

Tender No.-DL-34/Service Provider/2015/1204

Dated - 8/12/15

DIVISIONAL LIBRARY (SOUTH), SECTOR-34, CHANDIGARH

eTENDER FOR AWARD OF CONTRACT FOR PROVIDING WORKERS THROUGH SERVICE PROVIDER IN THE DIVISIONAL LIBRARY (SOUTH), SECTOR 34, CHANDIGARH.

IMPORTANT INSTRUCTIONS

1. All the instructions contained in the Tender Form are important and required to be complied with. Please ensure that the Technical Bid and Price Bid are submitted on-line on or before **22.12.2015 at 5:00pm** and Bid Guarantee [Earnest Money Deposit (EMD)] is submitted in sealed envelope super-scribing, "EMD for the Award of Contract for providing Workers" in the office of The Divisional Library, Sector-34, Chandigarh on or before Due **22.12.2015 at 5:00pm** failing which tender shall not be entertained and would be rejected. The Earnest Money Deposit of Rs. 70,000/- (Rs. Seventy thousand only) is acceptable in the form of Account Payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, Divisional Library, Sector34, Chandigarh. Earnest money in any other form is not acceptable and the tender shall be treated as invalid.
2. The tenderers are required to be present on the day of interview and also required to bring the original documents for verification.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

1.	Whether the Bid guarantee (Earnest Money Deposit) form of Account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, Divisional Library, Sector-34, Chandigarh, for an amount of Rs.70,000/-(Rupees Seventy thousand only), has been submitted in Physical form?	Yes/ No
2.	Whether the Technical bid and Price bid have been submitted online?	Yes / No
3.	Whether an affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate, regarding non-black listing/non-prosecution of firm has been submitted online?	Yes / No
4.	Whether each page of the tender documents at Annexures 'A' to "G" and other enclosures as well as cutting(s)/ overwriting(s) have been signed by the tenderer and also the forwarding letter has been submitted online by authorised signatory?	Yes / No
5.	Whether valid PAN / TAN No. issued by the competent authority have been submitted online?	Yes / No
6.	Whether the self-attested copy of Service Tax No. issued by the competent authority has been submitted Online?	Yes / No
7.	Whether a self-attested copy of all registration(s)/permission (s)/ licence (s) etc. such as valid Labour Licence, EPF, ESI & EDLI Licence/Code Number, which are required under Labour Laws and/or any other Legislation for providing the services under the Service Agreement, have been submitted Online?	Yes / No
8.	Whether an experience certificate for at least three years from the Govt. institution(s) [Preferably Library in the region] in which he has executed service contract for the supply of manpower as required under contract has been submitted Online?	Yes / No
9.	Whether a copy of the constitution/ partnership deed of your firm duly registered with Registrar Firms has been submitted Online?	Yes / No

Place: _____
Dated: _____

Signature of Tenderer _____
Full Name of the Tenderer **Librarian**
Address **Divisional Library (South)**
Sector : 34, Chandigarh

Tender No.-DL-34/Service Provider/2015/ 1204

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DIVISIONAL LIBRARY (SOUTH), SECTOR-34, CHANDIGARH

TENDER DOCUMENT SR. No.-DL-34/Service Provider/2015/
DATED:

eTENDER FOR AWARD OF CONTRACT FOR PROVIDING "WORKERS" IN THE DIVISIONAL LIBRARY
(SOUTH), SECTOR 34, CHANDIGARH THROUGH SERVICE PROVIDER.

