

# CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(Established by an Act of Parliament of India, No. 16 of 1970)

## E-TENDER NOTICE

E-tender is invited from interested and reputed agencies / contractors fulfilling the terms and conditions of the contract for below mentioned job in single stage two cover system i.e. Technical Bid and Financial Bid (under online available Commercial Envelope):-

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee and e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening Tech./ Financial bids
1.	The tenderer, who will be awarded the contract on the basis of service charges & other prescribed criteria with the approval of competent authority, will has to provide manpower relating to <b>Cleaning/ Sweeping works</b> in the University on contractual basis initially for the period from 01.01.2021 to 31.03.2022, extendable for further period subject to satisfactory performance to the various departments of CCS HAU, Hisar on the need basis.	402	8,04,000/-	5000/- + 1180/-	01.12.2020 (09:00 hours to 15.12.2020 upto 17:00 hours)	14.12.2020 upto 17:00 hours	15.12.2020 upto 17:00 hours	Tech. Bid 17.12.2020 at 10:00 a.m. and Financial Bid 21.12.2020 at 11:00 a.m.

- i) Cost of bid documents to be paid online is Rs 5000/- (non-refundable) for each bid to be deposited through debit cards or Internet Banking Accounts.
- ii) The further details and e-tendering schedule visit <http://etenders.hry.nic.in> & University website <http://www.hau.ac.in>
- iii) E-service fee Rs. 1180/-required to be deposited at the time of online preparation stage.
- iv) All updates, amendments, corrigendum etc. (if any) will be uploaded on the University website/tender website. There will not be any publication of the same through Newspapers or any other media.

Sd/-  
Registrar



## **CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

(Established by an Act of Parliament of India, No. 16 of 1970)

Website: <http://www.hau.ac.in>

### **STANDARD BIDDING DOCUMENT FOR PROVIDING MANPOWER RELATING TO CLEANING/ SWEEPING WORK**

#### **COMPLETE BIDDING DOCUMENT**

**Name of work:** The tenderer, who will be awarded the contract on the basis of service charges and other prescribed criteria with the approval of competent authority, will have to provide manpower relating to **Cleaning/ Sweeping work** in the University on contract basis under Part-1 of Haryana Government Outsourcing Policy for the period from 01.01.2021 to 31.03.2022, which is extendable for further period subject to satisfactory performance, to the various departments of CCS HAU, Hisar on the need basis.

**DNIT Amount: Rs. 402 lakh per annum**

## DETAIL NOTICE INVITING e-TENDER (DNIT)

E-tender is invited for below mentioned job in single stage two cover system i.e. Request for Pre-Qualification/ Technical Bid (online Bid under Technical envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee and e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening Tech./ Financial bids
1.	The tenderer, who will be awarded the contract on the basis of service charges & other prescribed criteria with the approval of competent authority, will has to provide manpower relating to <b>Cleaning/ Sweeping works</b> in the University on contractual basis initially for the period from 01.01.2021 to 31.03.2022, extendable for further period subject to satisfactory performance to the various departments of CCS HAU, Hisar on the need basis.	402	8,04,000/-	5000/- + 1180/-	01.12.2020 (09:00 hours to 15.12.2020 upto 17:00 hours)	14.12.2020 upto 17:00 hours	15.12.2020 upto 17:00 hours	Tech. Bid 17.12.2020 at 10:00 a.m. and Financial Bid 21.12.2020 at 11:00 a.m.

Under this process, the Pre-qualification/ online Technical bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The financial bid under the second cover shall be opened only for top three eligible and qualified applicants as per tender documents and on the basis of maximum score as per evaluation matrix (Annexure-I).

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards or Internet Banking and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <http://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/She will be required **to make online payment of Rs. 8,04,000/- (Eight Lakh Four Four Thousand only) towards EMD fee in due course of time. If the intended bidder fails to pay EMD**

**fee under the stipulated time frame he/she shall not be allowed to submit his/her bids for the respective event/Tenders.**

