



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi
Himachal Pradesh, 175001
Phone: 01905-227500 Fax: 227518

Ref: HPGB/HO/2019/

January 17, 2019

Tender Notices

Sealed tenders are invited from the Reputed Out Sourcing Agencies to provide **Sweeping and Cleaning Services on Daily / Part Time basis for not more than 6 hours per week on all working days in the month on Outsourcing basis for our Branch Offices situated in state of Himachal Pradesh.** The agencies that have vast experience are invited to send their tenders to **General Manager, Himachal Pradesh Gramin Bank, Head Office, Jail Road, Mandi, Pin 175001** duly quoted "**Quotation for Sweeping/ Cleaning Services**". All the interested parties are advised to go through the detailed tender guidelines in the **Bank's website** before submitting their tenders. Bank reserves its right to reject any or all the tenders without citing any reason. For more details visit our website www.hpgb.in.

Last Date of submission of Tenders: 07.02.2019 at 03.00 PM

Date of Opening of Tender: 07.02.2019 at 03.30 PM

General Manager

Terms & Conditions

1. Last date of submission of tender is 07.02.2019 up to 03.00 PM.
2. No inter-mediatory agency/individual is allowed to participate in Tender. Only authorized signatory of firm/agency will be eligible for applying in Tender Process.
3. Tenders received after due date and time will not be considered. There should not be any cutting or overwriting on tender 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.
5. The contractor should have a valid Trade License/PAN/TAN/GST/Other Statutory documents as applicable and produce attested copies of such certificates.
6. The contractor should have EPF, ESI, GST number.
7. Applicant should submit the copy of Aadhar Card/incorporation Certificate (Individual and Firm).
8. Submit copy of permanent address proof of the firm.
9. Submit copy of identification and residential address proof of owner of the firm. In the event of non submission of KYC documents, application will be treated as cancelled.
10. Sites address:- Head Office Himachal Pradesh Gramin Bank, Jail Road, Mandi, 175001.

**Sd/-
Chief Manager**

**sd/-
General Manager**

Format for submission of data alongwith Tender

Details of the applying firm/company:

Sr. No.	Required Documents	Document no.	Details of work to be done
1	Company/Firm registration		Cleaning and sweeping for not more than 6 hours per week of Office premises, all furniture, bank's sign board, stairs, glasses, washroom and any other things in office premises.
2	PF registration		
3	ESIC registration		
4	Labour license validity		
5	Income tax return for last three Financial Years		
6	Audit Report for last three years		
7	Experience		
8	PAN No.		
9	GST / Service tax no.		
10	Identification & address proof of owner		

-attach attested copies of aforementioned documents.

Details of cost to bank per person outsourced:

Sr. No.	Particulars	Amount	Remarks
1	Wages		In range 3000 to 3500
2	PF		As per EPFO guidelines.
3	ESIC		As per EPFO guidelines.
4	Bonus		As per GoI Guidelines.
5	Service charge		To be bid by company.
6	Gross total per employee		
7	GST @ applicable rates		As per GoI guidelines
8	Grand Total		

Terms and conditions of contract

- 1 The contractor should have a valid trade license/PAN/TAN/GST registration and other statutory documents as applicable and produce attested copies of such certificates. Any document/information given by the contractor if found forged/false/fabricated at any stage, then it would lead to termination of the contract and initiation of criminal proceedings under appropriate law.
- 2 The person deployed should be more than 18 years of age and with sound health to the satisfaction of the competent authority.
- 3 The agency shall maintain a register of the employees appointed giving details of names, address, Adhaar ID (or other identification proof) & telephone numbers of the employee. Agency should have attested copies identification and address proof of employees appointed in its record.
- 4 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 for another 2 years. The contract can be terminated by the Bank by giving one month's notice & by the contractor by giving three months notice.
- 5 The Contractor/Agency will not allow or permit his/their employees to participate in any trade union activities or agitation in the premises of the Bank, violation of which may result in the termination of the contract immediately.
- 6 Agency will have to declare that it complies with present minimum wage guidelines issued by State Government.
- 7 Agency will provide one person per branch/office or as demanded by the Bank for sweeping and cleaning across state of Himachal Pradesh. Work of cleaning & sweeping should be performed on all working days of the Bank. Agency will provide all its employees ID cards.
- 8 Persons employed by the agency will be in appropriate dress and should follow discipline inside and outside the Branch/Office premises.
- 9 No. of branches/offices of bank may increase/decrease in future. Agency will provide their employees for cleaning and sweeping, accordingly.
- 10 Employees appointed by Agency for sweeping and cleaning Bank's premises will not be deemed to be employees of Bank.
- 11 Bank reserves the right of removal of any persons considered by him to be incompetent or disorderly from the Bank premises.
- 12 In normal conditions, worker will not be deployed for double duty.
- 13 The contractor should have a permanent office in Himachal Pradesh and the complete Postal address, Telephone/ Mobile/ Fax/ E-mail address, etc. should be provided.
- 14 The decision of the bank in regard to interpretation of the Terms & Conditions of the agreement shall be final and binding on the Agency/Firm.