INSTRUCTIONS/GUIDELINES FOR TENDERERS

1. A copy of Tender Notice is at Annexure-'A'.
2. The Terms and Conditions as laid down in the Service Agreement for the award of contract for outsourcing of services/activities are at Annexure-'B'.
3. The Scope of work/activities are at Annexure-'C'.
4. A copy of the terms of payment is at Annexure-'D'.
5. Technical Bid Performa for evaluation of technical performance of the Tender is at Annexure-'E'.
6. Price Bid Performa is at Annexure-'F'.
7. An affidavit regarding Non-Black Listing/Non-Prosecution is at Annexure-'G'.
8. The Service Provider, being the Employer in relation to persons engaged/employed by him to provide the services under the Service Agreement shall alone be responsible to provide the services under the Service Agreement and shall also be responsible to make the payment of monthly wages/salaries to the persons deployed by him, which in any case shall not be less than the Minimum Wages as per current DC Chandigarh /Chandigarh Administration rates, Besides this, the Service Provider shall also make the payment of all other statutory dues like Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, or any other as per the Chandigarh Administration/Govt. Rules, to his employees. This Library will not pay any other liability except Wages, EPF,ESI, EDLI contributions, Service Tax on the rates as applicable. If any other liability occurs, the same will be borne by the Service Provider.
9. The Tender Documents along with Annexure 'A' to 'G' and forwarding letter should be submitted online and also in Physical Form as a part of Technical Bid alongwith EMD Deposit. The Earnest Money Deposit (EMD) shall be sent in the physical form. Each page of the tender document and Annexures 'A' to 'G' should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed on each page. Any cutting(s)/overwriting(s) etc. should also be initialled. In case of any infringement of these conditions, the tender shall be rejected. The Technical Bid and Price Bid etc. will also be submitted online.
10. The tenderer should submit his tender in three parts i.e.
 - (iv) Bid Guarantee (Earnest Money Deposit) in physical form in the office of The Librarian, Divisional Library, Sector-34, Chandigarh on or before 22.12.2015 at 5:00pm : The Bid Guarantee [Earnest Money Deposit (EMD)] in the form of Account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, Divisional Library, Sector-34, Chandigarh, for an amount of Rs. 70,000/- (Rs. Seventy thousand only), should be submitted in a sealed envelope duly superscribed "EMD for the Award of Contract for providing Workers". The EMD must be submitted in the office of The Librarian, Divisional Library, Sector-34, Chandigarh, on or before 22.12.2015 at 5:00pm failing which tender shall not be entertained and rejected.

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Librarian
Divisional Library (South)
Sector : 34, Chandigarh

Dr. 8/12/15

(v) Technical Bid online
and

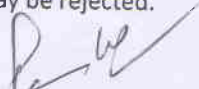
(vi) Price Bid online

The Technical Bid and the Price Bid should be submitted online through e-tender at <https://etenders.chd.nic.in>

11. No Tenderer is exempted from furnishing the Earnest Money Deposit (EMD) under any circumstances.
12. The tender shall be awarded to the tenderer, who quotes the lowest offer of Administrative Charges in percentage of basic Wages (as per DC Chandigarh/Chandigarh Administration Rates) in the Price Bid, provided he fulfils all other terms and conditions of the tender document. However 0% value of Administrative Charges shall be straightway rejected.
13. The Tenderer should keep his offer valid for acceptance for a period of one year from the date of opening the Price Bid. In case, the Tenderer is unable to keep his offer open for the above said period, his tender shall be treated as invalid.
14. Any unsealed, conditional, telegraphic/fax tender, tender without earnest money, tender not on the prescribed form or any deviation from the terms and conditions of the tender notice shall not be entertained and rejected outrightly.
15. The tenderer shall quote his offer/rates i.e. Administrative Charges in percentage both in figures and words, which shall remain valid for the whole period of contract on the basis of minimum wages fixed by the Deputy Commissioner (DC)/Chandigarh Administration, UT. Chandigarh by taking into consideration all his statutory obligations as well as his sole responsibilities as an employer/ service provider of the persons to be engaged/employed by him for the execution of this Service Agreement viz and no enhancement in the Administrative Charges in percentage under any circumstances, shall be allowed.

"It is made clear that only two digits after decimal point, if any, may be quoted in the financial bid. If the bidder quotes more than two digits after decimal point, then only two digits after decimal point would be considered in the Comparative Statement of Financial Bid.