3. The interested bidders must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. **on or before (14.12.2020 upto 17:00 hrs.); and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <http://etenders.hry.nic.in>.**
4. The interested bidders shall have to pay mandatorily e-Service Fee (under document fee- Non refundable) of Rs. 1180/- (Rs. One thousand one hundred and eighty only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks. The payment for document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards or Internet Banking. The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department Stage	Bidders Stage	Start date and time	Expiry date and time
1.		<b>Tender Document Download and Bid Preparation/Submission</b>	01.12.2020 09:00 hours	15.12.2020 17:00 hours
2.	<b>Technical Bid Opening</b>		17.12.2020 10:00 AM	
3.	<b>Financial Bid Opening</b>		21.12.2020 11:00 AM	

#### Important Note:

1. The Applicants/Bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee, e-Service and EMD & Technical Envelope shall be opened. Henceforth, financial bid quoted against each of the item by the shortlisted bidder/Agency wherever required shall be opened online in the presence of such bidder/Agency who either themselves or through their representatives choose to be present. The bidder can submit their bids online as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility, technical documents and evaluation matrix (Annexure-I) online in the Technical Bid.

**Envelope 2: Financial Bid**

The bidders shall quote the service charges in financial bid format under Commercial Bid.

1. APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though utmost care has been taken to upload approved DNIT, there may be some discrepancy. In case of any discrepancy between approved DNIT and uploaded DNIT. The approved DNIT will be applicable. The approved DNIT will be made part of the agreement.
2. Conditional tenders will not be entertained & are liable to be rejected.
3. **In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day.** The time and place of receipt of tenders and other conditions will remain unchanged.
4. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**online submission of (Technical) document & BS.** If any bidder/renderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

### **TERMS & CONDITIONS**

1. The contract period will be for the period from 01.01.2021 to 31.03.2022. However, the contract is extendable on the recommendation of TEFC of CCS HAU, Hisar with the permission of the Vice-Chancellor subject to satisfactory performance provided by the agency / contractor. The performance of the agency/contractor will be reviewed after every four months by the Performance Review Committee to be constituted by the Competent Authority.
2. The agency/contractor will have to deposit tender document fee of **Rs. 5000/-** in the shape of online payment inclusive tender form cost (Non-refundable). **The cost of e-tendering worth Rs. 1180/-** will be borne by the agency/ contractor himself.
3. The following documents for entering into contract to be submitted by the Contractors, will be mandatory:-
  - a) Registration Certificate of the Agency/Contractor under Shops & Commercial Establishment Act; Labour License under Contract Labour (R&A) Act; EPF & ESI Registration; PAN Number and TAN Number, GST Number.
  - b) The tenderer/authorized signatory of the agency/contractor will have to deposit the photocopy of his/her Aadhar Card and PAN as ID proof along with the following documents related to **previous years** as mentioned below:
    - Income tax returns for two years,
    - Bank statement of **last one year**,
    - Business turnover duly audited by Chartered Accountant for previous two years.
    - Clientage/ list of Departments only Govt./ Semi-Govt./Govt. undertakings / Corporations/ Boards/ Universities along with

- performance report and experience certificate from the Principal Employers,
- Details of staff employed by the agency/contractor for the last two years.
  - Proof of payment under ESCROW account or bank.
- c) The track record of the Contractors enclosing a performance certificate from previous clients should be clean and should not have any involvement in illegal activities or financial misappropriation/ frauds etc. Tenders must be accompanied by declaration to this effect on the letterhead of the contracting firm and duly signed by an authorized person(s).
- d) Contractors are required to confirm and declare that no agent, middleman or any intermediary will be engaged to provide service. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be taken from outsourced staff and that the tender price will not include any such amount. If the “University” subsequently finds to the contrary, it reserves the right to declare the Contractor as non-compliant and declare any contract if already awarded, to be null and void.
4. Minimum wages/ rates mentioned in Para (ix) of Part-1 of the Policy dated 6.6.2016 or the minimum wages fixed as DC rates by the concerned District, whichever is higher, shall be paid to the contractual persons. However, change in DC rate from time to time duly adopted by the University will also be applicable.
  5. Service charges offered by tenderers, will be not accepted if it is less than 2 percent. The contract will be awarded on the recommendation of TEFC with the approval of Competent Authority. However, the University has right to award the contract to the agency/ contractor taking into consideration the merit of the agency/ contractor. In case of any dispute, the decision of TEFC will be final.
  6. The tender documents containing technical bid, financial bid, term & conditions etc. can be downloaded from the University website. **The EMD of Rs. 8.04 lakh through online transfer (NEFT/ RTGS) will be required to be deposited** by all the tenderers with the technical bid. However, the EMD will be retained by the University of only those agencies/contractors who have been awarded contract. EMD of unsuccessful bidders / tenderers will be refunded within 15 days after finalization of contract.
  7. The Performance Security of Rs. 28.14 lakh (Rs. Twenty Eight Lakh and Fourteen thousand only) i.e. 7% of estimated cost in the shape of FDR/Bank Guarantee valid for seventeen months i.e. upto 31.05.2022 will be deposited by only that agency/ contractor to the University within 15 days from the date of award of the contract by the competent authority on the recommendations of TEFC.
  8. The Financial bid shall be opened only for top three eligible and qualified applicants as per tender documents on the basis of maximum score as per evaluation matrix (Annexure-I) containing certification and credentials, turnover, presentation, worker strength and experience by the Tender Evaluation and Finalizing Committee (TEFC) on the prescribed date in the presence of contractors/ their rep. duly authorized by the Contractors/Agencies.
  9. The employees of this University and their family members shall not be permitted to submit the tender. If such case is observed the Bid is liable for rejection.