- 15 On completion of the agreement the contractor will withdraw all its work-force and clear the accounts by paying them the legal dues as required under the provisions of the Industrial Dispute Act-1947.
- 16 All disputes will fall in jurisdiction of District Mandi, H.P. only.
- 17 Bank reserves the right to add or alter any condition at any time and will be binding on the contractor provided that the change is in the interest of work and does not adversely affect the contractor in terms of payment etc.
- 18 If the lesser wages are paid than the specified or any violation of the terms and conditions made by the contractor, the penalty will be imposed on the contractor by the bank. The firm can also be blacklisted in case of violation of terms & conditions of the agreement.
- 19 The contractor will execute an agreement on Non-Judicial Stamp Paper Rs. 100/- before claiming the first payment duly attested by Notary/First class Magistrate.
- 20 No request of transfer of contract in another name will be considered.
- 21 The management may also screen the persons so provided by the contractor.
- 22 The contractor will be required to provide workforce timely & as per requirement.
- 23 The contractor will be responsible for all-statutory obligation and compensation to its workers under law.
- 24 There will be no contract of employment between Bank and contractual workers for any purpose. The contractor concerned will be employer of the workforce. The workforce concerned will not be entitled for any claim or benefit directly or indirectly from the Bank.
- 25 The contractor will be responsible to get work done from the labor force as instructed.
- 26 Consumption of any kind of intoxicant liquor and smoking is strictly prohibited in Bank premises.
- 27 The contractor shall maintain all statutory records in respect of work force deployed by him as required under the provisions of the law.
- 28 The contractor shall submit bill on 1st of the month so that the payments can be released before 7th of the month to pay the workers (as per the provisions of Contract Labour Act). Contractor shall pay EPF/ESI/Welfare fund & GST etc. from its own resources irrespective of dues/bills of the contractor not paid by the bank due to any reason.
- 29 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 contractor.
- 30 The work force provided by the contractor will be on his pay rolls and bank will not give any direct/indirect payment required to any of the workforce in any way. The contractor shall be responsible for meeting their entire statutory requirement, entitlement and benefits and bank will be absolved of such responsibilities.
- 31 The liability to deposit EPF/ESI/Welfare Fund & GST etc. in time as per Govt. rules with the concerned Deptt. will be of the contractor. Bank will pay the amount of EPF/ESI/Welfare fund & GST as applicable.
- 32 If the contractor does not fulfill all obligations regarding EPF/ESI/Welfare fund & GST of his workforce, the legal action will be taken as per existing law of the land and contractor will be wholly responsible for the same.
- 33 Income tax deduction at source as per Income Tax Act-194-C shall be made.
- 34 The rates (except wages) once accepted by the Bank shall remain unaltered throughout the period of contract.

- 35 In the event of any breach of terms and conditions of contract, delay, default and any other type of lapse on the part of the contractor, the contract will be terminated without assigning any reason.
- 36 The contractor will have to pay the wages to its workforce through Bank Accounts only.
- 37 The persons deployed by the agency will submit their complete Bio-Data, residence proof, Aadhar Card attested photocopy, qualification certificates and verification letter from competent authority.
- 38 Agency must provide a fixed deposit of Rs.1,00,000/- (Rupees One Lakh Only) pledged in name of Himachal Pradesh Gramin Bank as performance guarantee.
- 39 The contractor will have to abide by all terms & conditions of the agreement.

Sd/-
Chief Manager

Sd/-
General Manager