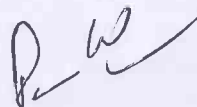
16. The last date and time for receipt of Tender is **22.12.2015 by 5:00pm**. The tenderer will be responsible to ensure that his/her tender is received on or before the said last date and time online through e-tender. Any tender, which is submitted/received after the last date and time, shall not be considered under any circumstances. The Divisional Library (south) shall not be responsible for any delay or any other cause that may lead to delay in the receipt of the Tender at the above said designated address beyond the last date and time.
17. The Tender shall be opened on **23.12.2015 at 3:00pm** in the office of the Librarian, Divisional Library (south), Sector-34, Chandigarh. In the event of the date of receipt or opening of tender being a holiday or being declared a holiday, the last date of receipt/opening of the tender shall be the next working day at the same time and venue.
18. The tenderer is required to be present on **23.12.2015 at 3:00pm**, in person or through their authorized representative(s) at the time of opening of Technical Bid of the tender as specified in the Tender Notice. In case of authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the opening of tender. **They are also required to bring the original documents in support of their Technical Bid along with Annexures A to G for verification by the committee.** In the absence of original Technical Bid may be rejected.



Librarian
Divisional Library (South)
Sector : 34, Chandigarh

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19. Subletting of contract is not allowed under any circumstances.
20. The tenderer must furnish the latest valid Income Tax PAN/TAN No., Service Tax Number issued by the competent authority alongwith Technical Bid Online.
21. The successful tenderer/service provider shall obtain all registration(s)/permission(s)/license(s) etc. which are/may be required under any labour or other legislation (s) for providing the services under the agreement.
 - (a) The service provider undertakes to comply with the applicable provisions of all welfare legislations and more particularly with the contract Labour (Regulation and Abolition) Act, 1970. If applicable for carrying out the purpose of the contract agreement. The service provider shall further observe and comply with all government laws concerning employment of staff employed by the service provider and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the service provider is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirement of law.
 - (b) The service provider shall give an undertaking by the 22nd of each month in favour of the Department that he has complied with his statutory obligations.
22. The tenderer should furnish online an experience certificate for atleast three years that he has executed successfully service contract(s), for the supply of manpower as stated above.
23. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he shall submit the tender or the tender accepting officials/authority before the finalization of tenders shall render the tender liable for rejection.
24. The contract shall be awarded initially for a period from 01.01.2016 to 31.12.2016, which is further extendable upto a maximum period of 3 years (including the initial period of one year) on the same Administrative charges in terms of percentage of basic wages as per prevailing DC rates and terms and conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the Service Agreement. This will, however, be further subject to the approval of the competent authority.
25. The Librarian, Divisional Library, Sector-34, reserves all rights to accept or reject any tender without assigning any reason and also to impose/relax any terms and conditions of the tender.
26. In case of violation of any of terms and conditions as mentioned above, Earnest Money of the tenderer shall be forfeited.



Librarian
Divisional Library (South)
Sector : 34, Chandigarh

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Tender No.-DL-34/Service Provider/2015/1204

Dt - 8/12/15

Annexure 'A'

THE LIBRARIAN, DIVISIONAL LIBRARY, SECTOR-34, CHANDIGARH
TENDER NOTICE

TENDER FOR AWARD OF CONTRACT FOR PROVIDING "WORKERS THROUGH SERVICE PROVIDER" IN DIVISIONAL LIBRARY, SECTOR - 34, CHANDIGARH.

The Librarian, Divisional Library, Sector-34, Chandigarh, invites tenders through 'e' Tendering for outsourcing of Workers through Service Providers:-

Sr. No	Name of work/ contract	Earnest Money In Rupees	Last Date and time of deposit of e-Tenders documents	Date & time of opening of online Bid (Technical Bid)
1.	Outsourcing various categories of workers- Librarian, Clerk, Data Entry Operator, Library Restorer Book Binder, Driver, Library Attendant, Peon, Sweeper-cum-Chowkidar Gate Keeper Any other as per requirement of the Library	Rs. 70000/-	<u>22.12.2015</u> at <u>5:00pm</u>	<u>23.12.2015</u> at <u>3:00pm</u>

CONDITIONS: Detailed Terms and Conditions are available in the e-Tender document.

