

## DISTRICT SPORTS COUNCIL, JIND

### TENDER NOTICE

District Sports Council Jind intends to outsource the activity of Groundman, Chowkidar, Sweeper, Computer Operator & Gym Operator part time for its various locations for a period of one year .

Sealed tenders along with earnest money of Rs.25000/- in the shape of Pay Orders or demand draft in favour of the District Sports Council, Arjun Stadium Jind payable at Jind, are invited from the registered agencies/service providers having at least three years experience in the field of Providing Manpower and valid licence from Labour/ Home Department of the State/Union Territory and also having ESI/ EPF/ PPF, Service Tax and PAN Nos. issued by the appropriate department of the Government. The activity as a whole will be outsourced for which necessary manpower will be provided by the tenderer.

The interested agencies should send their offers on the prescribed document tender documents which can be obtained from the O/O District Sports Council, Arjun Stadium Jind or can be downloaded from the Web Site **jind.nic.in** so as to reach the Secretary, District Sports Council Jind latest by **23/06/ 2017** Upto 1.00PM duly superscribed on envelope, "**Tender for** Providing manpower for various activities. The tenders will be opened on the same day **at 3.30 PM** in the office of the District Sports Council, Jind in the presence of tenderers who may like to be present.

The President, District Sports Council Jind reserves the Right to accept or reject any/ all tender (s) without assigning any reason.

President,  
Distt.Sports Council  
Jind.

## **District Sports Council Arjun Stadium Jind**

### **OPPORTUNITY TO BE PART OF DISTRICT'S QUEST FOR SPOTING EXCELLENCE**

**Tender are invited by Distt. Sports Council Jind from Registered Agencies for Providing manpower, for providing Services of Computer Operator-Cum – Clerk, Ground Men , Chowkidar, Sweepar & Gym Operator. Detail are available on [www.jindnic.in](http://www.jindnic.in). The complete application should reach at the following address latest by 1.00 pm on 23/06/2017.**

**Secretary  
Distt. Sports Council  
Arjun Stadium Jind  
Tel: 01681-257281.**

## **CONTENTS OF TENDER DOCUMENTS**

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## **Technical Requirements for the tendering manpower service provider.**

**1. The Tendering Manpower Service Provider should fulfil the following Tech. specifications.**

**a The registred office or one of the Br. Office should be located in Jind.**

**b. They should be registred with the appropriate registration authority.**

**c. They should have at least three year experience in providing in men power to Govt./Semi Govt.etc.**

**d. They should have their own bank A/C .**

**e. They should be registred with the income tax department.**

**f. They should be registred with the appropriate authorities under EPF.**

**TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO THE DISTRICT SPORTS COUNCIL,JIND.**

**PART-I**

**Technical Requirement**

1	Name of the Organization/Firm applying for providing outsourcing services	
2	Postal Address	
3	Telephone/FAX/Mobile No. of the Organization/Firm.	
4	Status of the Organization/Firm (Whether Private or Public Sector undertaking or Sole Proprietor or Partnership or Cooperative Society etc) ? The tenderer should attach a resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents.	
5	Name of person to be contacted	
6	Whether the tenderer possesses the requisite experience, if yes, give details there of Separate sheet be attached, if needed.	
7	Particulars of Licence obtained from Labour/Home Department of the State /UT ( <b>attested copy of the document to be attached</b> ).	
8	Details of PAN/TAN No. obtained ( <b>attested copy of the document to be attached</b> )	
9	The details of Service Tax No. allotted to organization/firm.(Copy of document to be attached)	
10	Details of Registration with the authorities in ESI/EPF/PPF Departments. ( <b>attested copy of the document to be attached</b> ).	
11	Financial resources, assets in terms of tenderer's property (Movable and Immovable) held on the date of submission of tender (Latest audited balance sheet is also be to attached)	
12	Details of earnest money.	
13	Declaration in the form of Affidavit that the individual/Firm/Organization including its partners and share-holders, was not black listed / prosecuted by any Departments/Statutory Bodies in Haryana or by any Court of Law, is to be attached.	

**Signatur of the Authorised Signatory**

**PART-II**

**FINANCIAL BID**

Lump sum Rates to be quoted for various Activities at various locations including Wages, EPF, ESI, Service Tax, Administrative charges etc.

