the event of non-submission of KYC documents, bid will be summarily rejected
12. The Bidder is to submit copy of permanent address proof of the Manpower Agency/ Service provider with Phone/Mobile No.
13. The Format for submission of Technical Bid, Financial Bid and the detailed Terms and Conditions are placed on Bank's website www.shgb.co.in The Financial Bids of only those Bidders will be opened who qualify in the Technical Bid.
14. **Service Charges should be in percentage terms only upto 02 digit decimal points. Bids having Service Charges more than 02 digit decimal points shall be disqualified.**
15. **The Manpower agency/ Service provider should not have been Black listed by any Department/Institution.**
16. Tenders are to be addressed to: - **General Manager**
Sarva Haryana Gramin Bank, Head Office: SHGB House, Plot No. 1, Sector-3, Rohtak-124001

Email id : hogadshgb@shgbank.co.in

Phone No. 01262-243109-110

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

Technical and Qualifying Criteria

1. At least Three years' experience of providing manpower service in Govt. Institute/Semi Govt. Institute/PSU/Limited Companies as on 31.03.2022 and **Minimum deployment of 50 manpower** at Single institutions under Govt/Semi Govt. Institute/PSU/Limited Companies. (Attach proof).
2. The average turnover of the Bidder in the **Last Three Financial Years** should be at least **Rs. 6.00 Crore** per year (Attach P & L A/c & Balance Sheets for FY 2018-19, 2019-20 & 2020-21 duly attested by CA). Bidder should have satisfactory Cash Flow to meet out the salary requirement, etc.
3. Registration under GST (attach proof)
4. PAN number of Agency and owner (attach proof)
5. Valid License from Labour Department, Haryana (attach proof)
6. Undertaking regarding no case pending with any office of Govt./Semi-Govt. or Court of Law(attach affidavit)
7. Self declaration regarding non performance declaration/ non blacklisting by any office/institute as per format enclosed (**Annexure III**).
8. The Service Provider should have a **permanent place of business in Haryana** (Registered Office/Branch Office) and submit the complete Postal address, Telephone/Mobile/Fax/E-mail address, etc. for smooth functioning. (Attach proof)
9. EPFO & ESIC registration certificate (attach proof).
10. KYC documents of Prop. /Directors/ Partners.
11. The Manpower agency/ Service provider shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 2(77) of the Companies Act 2013. (attach undertaking duly signed and stamped by the owner/s of the company/firm/proprietorship on the Letter Head)

Terms and Conditions for providing Manpower for the work of House Keeping, Eletrician & Gardener at minimum rates of wages declared by Central Labour Commissioner payable as per Minimum Wages Act, 1948 and amended from time to time.

1. The Manpower agency/ Service provider should have a **valid Labour license/PAN/Other statutory document** as applicable and produce attested copies of such certificates. Any document/information given by the Manpower agency/ Service provider, if found, forged/false/fabricated at any stage, it would lead to termination of the contract and initiation of criminal proceedings under appropriate law.
2. The successful bidder shall have to deposit a sum of **Rs. 100000/-** (Rupees One Lakh only) as **Performance Security Deposit/Retention Money** within **07 days** on receipt of the work order through DD/NEFT in the name of **Sarva Haryana Gramin Bank** payable at **Rohtak** before taking over the job assigned. The **Performance Security Deposit/Retention Money** will be refunded to the Manpower agency/ Service provider

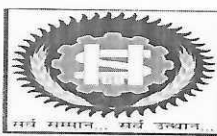
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GAD, Head Office, SHGB, House, Plot No. 1 Sector 3, Rohtak
without any interest after 60 days of successful completion of contract period after deduction of loss/damage, if any.