1. The contract shall be awarded initially for a period from 01.01.2016 to 31.12.2016, which is further extendable upto a maximum period of 3 years (including the initial period of one year) on the same Administrative charges in terms of percentage of basic wages as per prevailing DC rates, terms and conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the Service Agreement. This will, however, be further subject to the approval of the competent authority. The contract shall stand automatically cancelled, if the competent authority declines to grant approval.
2. The Tender must be accompanied with Earnest Money Deposit (EMD) form of Account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, Divisional Library, Sector-34, Chandigarh, for an amount of Rs. 70,000/- (Rs. Seventy thousand only), should be submitted in a sealed envelope duly superscribed "EMD for Award of Contract for providing **"WORKERS THROUGH SERVICE PROVIDER" IN DIVISIONAL LIBRARY, SECTOR - 34, CHANDIGARH**". The EMD must be submitted in the office of the Librarian Divisional Library, Sector-34, Chandigarh, on or before 22.12.2015 at 5:00pm.
3. Any conditional, telegraphic/fax tenders, tenders without Earnest Money and not on the prescribed form or any deviation from the terms and conditions of the Tender Notice shall not be entertained and rejected.
4. In the event of the date of receipt or opening of tender being declared a holiday, the last date of receipt/ opening of the tender shall be the next working day at the same time.
5. The Librarian reserves all rights to reject any or all the tenders without assigning any reason.



Librarian
 Divisional Library (South)
 Sector : 34, Chandigarh

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6. Bid Document can be downloaded from the Website of Chandigarh Administration <https://etenders.chd.nic.in>. However, for general information, guidance and reference, the Bid Document can also be viewed & downloaded from Divisional Library , website <http://chdstatelibrary34.org/>
7. All other terms & conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the detailed Noticed Inviting Tender (NIT) available/downloadable on the above noted website.



Librarian,
Divisional Library (South) Sector-34,
Chandigarh
Sector : 34, Chandigarh

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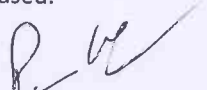
Tender No.-DL-34/Service Provider/2015/ 1204

ANNEXURE-'B'

THE LIBRARIAN, DIVISIONAL LIBRARY(SOUTH), SECTOR-34, CHANDIGARH
Service Agreement for Providing Workers through Service Provider

Agreement between the Librarian, Divisional Library (south), Sector-34, Chandigarh and -----
----- (hereinafter called lessee), resident of -----
-----w.e.f.....DATE to DATE on the following terms and conditions:

1. That the Librarian, Divisional Library (south), Sector-34, Chandigarh will pay the Service Provider
 - a) Wages as per the Deputy Commissioner, Chandigarh/Chandigarh Administration approved rates for a specific category of worker, including EPF, EDLI and ESI as employers share per month in accordance with rules/provisions governing EPF, EDLI and ESI. Service tax is extra as per Govt. Norms.
 - b) Administrative Charges @% of basic Wages per worker.
2. That the EMD of Rs. 70,000/- (Rs. Seventy thousand only) of the service provider will be adjusted against refundable performance security deposit which will be 5% (rounded off to nearest thousand) of tentative total bill for the term of contract. No interest will be paid on security deposit.
3. That the tenderer will provide full time workers.
4. That the workers to be provided by the Service Provider should be duly qualified to perform the specific job for which they are hired as per the Chandigarh Administration rules.
5. That the duties of workers will commensurate with the nature/category of worker as per the directions of the Librarian, Divisional Library (south), Sector-34, Chandigarh.
6. That the service provider and the workers engaged will be collectively and individually responsible for the performance of duties assigned.
7. That in the event of workers are found deficient in skills/services, the service provider would have to immediately replace the worker and provide the worker possessing the required skills/services in his/her place, without delay.
8. That the number of workers required may vary as per the requirements of the Library during the period of contract.
9. That the workers will perform any other work assigned by the Librarian, as per requirements.
10. That the contractor shall pay the wages to the workers as quoted by him after deducting the employee's share of EPF, ESI, EDLI, etc.
11. That the Service Provider shall make the payment of wages through the account payee cheques/online transfer into the accounts of the persons employed by him, before 7th of every month. The Service Provider shall furnish details of disbursement of salary to the Library within 5 days from the date of disbursement. He shall maintain Attendance Registers, individual's ledger/wage book, wage slip, terms of employment and he should deposit the undelivered (unpaid) cheque(s) of any person deployed with the Divisional Library(south), Sector 34, Chandigarh by the end of last day of the prospective month. The Photostat copies of cheques given to workers as wages shall be provided to the Library.
12. That in the first instance, the Contractor will be paid the RTR for wages only and the RTRs for ESI/EPF share will be paid on production of receipt of challans of ESI/EPF duly acknowledged by the respective Dept.
13. That the contractor shall ensure that the work assigned by this Library is required to be done by the deputed persons to the satisfaction of the Library as per norms, failing which no payment will be released.