<b>Sr. No.</b>	<b>Name of the location.</b>	<b>Activity</b>	<b>Minimum No. of persons to be deployed.</b>	<b>Lump sum Rates for the activity per month (in Rs.)</b>
<b>1</b>	<b>Navdeep Stadium Narwana</b>	<ul style="list-style-type: none"><li>• <b>Groundmen</b></li><li>• <b>Sweeper –cum - Chowkidar</b></li><li>• <b>Gym Operetor</b></li></ul>	<b>2</b> <b>1</b> <b>1</b>	
<b>2</b>	<b>Arjun Stadium,Jind</b>	<b>Computer Operetor</b> <b>Chowkidar</b> <b>Sweeper</b>	<b>1</b> <b>1</b> <b>1</b>	
<b>3</b>	<b>Maharaja Janmayjai Khel Prisar,Safidon</b>	<b>Groundmen</b> <b>Sweepar-cum- Chowkidar</b>	<b>1</b> <b>1</b>	

**(A) NATURE AND SCOPE OF WORK TO BE OUTSOURCED**

<b>Sr. No.</b>	<b>Name of the location.</b>	<b>Activity</b>	<b>Job Requirement</b>
1	Navdeep Stadium Narwana	<ul style="list-style-type: none"><li>• <b>Ground Maintaining</b></li><li>• <b>Sweeping &amp; Look After of Premises at night</b></li><li>• <b>Gym Opereting</b></li></ul>	The manpower to be provided by the outsourcing agency for a particular activity would be performing their duty at the respective location to the entire satisfaction of the concerned authorities. It will be the responsibility of the outsourcing agency to ensure that the manpower provided by them cater to the entire area. The Man Power to be provided by the agency should be having a working knowledge of the respective job.
2	Arjun Stadium, Jind	<b>Sweeping Computer Opereting LookAfter at Night</b>	
3	Maharaja Janamayjai Khel Prisar Safidon	<b>Ground Maintating Sweeping &amp; Lookafter at Night</b>	

**Note:**

- (i) The technical bid shall be evaluated first. On being successful in technical parameters the financial bid should be opened.
- (ii) The rates quoted above shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the tenderer.
- (iii) The material for Ground Maintaining shall be provided by the District Sports Council, Jind.
- (iv) The tenderer quoting for providing services should be a holder of valid licence under Service Providing Agencies (Regulation) Act.
- (v) Leave reserver for weekly rest and other holidays/National holidays shall be provided by the Service Provider and no extra charges will be paid by District Sport Council, Jind.
- (vi) The selected agency will have to sign a service agreement on the given format within seven days from the date of the receipt of work order.

I/We certify that I/We have read the terms and conditions of the tender as well as the provisions as mentioned 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 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 wages Act, 1948 along with all other statutory dues as Employees Provident Fund, Employees State Insurance, Employees deposit Link Insurance etc to his employees. I/We undertake to observe the compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, State /UT Contract Labour/(R&A) Rules, 1974, EPPF Act, 1952, ESI Act (1948) as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that I/We have read over the tender document containing the nature and scope of work, terms & conditions and the Draft of Service Agreement and have understood the contents.

I/We undertake to abide the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.

Place:- \_\_\_\_\_ Signature of Tenderer \_\_\_\_\_

Dated:- \_\_\_\_\_ Name of the Tenderer \_\_\_\_\_

Address \_\_\_\_\_

(B)