10. After considering the performance and suitability by the TEFC and approved by the worthy Vice-Chancellor the contract will be awarded. Thereafter, the work can be allotted to this contractor by the concerned Incharge/ Head/ Controlling Officer through Liaison Officer after obtaining necessary financial sanction from the competent authority on their need basis.
11. The contract will be initially for the period from 01.01.2021 to 31.03.2022 and it may be extended by TEFC with the permission of the Vice-Chancellor, subject to satisfactory services provided by the contractor.
12. The agency/ contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below **18 years and above 58 years of age**.
13. The agency/ contractor will submit an affidavit to the effect that they have not taken any amount (money) from the contractual personnel for any process/fulfillment of any condition of his agency in violation of State Govt. instructions in this regard.
14. The contractual personnel will also submit an affidavit to the agency as to the effect that they have not given any amount (money) to the agency to fulfill the condition of agency/ contractor and the agency will enclose the same with the first bill of their wages to the DDO concerned.
15. In case of any loss, theft, sabotage etc. caused by or attributable to any of personnel deployed by contractor, the university shall have right to claim/ recover the damage from contractor and decision of TEFC will be final.
16. The Contractor shall have to produce the relevant records during the period of contract whenever required by the Principal Employer/ Labour Department, Govt. of Haryana.
17. The personnel deployed under this contract shall maintain proper office decorum and shall not disclose any secret official information to any unauthorized person.
18. The personnel employed by the Contractor will not indulge in any unlawful or illegal activities which are against the interests of the University.
19. The Agency/ contractor shall not sub-contract the services of personnel sponsored by them, nor sublet the contract.
20. The University reserves the rights to award the contract/work in full or in parts to any Agency/ contractor and also terminate the contract/work at any stage if the performance of the Agency/contractor is found unsatisfactory.
21. The contract may be terminated and Performance Security along with EMD will be forfeited in any of the following contingencies:
  - i) The University shall have full power and authority to terminate this contract in case of any violation of terms & conditions/ Labour Laws by the contractor by giving 60 days clear notice in writing. The same contract will then be offered to any agency/ contractor out of the agencies/ contractors found technically successful.
  - ii) Similarly, if the contractor wants to rescind the contract, he/ she is required to give at least 60 days notice for withdrawal of services and will not rescind the work till alternative arrangement is made by the University, failing which EMD alongwith Performance Security is liable to be forfeited.