Librarian
Divisional Library (South)
Sector : 34, Chandigarh

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14. That the contract may be terminated by giving one months' notice by either side.
15. That the monthly payment shall be released on submission of wage bill/invoice duly certified by the concerned officer/incharge of work of this Library.
16. That for ensuring proper discipline, the contractor shall be required to keep his own attendance cards prepared for each staff, which shall be countersigned by the concerned officer/in charge of this Library. Discipline /welfare of the staff shall be complete responsibility of the contractor and he shall promptly attend to any indiscipline/misconduct of his staff as & when desired by this Library.
17. That in case the contractor fails to provide services as per terms of contract, penalty may be imposed by the Library.
18. That any revision in the minimum wages by the Chandigarh Administration during the period of contract would be applicable.
19. That the contractor shall be responsible for character and antecedents of his staff/employee deployed in the Library.
20. That in case of any theft/pilferages due to the negligence of the workers during the tenure of contract, the contractor shall be responsible for the same and loss to be recovered from the bill of the contractor.
21. That the Librarian, Divisional Library (south), Sector-34, Chandigarh on its part shall not be liable to pay any charges, dues, compensation under any of the provisions applicable, which shall be the responsibility of the contractor only.
22. That the Librarian, Divisional Library (south), Sector-34, Chandigarh, shall deduct the income Tax, if any from the bill.
23. That the service provider will provide neat and clean uniforms to all the workers. No extra payment towards uniforms will be made by the Library
24. That the contractor must abide by rules/regulations and other instructions issued by Govt./Chandigarh Administration regarding labour laws.
25. That for any violations of the above conditions the lessee will be suitably fined and/or the contract will be terminated and the security will be forfeited.
26. That the Librarian can add or delete any condition in the interest of the general public and can terminate the contract without notice.
27. That the Contract shall be awarded initially for a period of one year, which is further extendable up to maximum, period of three years (including initial period of one year) on the same administrative charges in terms of percentage of basic wages as per prevailing DC Rates, terms & conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the service agreement. This will, however be further subjected to the approval of the competent authority. The Contract shall stand automatically cancelled, if the competent authority declines to grant approval.
28. That all legal disputes/arbitration will be within the jurisdiction of UT Chandigarh.

I, _____, resident of _____
_____ have read and understood the above terms and conditions and these are acceptable to me.

Place :
Dated :

Lessee

Members of the Contract Committee



Librarian
Divisional Library (South) Sector 34,
Chandigarh
Sector : 34, Chandigarh

Tender No.-DL-34/Service Provider/2015/1204

DL-8/12/15

Annexure 'C'

THE LIBRARIAN, DIVISIONAL LIBRARY (SOUTH), SECTOR-34, CHANDIGARH

**eTENDER FOR OUTSOURCING WORKERS THROUGH SERVICE PROVIDER IN
DIVISIONAL LIBRARY(SOUTH), SECTOR - 34, CHD,**

SCOPE OF WORK

Sr. No	Particulars	No. of Workers
1)	Providing full time workers for Divisional Library (south) , Sector 34, Chandigarh	
	Categories of Workers: <ul style="list-style-type: none"> • Librarian • Data Entry Operator • Clerk • Library Restorer • Library Attendant • Peon cum mali • Peon- cum - security guard • Peon • Sweeper • Any other as per requirement of the Library 	20 (Tentative) (The number of workers required is tentative and the actual number may vary as per the requirements of the Library)