**TERMS AND CONDITIONS**

1. All the information as required in the tender document should be filled up in the relevant part and no column should be left unfilled. An incomplete tender document or submitted without the earnest money deposit will be summarily rejected.
2. In case the date of opening of a tender is declared as a holiday the tender shall be received/opened on the next following day at the same time.
3. The Agency will have to deposit security to the tune of Rs.0.50 lacs in the shape of "Fixed Deposit Receipt" covering the period of contract duly pledged in favour of the District Sports Council,Jind
4. The manpower to be provided by the agency shall always remain the employee of the agency for all intents and purposes and the service provider/the agency shall alone be liable for any dispute amongst their employees and the agency, which may arise in any court of law.
5. All the persons engaged by the service agency/provider should be healthy, physically fit and free from communicable diseases. The agency should quote the consolidated lump sum rates per month in respect of staff deputed in the Distt. Sports Council,Jind including wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees under Labour/Minimum Wage Act.
6. The service provider shall be responsible for the attendance of his staff in the Distt. Sports Council,Jind. In case of any staff of the agency remains absent or granted leave by them, they will sent/arrange his/her substitute otherwise a penalty of Rs.100/- per day per person will be imposed on him and the penalty so imposed will be deducted from the bill of the agency .
7. In case of non availability of personnel deputed to the job in Distt. Sports Council,Jind, the same will be got done from the market at the cost of service provider and amount will be deducted from the bill presented in the Distt. Sports Council,Jind.
8. In case the contractor discontinues the contract before the expiry of the period his security shall be forfeited.
9. The Persones so engaged by Contractor/Agency shall not have any legal right for claiming continuation/ regularization of Service at the later stage.
10. The personnel sent/deputed on job will be on the pay roll of the service provider and will be the employees of the service provider for all intents and purposes. However, the service agency shall communicate the name, parentage, residential address, date of birth, academic qualification, previous experience etc. along with a photograph of the person.
11. The President/Secretary,Distt. Sports Council,Jind or his nominee shall be at liberty to check any time, the deployment of manpower by the service provider.
12. The Distt. Sports Council,Jind shall under no circumstances be deemed as the "Employer" of persons so engaged and the Distt. Sports Council ,Jind will not be liable for any claim what so ever from any persons so engaged.
13. The antecedents of the personnel deployed by the service provider should be credible and above board.
14. The staff deployed will be issued identity card by the service provider which will be required to be displayed at the time of duty. In case of pilferage, theft/breakage, the agency will be responsible. The President/Secretary,Distt.Sports Council,Jind will be at liberty to deduct the amount of such loss from the agency after holding an enquiry. The decision of the President,Distt. Sports Council,Jind to this effect shall be final and binding upon the parties. In case of unsatisfactory performance and violation of any condition of the contract/service

agreement, the contract shall be liable to be cancelled and security will be forfeited. The personnel so deployed on the job for various activities will not be changed by the agency without the approval of the Distt. Sports Council, Jind.

15. That the agency shall not sub-let the contract to any other concern/individual.
16. The Agency will pay at least the minimum wages as per wages fixed under the Minimum Wages Act and disburse the wages in the premises of respective complex in the presence of person authorized by the President, Distt. Sports Council, Jind on or before the 10<sup>th</sup> of each month. The PF/ESI contribution will be released after seeing the statement that the agency have deposited its part of the contribution in advance.
17. The Agency will be responsible for the payment of statutory liabilities such as PF/ESI and other charges etc, if any, in respect of persons deputed in the Distt. Sports Council, Jind and will submit the deposit challans showing the individual figure of deposit for the previous month along with remuneration bill.
18. The service agreement will be for a period of one year from the date of taking over the charge of work w.e.f.-----upto----- The Distt. Sports Council, Jind may, however, at its sole discretion to reduce or extend period of the contract on the prevalent terms and conditions. Besides this, the services of the service provider can be taken for other complexes on the same rates and terms & conditions for a particular activity.
19. Income tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross Amount) of the Agency.
20. The Agency will have to deposit earnest money of Rs.25,000/- with the tender in favour of Distt. Sports Council, Jind in shape of pay order/demand draft payable at Jind.
21. The agency awarded annual contract will have to execute an agreement on the stamp papers of appropriate value that he will abide by the terms and conditions as mentioned in the service agreement & as per provision of Registration Act.
22. The agency will be responsible for obtaining a licence/ getting the licence renewed as the case may be, from the Licencing Authority under the Contract Labour ( Regulation and Abolition )Act 1970 and the Distt. Sports Council, Jind shall not be responsible for any damages/losses on this account.
23. The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
24. The President, Distt. Sports Council, Jind reserves the right to terminate this contract at any time by giving 30 days notice if the services of the contractor are found unsatisfactory or for any other reason.
25. That in case of any dispute with regards to the service agreement, the same shall be subject to arbitration by the President, Distt. Sports Council, Jind whose decision shall be final and binding on both the parties.
26. In the event of failure of the Service Provider to Provide the Servilible to pay forthwith to the Distt. Sports Council, Jind the difference of payments made to such other sources, besides damages at double the rate of payment.
27. The Distt. Sports Council, Jind shall have the right to immediately terminate this Agreement if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of ceditors.