22. The contractor/agency will be responsible for opening individual EPF account of the employee if he does not have one and provide him with PF passbook and ESI Card. He needs to deposit the proof of depositing previous month employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
23. The contractor/agency alone shall exercise the control over the personnel deputed as per the terms and conditions stipulated herein; the personnel shall be governed by the rules and regulations of the contractor.
24. The controlling officer concerned will ensure that the bill of outsourced staff on monthly basis along with all required documents submitted by the agency/contractor is verified and passed by the 4<sup>th</sup> instant of each month positively and the agency/ contractor will make payment to the outsourced contractual staff immediately i.e. upto 7<sup>th</sup> instant to the individuals bank accounts of the outsourcing staff through RTGS/NEFT/ Online/ESCROW account. The tax deducted at source and such other taxes/ levies as are required by law to be deducted, shall be deducted from the charges payable to the agency/ contractor. However, amount of bill or admissible amount will be released by the DDO concerned in the following month provided the invoice/ bill is accompanied by the proof of the following:-
  - a) Attendance Sheet duly signed by contractor of month for which payment is claimed.
  - b) Wages statement showing individuals deductions under different mandatory heads for the month of payment.
  - c) Certified copy of the bank scroll showing disbursement of wages of previous month in individual accounts.
  - d) Certified copy of Challans for depositing EPF/ ESI etc. of the previous month.
25. The Principal Employer i.e. the Comptroller / Controlling Officer concerned will ensure the timely payment to the workers through Bank and compliance of various labour laws by the Contractors.
26. The agency/ contractor shall furnish details of disbursement made to the outsourced contractual staff indicating the amount of remuneration received from the CCS HAU, Hisar against each individual, amount deducted on account of statutory deductions such as ESI/EPF etc., as employee's share and net amount paid to each individual duly supported by details of payments made to the contractual staff before presenting claim for the next month. The proof of payment of statutory obligations such as ESI, EPF etc. and any other applicable taxes must be furnished by the Agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the Agency shall be withheld.
27. If the agency/ contractor fails to release the wages within three days of the receipt of payment of bill for the preceding month then a penalty for Rs. 500/- for a week and Rs. 1000/- thereafter will be imposed.
28. That it is further understood and agreed between the parties that any changes in the payments structure viz; ESI, EPF, service charges etc. as per the change in the law are recoverable from the University within the said statutory provisions of law. The service providers will be raising bill to the concerned department accordingly and the concerned department/ office of the University will have all rights to recover the amount paid in excess due to change in statutory provisions, if any.
29. The Contractor shall abide by and follow all the Labour Laws strictly.



30. That the rates entered into between the contractor and CCS HAU, Hisar for the purpose of supplying the aforesaid services on outsource basis can be revised by mutual agreement during the period of this contract as applicable in case of Govt. of Haryana/ D.C. rates.
31. That the contractor/contractors shall make sure that the manpower provided by him/them shall be with Photo identity card issued by the agency/ contractor. These cards are to be constantly displayed and their loss reported immediately.
32. That the contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970, Minimum wages Act, I.D. Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance etc. at his own risk and cost.
33. That the University shall not be liable for any default on the part of the contractor on his failure to fulfill the statutory requirements and the liability shall be the contractor's alone.
34. That the contractor shall be responsible for any loss or damage caused or suffered by the concerned department on any account of negligence of the personnel supplied for by the contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of the University by any act or omission on the part of contractor's employees/ personnel shall be borne by the contractor. In the eventually or such occurrence of loss or damage, the enquiry shall be made by the officers of the contractor in consultation with the officer of the University. The decision of the Vice Chancellor, CCS HAU shall be treated as final in this regard after the said enquiry.
35. An attendance register shall be maintained by the contractor for all the personnel deputed by him, who shall mark attendance daily at beginning and at the end of completion of the duties in the concerned department/ office and the payment shall be made to the contractor on the basis of attendance register.
36. That in case of any dispute arising out of this agreement between the contractor and the University, the same shall be referred to the sole arbitration of the concerned officer as appointed by the Vice-Chancellor, CCS HAU, Hisar, who may himself/herself take cognizance of the matter or depute/ nominate any officer of the said Institute or any other person who's decision shall be final and binding on both the parties.
37. It is further agreed that the personnel so employed by the contractor and deputed in the offices of CCS HAU, Hisar shall have no right to employment against any post of the University. It is further agreed that their services are being taken on a purely contractual basis/ outsource basis and University reserves the rights to do away with the agreement as and when so required without assigning any reason.
38. The agency/ contractor shall furnish necessary certificate to the liaison officer on its/his letter head regarding the character & antecedents of all the personnel to be engaged by them during the period of contract as to effect that the same are satisfactory.
39. In the event of any dispute or difference arising out of or in any way touching or concerning the agreement whatsoever, the same shall be referred to the sole arbitration of the Vice-Chancellor or his nominee.