GENERAL DUTIES OF THE WORKERS ENGAGED THROUGH SERVICE PROVIDERS:

- The service provider will provide Full time workers.
- The workers to be provided by the Service Provider should be duly qualified to perform the specific job for which they are hired as per the Chandigarh Administration rules.
- The duties of workers will commensurate with the nature/category of worker as per the directions of the Librarian, Divisional Library (south), Sector -34, Chandigarh.
- The service provider and the workers engaged will be collectively and individually responsible for the performance of duties assigned.
- In the event of workers are found deficient in skills/services, the service provider would have to immediately replace the worker and provide the worker possessing the required skills/services in his/her place, without delay.
- The number of workers required is tentative and the actual number may vary as per the requirements of the Library during the period of contract.

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[Signature]

Librarian
Divisional Library (South)
Sector : 34, Chandigarh

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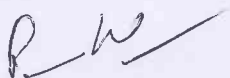
Tender No.-DL-34/Service Provider/2015/1204

ANNEXURE-'D'

THE LIBRARIAN, DIVISIONAL LIBRARY (SOUTH), SECTOR-34, CHANDIGARH
TENDER FOR OUTSOURCING OF WORKERS THROUGH SERVICE PROVIDER IN
DIVISIONAL LIBRARY (SOUTH), SECTOR-34 , CHD,

TERMS OF PAYEMENTS

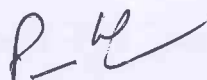
1. The Service Provider, being the employer in relation to persons engaged/deployed by him shall alone be responsible to provide the Services/Activities under this Agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the Minimum wages as fixed or prescribed under the DC, Chandigarh Rates, alongwith all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, etc. to his employees. The Service Provider shall also have to observe compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Fund (EPF) Act, 1952, Employees State Insurance Act (1948), Payment of Bonus Act, 1965, Employees Deposit Link Insurance (EDLI) and any other Govt. Rule/Act as applicable.
2. That the monthly payment shall be released on submission of wage bill/invoice duly certified by the concerned officer/incharge of work of this Library.
3. That in the first instance, the Contractor will be paid the RTR for wages only and the RTRs for ESI/EPF share will be paid on production of receipt of challans of ESI/EPF duly acknowledged by the respective Dept.
4. In case the contractor fails to provide services as per terms of contract, penalty may be imposed by the Library.
5. Any revision in the minimum wages by the Chandigarh Administration during the period of contract would be applicable.
6. All the payments shall be made by the Divisional Library (south), sector -34, after deducting Income Tax at source wherever applicable as per provisions of the Income Tax Act, 1961.
7. That in case of any theft during the tenure of contract, the contractor shall be responsible for the same and loss of the theft will be recovered from the bill of the contractor.
8. That the Librarian, Divisional Library(south), sector -34 , Chandigarh, on its part shall not be liable to pay any charges, dues ,compensation under any of the industrial loss or other losses applicable in this behalf to the personnel which shall be the responsibility of the contractor only.
9. The service provider will provide neat and clean uniforms to all the workers. No extra payment towards uniforms will be made by the Library.
10. That the contractor would abide by rules/regulation and other instruction issued by local Govt. regarding labour laws.