3. The contract shall **remain valid for Two years**. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions on year to year basis. The contract can be terminated from either side i.e. the Bank by giving **prior notice for one month** & the Manpower agency/ Service provider by giving **prior notice for three months**.
4. The Manpower agency/ Service provider shall **execute an agreement** on Non-Judicial Stamp Paper of appropriate value **before deployment of manpower**.
5. **No request of transfer of contract** in another name will be considered. The Manpower agency/ Service provider shall not sublet, transfer or assign the contract or any part thereof to other party.
6. The **Bank Management will also screen** the manpower so provided by the Manpower agency/ Service provider **for suitability** as per Tender.
7. The Manpower agency/ Service provider will provide **Identity Card** to each workforce & a copy of Letter of appointment will be provided to the Bank.
8. The Manpower agency/ Service provider will be required to **provide workforce within a period of 07 days** on receipt of work order.
9. The Manpower agency/ Service provider **will not allow or permit the workforce** so deployed in the Bank **to participate in any trade union activities or agitation** in the premises of the Bank or representation to any Govt./Statutory bodies, violation of which may result in termination of the contract immediately including forfeiture of **Performance Security Deposit/Retention Money**.
10. The manpower provided by the Manpower agency/ Service provider shall be **on the pay rolls of the** Manpower agency/ Service provider. All persons deployed by the Manpower agency/Service provider shall be engaged by them as their own employees/workers in all respects & the responsibility under any statutory enactments in respect of all such Personnel shall be that of the Manpower agency/ Service provider. The Employees of the Manpower agency/ Service provider shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the Bank. There will no employer-employee relationship between the Bank and the persons engaged by the manpower agency/Service Provider. The Manpower agency/ Service provider shall at all times act as an independent Manpower agency/ Service provider. The contract does not in any way create a relationship of principal and agent between the Bank and the Manpower agency/ Service provider. Hence, such manpower will not be entitled for any claim or benefit directly or indirectly from the Bank.
11. The Manpower agency/ Service provider will **solely be responsible to redress** all the Human Resources issues/complaints/Grievances of such Manpower, if any. Further, such manpower shall have **no legal right to pursue any litigation against Bank**.

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12. The Manpower agency/ Service provider should have a **permanent place of business in Haryana** (Registered Office/Branch Office) and submit the complete Postal address, Telephone/Mobile/Fax/E-mail address, etc. for smooth functioning.
13. The decision of the Bank in regard to **interpretation of the Terms & Conditions** of the Agreement shall be final and binding to the Manpower agency/ Service provider.
14. On **Completion/ Termination** of the agreement, the Manpower agency/ Service provider **will withdraw all its manpower** and clear the accounts by paying them the legal dues as required under the provisions of the Industrial Dispute Act-1947.
15. Bank reserves the **right to add or alter any condition** at any time and will be binding on the Manpower agency/ Service provider provided that such changes do not adversely affect the interest of manpower and the Manpower agency/ Service provider in terms of payment etc.
16. The Manpower agency/ Service provider shall be **wholly responsible for resolving any dispute** pertaining to EPF/ESI with the concerned Agencies viz. EPF/ESI/GST/Labour Deptt. etc.
17. In the event of **any breach of terms and conditions of contract**, delay, default and any other type of lapses on the part of the Manpower agency/ Service provider, the contract shall be terminated without assigning any reason forfeiting the **Performance Security Deposit/Retention Money** held with the Bank.
18. The person deployed should be between the **age of 18 years to 40 years** with sound health. The Agency shall engage only those manpower who are in good health, active, physically and medically. They should not suffering from any infectious disease. A medical fitness certificate from Registered Medical Practitioner (qualification not less than M.B.B.S) shall be furnished before engaging them on duty.
19. The Manpower agency/ Service provider shall **maintain a register** for outsourced manpower for work of **House Keeping, Electrician & Gardner** deployed in the Bank together with Names, Address, Aadhaar, PAN & Telephone/Mobile numbers of the employee. Further, the Manpower agency/ Service provider shall also deposit a copy of such documents to the Bank.
20. The Manpower agency/ Service provider shall alone decide and be responsible for the leave or absence of the provided manpower and Bank shall not in any way be responsible for sanction of leave, etc., to the Manpower agency employees.
21. The Manpower agency/ Service provider is responsible for **providing alternate Manpower** in case the available workforce proceeding **on leave or stand absent whatsoever reason**. Otherwise, a **penalty of Rs. 100/-** (Rupees One Hundred only) **per day per person will be imposed, in addition to deduction of wages for the day, and it will be deducted from the bills of the Manpower agency/ Service provider**. Further, such manpower shall **never be deployed on double duty**, anywhere in any case.