40. The contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same e.g. purchase of Non-judicial stamp paper etc. for furtherance of agreement with CCS HAU, Hisar.
41. The approved contractor will have to execute the Contract Agreement with Performance Security accepting all terms & conditions stipulated herein on a non-judicial stamp paper worth Rs.100/- (Rs. One hundred only) within fifteen days from the issue of the letter of award of contract to the Principal Employer who will sign the agreement on behalf of University as 2<sup>nd</sup> party. In the event of failure on the part of the successful Bidder to sign the Contract within the stipulated period, the EMD shall be forfeited and the acceptance of Bid shall be considered as cancelled and will be allotted to the next bidder by the authority with the recommendations of TEFC.
42. The contract shall be governed by and executed according to the law in force. The agency/ contractor shall hereby submit to the jurisdiction of the court situated at Hisar for the purpose of actions any proceedings arising out of the contract and the courts at Hisar only will have the jurisdiction to hear and decide such actions and proceedings.
43. The agency/ contractor will operate its local office at Hisar to ensure satisfactory fulfillment of contractual obligations.
44. All other terms and conditions of the Govt. of Haryana issued from time to time and its subsequent instructions by the University will have to be followed by the contractors.
45. Smoking and consumption of alcohol or any prohibited substance by the contractual staff within the entire area of the University is strictly prohibited. Any violations shall be dealt with as per the law and culprit will be discharged immediately.
46. The contractual staff will not indulge in political activities within campus premises and seek any personal favour from University staff or officers or students.
47. Lending, borrowing and sitting idle or in groups is strictly prohibited during working hours.

Sd/-  
Registrar

**REGISTRAR, CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

Photo of  
Authorized  
Person

**(PART- A)**  
**E-TENDER FORM (TECHNICAL BID)**  
**(CONDITIONAL TENDER WILL NOT BE CONSIDERED)**

For providing manpower relating to **Cleaning/ Sweeping work** on contractual basis initially for the period from 01.01.2021 to 31.03.2022 to the various departments of CCS HAU, Hisar on their need basis.

Approx. estimated cost (in lakh)	Earnest Money	Period
402	Rs. 8,04,000/-	01.01.2021 to 31.03.2022

1. Name of the agency/ contractor :
2. Address with Telephone/Fax No. :  
e-mail
3. Contact person's name with address & :  
Mobile No.
4. Details of Earnest Money Deposit :  
(EMD)

**Essential details (Attach attested photocopy):**

5.
  - i. Registration No. :
  - ii. Aadhar Card No. of tenderer/authorized signatory of the agency/contractor :
  - iii. EPF registration No. :
  - iv. ESI registration No. :
  - v. PAN No. of tenderer/authorized signatory of the agency/contractor :
  - vi. TAN No. :
  - vii. Labour License No. :
  - viii. GST No. :
  - ix. Clientage/ list of Departments only Govt./ Semi-Govt./Govt. undertakings / Corporations/ Boards/ Universities along with performance report and experience certificate from the Principal Employers,

6. Income Tax Returns relating to **last two years** :
7. Bank Statements of **last one year** :
8. Turnover details for the **last two years** :
9. Details of staff employed by the Agency/ Contractor for the **last two years**:
10. Proof of payment under ESCROW account or bank proof :
11. Copy of work order of at least **two annual contract** executed successfully and client's completion certificate in the **past one financial year** in the premises of Govt./ Semi Govt. / Govt. undertakings/ Corporations/ Boards/ Universities (please attach)
12. Declaration to the effect as required under Sr. No. 3(c) of the terms and conditions of the contract, be furnished duly signed by the contractor/authorized signatory on the letter head of the firm/agency.
13. Declaration to the effect as required under Sr. No. 3(d) of the terms and conditions of the contract, be furnished duly signed by the contractor/authorized signatory on the letter head of the firm/agency.
14. Evaluation matrix (Annexure-I) duly filled and signed by the authorized person on behalf of agency / contractor.

- Note:** (i) **Upload the above documents as per sequence mentioned above.**  
(ii) **Relevant attested documents to be submitted in support of above points.**  
(iii) **Absence of any such document(s) may render the tender as invalid.**

- 1- I/ we, hereby certify that the information furnished above is correct & true to the best of my/our knowledge and beliefs.
- 2- I/ we understood the terms & conditions of contract and undertake to execute the above work and to abide by the terms and conditions prescribed for the work. Earnest money of Rs. 8,04,000/- (Rs. Eight Lakh Four Thousand only) for the above work paid through online payment.