Librarian
Divisional Library (South)
Sector : 34, Chandigarh

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11. That for any violations of the above contract condition the lessee will be suitably fined and/or the contract will be terminated and the security will be forfeited.
12. Payment of Wages The Service Provider shall keep the following instructions in view while submitting the monthly wage bill(s)
 - (vii) The Service Provider shall make the payment of wages through the account payee cheques/online transfer into the accounts of the persons employed by him, before 7th of every month. The Service Provider shall furnish details of disbursement of salary to the Library within 5 days from the date of disbursement. He shall maintain Attendance Registers, individual's ledger/wage book, wage slip, terms of employment and he should deposit the undelivered (unpaid) cheque(s) of any person deployed with the Divisional Library (south), sector -34, by the end of last day of the prospective month. The Photostat copies of cheques given to workers as wages shall be provided to the Library. The payment shall be made to the Service Provider for the actual number of persons deployed within the Scope of Work at Annexure 'C'
 - (viii) Attendance Register, Muster Roll duly signed by the Service Provider and verified by the authorised officer(s) of Divisional Library (south), sector 34, Chd.
 - (ix) Deduction Schedule showing the individual details of deductions of EPF/ESI/EDLI /Income Tax/Service Tax etc. to be tallied with the wage bill.
 - (x) Details of cheques to be issued to the concerned persons deployed to be submitted to the Caretaker of Divisional Library (south), sector -34, Chandigarh, for verification before actual disbursement of payments.
 - (xi) The Service Provider shall certify on the bill that the monthly wage bill for the services of all the categories of persons deployed by him in, Divisional Library (south), sector -34 Chandigarh is complete and no person has been left out and no supplementary bill shall be submitted thereafter.
 - (xii) A spare/self-attested copy of bank scroll/bank challans in support of having deposited the amount of EPF, ESI, EDLI, Service Tax etc. with concerned Department shall invariably be submitted to Divisional Library(south), sector - 34, Chandigarh within 10 days from the disbursement of wages i.e. by 17th of the month.



Librarian
Divisional Library (South)
Sector : 34, Chandigarh



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ANNEXURE-'E'

THE LIBRARIAN, DIVISIONAL LIBRARY, SECTOR-34, CHANDIGARH

NAME OF SERVICE CONTRACT: "OUTSOURCING OF WORKERS

THROUGH SERVICE PROVIDER"

TECHNICAL BID

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDER

1.	Name of the Person/Organisation/Firm, Location of its office with complete address both residential and permanent and Telephone/Fax Nos	
2.	Status of Organization (whether Private/Public Sector Undertaking/ Sole Proprietor/ Partnership/Cooperative Society etc.?)	
3.	Whether documentary proof, in support of 1 & 2 above are submitted on line?	Yes / No
4.	Whether a copy of Resolution passed by the Executive body authorizing the specific officer/partner for signing the documents for this tender has been submitted on line)?	Yes / No
5.	Whether the tenderer has submitted an Experience Certificate of atleast three years preferably of working in Government institutions/offices in the region?	Yes / No
6.	Whether the Tender Bid guarantee (Earnest Money Deposit) in the form Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh drawn in the name of the Librarian, Divisional Library (south) sector - 34, Chandigarh, for an amount of Rs. 70,000/- (Rs. Seventy thousand only), has been submitted in physical form ?	Yes / No
7.	Whether the self-attested copy of latest Income Tax Assessment Certificate/PAN/TAN No. has been submitted on line?	Yes / No
8.	Whether the self-attested copies of the Service Tax No. Has been submitted on line?	Yes / No
9.	Whether the tenderer has submitted online a self-attested copy of valid Labour Licence in the relevant trade/field for the execution of this service contract duly issued by the competent authority?	Yes / No
10	Whether the self-attested copy of EPF, ESI & EDLI Code Nos. issued by the Chandigarh Administration has been submitted on line?	Yes / No
11	Whether the Affidavit on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate that the tenderer has never been blacklisted, has been submitted online?	Yes / No

Place: _____

Dated: _____

Signature of Tenderer _____ Librarian

Full Name of the Tenderer _____ Divisional Library (South)

Address _____ Sector : 34, Chandigarh

Tender No.-DL- 34/Service Provider/2015/204

dt - 8/12/15

THE LIBRARIAN, DIVISIONAL LIBRARY (SOUTH), SECTOR-34, CHANDIGARH

ANNEXURE-'F'

FORMAT FOR PRICE BID FOR eTENDER of "OUTSOURCING OF WORKERS THROUGH SERVICE PROVIDER" IN DIVISIONAL LIBRARY (SOUTH), SECTOR 34, CHD, THROUGH SERVICE PROVIDER

Description of work: OUTSOURCING OF WORKERS THROUGH SERVICE PROVIDER"

1. as per scope of work mentioned in Annexure-'C' subject to fulfilment of other terms and conditions of the Service Agreement at Annexure-'B'.