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22. Bank reserves the **right of removal of any person** considered incompetent or disorderly from the Bank premises. The Manpower agency/ Service provider will provide alternate manpower against removed workforce immediately.
23. The Manpower agency/ Service provider shall imperatively **open the Salary Accounts** for such manpower only **in Sarva Haryana Gramin Bank** for **payment of Monthly Wages on or before 07th of every month** after affecting Statutory deductions for EPF and ESI only.
24. The Manpower agency/ Service provider shall then **submit Bills in duplicate** alongwith deposit proof of EPF and ESI on monthly basis for claiming reimbursement from the Bank within 07 (Seven) days after payment to such manpower.
25. Bank will **reimburse such claims** to the Manpower agency/ Service provider **on verifying the correctness** for the wages paid to the manpower for the month as per the rates notified from the office of the **Central Labour Commissioner** and amended from time to time and submission of certificate for depositing EPF and ESI subscriptions for last month.
26. The manpower provided by the Agency shall be **on the pay rolls of the Agency**. Hence, the Agency will be responsible for payment of monthly wages as approved in the Tender for such manpower as per Minimum Wages Act notified from the office of Central Labour Commissioner. Further the rates will also undergo change proportionately with corresponding changes in Minimum Wages as notified by the Central Labour Commissioner from time to time. The rates quoted shall be all inclusive rates with separately given applicable GST amount and no claim whatsoever for any extra payment shall be maintainable. Any other tax, any royalties, duties, levies, cess in respect of this tender shall be payable by the Agency and Bank will not entertain any claim whatsoever in respect of the same and nothing extra shall be paid/reimbursed for the same subsequently. The rates quoted shall include all the above. GST, wherever, applicable shall be paid by Bank as per extant rules. Any violation of the terms and conditions of the agreement, the penalty, as deemed fit, shall be imposed on the Manpower agency/ Service provider by Bank. The Manpower agency/ Service provider can also be **Blacklisted along with forfeiture of Performance Security Deposit/Retention Money** in case of violation of terms & conditions of the agreement. Service charges/Commission will be paid on **Monthly Basic+Variable DA** only.
27. Deduction from the **bill towards Income tax as applicable** will be made for Tax Deducted at Source (T.D.S.) and the certificate for the same will be issued to the Manpower agency/ Service provider.
28. The Manpower agency/ Service provider shall **comply with instructions pertaining to depositing statutory deductions to the concerned Agencies** within stipulated time with regard to the manpower under law and as per latest Govt. guidelines.

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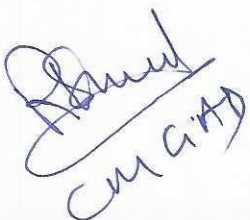
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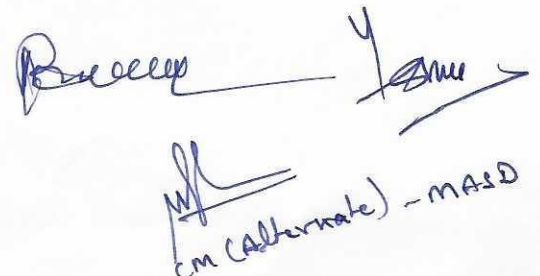
29. The Manpower agency/ Service provider shall submit **Monthly Certificate/Proof/Challan** for the payment of wages to the Manpower and transfer of Statutory deductions like EPF, ESI, GST etc. to the concerned Agencies as required under law.
30. The Manpower agency/ Service provider shall submit the **proof** in support of having **deposited the contributions under Provident Fund Act and ESI deductions** to the Bank within **three weeks** of becoming due.
31. Bank will carry out **random checks to test the reliability** of working of workforce and the Manpower agency/ Service provider. In case of any deficiency, penalty, as deemed fit, can be imposed leading to the cancellation of Contract/Agreement without any notice.
32. Consumption of any kind of intoxicant, liquor and smoking **are strictly prohibited** in Bank premises. If any deployed manpower is found to have consumed the same, the service provider will immediately substitute the manpower.
33. The Manpower agency/ Service provider shall **maintain all statutory records** in respect of manpower so deployed as required under the provisions of the law. Bank may advise the Manpower agency/ Service provider any time for submission of month wise data of monthly wages paid to the workforce deployed in the Bank.
34. Manpower agency/ Service provider shall get **Police verification** for outsourced manpower for work of **House Keeping, Electrician & Gardener** to be deployed in the Bank and provide copy of the same at the time of rendering services.
35. Manpower agency/ Service provider will provide **PF (UAN) No. and ESI Card** to Manpower so deployed in the Bank for checking PF amount online and avail Medical facility from ESI Dispensary.
36. Manpower agency/ Service provider will ensure that **manpower wears grey colour uniform**. The cost of which shall be borne by the Manpower agency/ Service provider.
37. The services by the outsourced manpower is to be provided for 8 hours a day on all days except Sundays.
38. The Manpower agency/ Service provider shall be liable for any loss caused to the bank/ customer & any misdeed by the deployed persons.
39. Bank shall not be responsible for any loss to the property or to persons of the Manpower agency/ Service provider in the event of normal working, fire, catastrophe or civil commotion etc. if they occur.