*Signature of authorized person*  
(on behalf of agency/contractor)

Name \_\_\_\_\_

Father's name

Address:

Phone No.

**REGISTRAR, CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

**(PART- B)  
E-TENDER FORM (FINANCIAL BID)  
(CONDITIONAL TENDER WILL NOT BE CONSIDERED)**

For providing manpower relating to **Cleaning/ Sweeping work** on contractual basis initially for the period from 01.01.2021 to 31.03.2022 to the various departments of CCS HAU, Hisar on the need basis.

Type of Manpower	Minimum Wages/ D.C. rates	EPF @ 13.00%	ESI @ 3.25%	GST@18%	Service Charge not less than 2% (in %)
1	2	3	4	5	6
Un-Skilled i.e. for Cleaning/ Sweeping work.	As per DC rates	As per Rule	As per Rule	As per Rule	

**Note: i) The tenderer should quote only Service Charge in above proforma for supply of manpower.  
ii) Income Tax deduction (TDS) will be deducted as per rules.**

I/We have understood the terms and conditions of the contract. I/We undertake to execute the above work and to abide by all the terms and conditions prescribed for the work. It is certified that none of my family members is working in the University and no other member of my/our family has quoted rates for this. It is certified that the payment will be made by me to the workmen engaged in accordance with the Minimum Wages Act as per prevailing rates of wages circulated by D.C. Hisar.

***Signature of authorized person***  
(on behalf of agency/contractor)

Name\_\_\_\_\_

Father's name

Address:

Phone No.

## CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

### EVALUATION MATRIX FOR CLEANING/ SWEEPING WORK CONTRACT FROM 01.01.2021 TO 31.03.2022

Name of the bidder : \_\_\_\_\_

**Evaluation Matrix on the basis of information relating to previous year (2019-20) to be supplied by the agency/ contractor:**

Sr. No.	Description	Documentary Proof attached at Page No.	100 Marks
<b>I</b>	<b>Certification and credentials</b>		<b>(40 Marks)</b>
<b>(a)</b>	<b>Company Incorporation (15 Marks)</b>		
	(i) Public/Private Limited Company (15 Marks)		
	(ii) Partnership Firm (10 Marks)		
	(iii) Proprietary Firm / others firm (5 Marks)		
<b>(b)</b>	<b>Assessment of average turnover for the Last/Current financial year on the basis of audited balance sheets and certificates of ITRs (25 marks)</b>		
	(i) Turnover Rs. 1 Crore to 2 Crore (5 Marks)		
	(ii) Turnover above Rs. 2 Crore to Rs. 4 Crore (10 Marks)		
	(iii) Turnover above Rs. 4 Crore to Rs. 6 Crore (15 Marks)		
	(iv) Turnover above Rs. 6 Crore to Rs. 8 Crore (20 Marks)		
	(v) Turnover above Rs. 8 Crore (25 Marks)		
<b>II</b>	<b>Worker strength and Experience in large volume, multi state relevant assignment</b>		<b>(50 Marks)</b>
<b>a)</b>	<b>Total workers continuously on rolls (30 marks)</b>		
	(i) ≤ 50 workers (5 Marks)		
	(ii) 51-100 workers (10 Marks)		
	(iii) 101-150 workers (15 Marks)		
	(iv) 151 -200 workers (20 Marks)		
	(v) 201-250 workers (25 Marks)		
	(vi) ≥ 251 (30 Marks)		
<b>b)</b>	<b>Experience – should be in the name of same (applying) firm. (20 Marks)</b>		
	(i) above 2 years to 5 years (5 Marks)		
	(ii) above 5 years to 10 years (10 Marks)		
	(iii) above 10 years to 15 years (15 Marks)		
	(iv) above 15 years (20 Marks)		
<b>III</b>	<b>Capability &amp; Resources</b>		<b>(10 Marks)</b>
	Presentation by Bidders (10 Marks)		

- Notes: i) It is mandatory for the agency to fill up page no. of the documentary proof before submission of the tender.  
 ii) The presentation of only eligible / successful bidders in Technical bids will be held on the date of opening of technical bids.  
 iii) The financial bid under the 2<sup>nd</sup> cover shall be opened only for top three eligible and qualified agencies/contractors as per tender documents having the maximum score.

*Signature of authorized person*  
(on behalf of agency/contractor)