Administrative/ Service Charges in %age on the monthly Basic wages per worker (as per DC Chandigarh/Chandigarh Administration Rates). (From the above mentioned Administrative Charges the tenderer shall be solely liable to pay /discharge the responsibilities as per requirements of Tender Terms and Conditions and the various Labour Acts/Rules as amended from time to time towards his employees during the currency of contract.

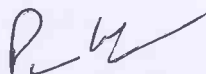
To be quoted in Price Bid

NOTE:

- A) The tender shall be awarded to the tenderer, who quotes the lowest offer of Administrative Charges (in percentage) provided he fulfils all other terms and conditions of the tender document keeping in view all obligations and responsibilities as an employer to be performed by them and as per requirement of the tender document offer as per Contract Labour Act during the currency of contract. However 0% value of Administrative Charges shall be straightway rejected.

"It is made clear that only two digits after decimal point, if any, may be quoted in the financial bid. If the bidder quotes more than two digits after decimal point, then only two digits after decimal point would be considered in the Comparative Statement of Financial Bid. Final assessment for award of tender will be strictly made in the following template (Illustration) by taking Basic Wages as Rs. 100:-

S. N.	Particulars	Firm 1	Firm 2	Firm3
1	Basic Wage (Rs.)	100	100	100
2	EPF @12%	12	12	12
3	EDLI @1.36%	1.36	1.36	1.36
4	ESI @4.75%	4.75	4.75	4.75
5	Administrative Charges quoted by firm			
6	Total (1+2+3+4+5)			
7	TDS @1% in the case of Sole Prop. And @2% in the case of Ltd. Co.			
8	Administrative Charges quoted by firm			
9	Profit (+)/Loss (-)(8-7)			



Librarian
Divisional Library (South)
Sector : 34, Chandigarh

Contd. 14

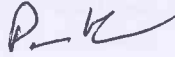
This Library will not pay any other liability except Wages, EPF,ESI, EDLI contributions, Service Tax on the rates as applicable from time to time by the concerned authorities. If any other liability occurs, the same will be borne by the Service Provider Charges.

- B) The tenderer shall alone be responsible to provide the Services/Activities under this Agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the Minimum wages as fixed or prescribed under the Minimum Wage Act, 1948 along with all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, etc. to his employees.
- C) The above quoted Administrative Charges (in percentage) shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the Tenderer.
- D) TDS applicable shall be deducted from the actual amount of bill.

I/We certify that I/We have read the terms and conditions as given in the Service Agreement. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the Services/Activities under this Agreement shall alone be responsible to provide the Services/Activities under this Service Agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the Minimum Wages as fixed or prescribed under the Minimum Wage Act, 1948 along with all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, etc. etc. to his employees. The Service Provider shall also have to observe compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Minimum Wage Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Chandigarh Contract Labour (R&A) Rules, 1974, Employees Provident Fund (EPF) Act, 1952, Employees State Insurance Act (1948), Payment of Bonus Act, 1965, Employees

Deposit Link Insurance (EDLI), or any other Act as applicable and as amended from time to time and or any other rules framed there under from time to time by the Chandigarh Administration and/or any authority constituted by or under any Law, for the category of persons deployed by me/us.

Place: _____
Dated: _____

Signature of Tenderer 
Name of the Tenderer Librarian
Address Divisional Library (South)
Sector : 34, Chandigarh

Contd. 15

Tender No.-DL-34/Service Provider/2015/ 1204

21-8/12/15

ANNEXURE - 'G'

AFFIDAVIT

I/We (Name) _____ Service Provider/
Partner/Sole Proprietor (strike out which is not applicable) of
(Firm) _____ do hereby solemnly affirm and declare that the individual/
firm/ companies are not black listed/prosecuted by any Central/State Governments/ Union
Territories / Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research
Institutions/any court of law or any partner or share holder thereof not directly or indirectly
connected with or has any subsisting interest in business of my/our firm.

Place _____
Date _____

DEPONENT
Address _____

VERIFICATION:

Verified that the content of above affidavit is true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed therefore.

Place _____
Date _____

DEPONENT

(Note: To be furnished on non-judicial stamp paper of Rs. 15/- duly attested by the Executive
Magistrate)



Librarian
Divisional Library (South)
Sector : 34, Chandigarh