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40. Manpower agency/ Service provider shall ensure that any details of office, operational process, technical know-how security arrangements, and administrative /organizational matters are not divulged or disclosed to any person by its personnel deployed in Bank and utmost **secrecy** and **confidentiality** must be maintained.
41. Any publicity by the bidder in which the name **Sarva Haryana Gramin Bank** is to be used should be done only with the explicit written permission of **Sarva Haryana Gramin Bank**.
42. In the event of any dispute arising between the parties on General terms & conditions of tender, the same shall be referred to Arbitration and arbitrator will be nominated by the Head of Administration of **SHGB, Head Office, Rohtak**, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of **SHGB, Head Office, Rohtak**, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be **Rohtak** and only **Courts at Rohtak** will have jurisdiction over the same.
43. L-1 will be selected on the basis of Service Charges quoted in percentage terms at column no. 4 of Financial Bid (Annex-II). Service Charges must be same for all categories of Manpower
44. The Manpower agency/ Service provider will have to **abide by all terms & conditions** of the agreement.


Chief Manager
GAD


Chief Manager
MASD (Alternate)


Chief Manager
I&A


Chief Manager
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General Manager
(Chairman Tender Committee)





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

Annexure-I

TECHNICAL BID

a) Contact details of Bidder: -

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

b) Criteria/Documents required to be enclosed: -

| Sr. No | Criteria | Brief Details | Documents to be Submitted | Document attached (Yes/NO) |
|--------|-------------------------------------|--|--|----------------------------|
| 1. | Relevant Experience | At least Three years' experience of manpower service in Govt. Institute/Semi Govt. Institute/ PSU/ Limited Companies & Minimum deployment of 50 manpower at Single institutions under Govt/Semi Govt. Institute/PSU/Limited Companies. | Client Certificate Work Order/ Contract Documents | |
| 2. | Working capital/ Turnover/ Receipts | The average turnover of the Bidder in the Last Three Financial Year should be at least Rs. 6.00 Crore per year. Bidder should have satisfactory Cash Flow to meet out the salary requirement, etc. | Audited P & L A/c & Balance Sheets for FY 2018-19, 2019-20 & 2020-21 duly attested by CA and Certificate duly signed by CA of the Bidder for last 3 years' Turnover. | |
| 3. | Statutory obligations | <ol style="list-style-type: none"> 1. Registration under GST. 2. PAN number of Agency and owner. 3. Valid License from Labour Department of Haryana State. 4. Undertaking regarding no case pending with any office of Govt./Semi-Govt. or Court of Law. 5. Self declaration regarding non performance/ Non blacklisting by any office/institute. 6. Registration with EPFO, ESIC. | <ol style="list-style-type: none"> 1. Attach Proof. 2. Attach Proof. 3. Attach Proof. 4. Self undertaking on Letter Head of the bidder 5. As per enclosed format (Annexure III) on Letter Head of the bidder 6. Valid Registration Certificate. | |

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| | | | | |
|----|-----------------------------|--|---|--|
| 4 | Detail of Office in Haryana | Submit complete Postal address, Telephone/Mobile/E-mail etc. for smooth functioning. | (Attach copy of Address proof) | |
| 5. | Restriction | The Manpower agency/ Service provider shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 2(77) of the Companies Act 2013. | (attach undertaking duly signed and stamped by the owner/s of the company/firm/proprietorship on the Letter Head of the bidder) | |

Date:

Signature

Authorised Signatory of the Manpower agency/ Service provider with Seal

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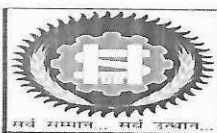
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Annexure-II

Format for Financial Bid

Requirement of Manpower for the work of House Keeping, Electrician & Gardner at minimum rates of wages declared by Central Labour Commissioner payable as per Minimum Wages Act, 1948 and amended from time to time.

| Sr. No. | For HO Building at Rohtak (Area C) | No.(s) | Basic Pay+VDA* per Emp (8 hrs per dayX26 days) | EPF per Emp %..... | ESI per Emp %..... | Service Charges At percent of column 1 %..... | GST %..... | Total |
|-------------|---|--------------------|--|--------------------|--------------------|---|------------|------------------|
| | Description of Work | | 1 | 2 | 3 | 4 | 5 | 6 (1+2+3+4+5) |
| 1 | Electrician | 1 Highly Skilled | | | | | | |
| 2 | House Keeping Manpower | 1 Semi Skilled | | | | | | |
| | | 4 unskilled | | | | | | |
| 3 | Gardner | 1 unskilled | | | | | | |
| | Regional Office Gurgaon (Area A) | | | | | | | |
| 1 | Electrician | 1 (Highly Skilled) | | | | | | |
| 2 | House Keeping Manpower | 1 Semi Skilled | | | | | | |
| | | 3 unskilled | | | | | | |
| Grand Total | | | | | | | | |

*Variable Dearness Allowance

Important points to remember while submitting Financial bid

1. Enclose Latest copy of Minimum Monthly Wages as notified from the office of the Central Labour Commissioner Office.
2. Service Charges should be in (%) **percentage terms only upto 02 digit decimal points**. Bids having Service Charges more than 02 digit decimal points shall be disqualified.

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CM-MASD (Alternate)





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3. L-1 will be selected on the basis of Service Charges quoted in percentage terms at column no. 4. Service Charges must be same for all categories of Manpower.
4. Payment details at Column Numbers 1 – 3 & 5 are mandatory charges and should conform to the relevant legal/statutory provisions of Central Minimum Wages in vogue otherwise bid will be rejected.
5. Basic & VDA (Sr. No. 1) should confirm to the minimum wages fixed and will be revised from time to time, by Central Labour Commissioner, Ministry of Labour & Employment, Government of India. Any changes in minimum wages notified by Central Labour Commissioner from time to time shall be paid by Bank. The contractor shall necessarily claim the arrear, if any by submitting the arrears bill separately immediately or within one month along with the bills of subsequent month along with the copy of notification of Central Labour Commissioner attached.

Date:

Signature

Authorised Signatory of the Manpower agency/
Service provider with Seal



CM & AD


CM-FD

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CM-MASD (Alternate)





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ANNEXURE-III

SELF-DECLARATION- NO BLACKLISTING

Date :

The General Manager
 Sarva Haryana Gramin Bank
 Rohtak

Dear Sir/Madam,

Ref: Tender for outsourced manpower for work of House Keeping, Electrician, Gardner for Sarva Haryana Gramin Bank.

In response to the Tender Document for Providing the outsourced manpower for work of **House Keeping, Electrician, Gardner** for SHGB, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender, if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Place:

Date:

Signatures :

Name :

Seal of the Organization:

[Signature]
 CM-MASD

[Signature]
 CM-FD

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[Signature]
 BM

[Signature]

[Signature]
 CM-MASD (Alternate)

