

Request For Proposal, May 2023

**REQUEST FOR PROPOSAL FOR
HIRING SERVICE PROVIDER
FOR CLEANLINESS, SANIRARY SERVICES,
SECURITY SERVICES, REPAIR AND
MAINTENANCE OF FURNITURE & FIXTURE
ETC. OF EXISTING HARYANA KAUSHAL
ROZGAR NIGAM LIMITED CORPORATE OFFICE
BUILDING.**

AT

**HARYANA KAUSHAL ROZGAR NIGAM
LIMITED**

Plot No. 101, Sector-12, Panchkula.

Important Information

S. No.	Event	Details
1.	Issue of RFP	15.05.2023
2.	Last Date of Submission of RFP (Application Due Date)	31.05.2023 up to 17:00 Hours
3.	Bid Opening	07.06.2023 at 11.00 hours
4.	Cost of RFP Document (non-refundable)	The bidder shall submit the DD of INR 5900/- (inclusive of applicable taxes) along with the RFP document.
5.	Earnest Money Deposit	The bidder shall submit an Earnest Money amounting to Rs 50,000/- in the form of Demand Draft in favor of CEO/HKRNL payable at Haryana.
6.	Place of Application Submission	Chief Executive Officer Sainik Parivar Bhawan Building Haryana Kaushal Rozgar Nigam, Plot number 101, Sector-12, Panchkula, Haryana 134112

Table of Contents

Sr No	Clauses of RFP	Page No
1.	About Haryana Kaushal Rozgar Nigam	4
2.	Disclaimer	4
3.	Introduction	5
4.	Eligibility Criteria	7
5.	Cost of RFP Document	8
6.	Earnest Money and Security Deposit	8
7.	Submission of Proposal	9
8.	Sealing and Marking of Proposal	9
9.	Opening of Proposal	9
10.	Evaluation of Technical Proposal	10
11.	Evaluation of Financial Proposal	11
12.	Calculation of Final Score.	11
13.	Scope of Services	11
14.	General Terms and Conditions of Contract	17
15.	Other Terms and Conditions	24
16.	Terms of Payment	24
17.	Annexure 1 (Format of covering letter)	25
18.	Annexure 2 (Profile of the firm)	27
19.	Annexure 3 (Financial Proposal Format)	28
20.	Annexure 4 (Acceptance Certificate)	29
21.	Annexure 5 (Undertaking regarding Timely Deposited of GST)	30
22.	Annexure 6 (Undertaking validation of GST registration)	31
23.	Annexure 7 (Undertaking of Staff Engaged)	32
24.	Annexure 8 (Declaration)	33
25.	Annexure 9 (contract Agreement)	34

1. ABOUT HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Haryana Kaushal Rozgar Nigam Limited (HKRNL) has been established under Companies Act, 2013 to carry on the business of deployment of skilled, semi-skilled and other manpower in Government Departments, Boards, Corporations, Statutory entities, Universities, State Educational Institutions, and other organizations owned and controlled by the State Government for meeting their temporary requirement of skilled, semi-skilled and other manpower and arrange for continuous skill training if required to meet the needs of the job role.

2. DISCLAIMER

- i. The information contained in this Request of Proposal (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the HKRNL or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. Though adequate care has been taken in the preparation of the RFP, the Applicant should satisfy himself that the Document is complete in all respects. Intimation of a discrepancy, if any, should be given to the Chief Executive Office, Haryana Kaushal Rozgar Nigam Limited (HKRNL) immediately before the Application due date. If no intimation is received by the HKRNL within the date, it shall be deemed that the RFP is satisfied that the Document is complete in all respects.
- iii. The RFP is not an agreement or an offer by the HKRNL to the prospective bidder. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this RFP. The RFP includes statements, which reflect various assumptions and assessments arrived at by HKRNL in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. The RFP may not be appropriate for all persons, and it is not possible for HKRNL, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
- iv. Information provided in the RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information

given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The HKRNL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

- v. HKRNL, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this Selection Process.
- vi. HKRNL also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any.
- vii. Applicant upon the statements contained in the RFP. HKRNL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP.
- viii. The issue of this RFP does not imply that HKRNL is bound to select a bidder or to appoint the eligible Applicant and the HKRNL reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.
- ix. HKRNL may terminate the RFP process at any time and without assigning any reason. HKRNL makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- x. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by HKRNL or any other costs incurred in connection with or relating to its Application. All such costs and expenses will bear by the Applicant and HKRNL shall not be liable in any manner whatsoever.

3. INTRODUCTION

3.1. Assignment

Haryana Kaushal Rozgar Nigam Limited (HKRNL) intends to hire a Service Provider for cleanliness, Sanitary service, Security Services, repair and maintenance of Furniture & Fixtures etc. of Haryana Kaushal Rozgar Nigam Limited Corporate Office Building and other associated works as per the scope of work defined in document to HKRNL (“the Assignment”) for a term of One (01) Year only, which is further extendable to another one year on the same

rates, terms and conditions on monthly chargeable basis, on the sole discretion of HKRNL.

3.2. Request for Proposal

HKRNL invites Applications on Quality and Cost Base Selection (QCBS) with weightage Technical and Financial proposal of 70% and 30% respectively through this Request of Proposal (RFP) (the “Applications”) for the Selection of the service provider.

3.3. Procurement of RFP Document

The RFP document can be downloaded from the official website <https://hkrnl.itiharyana.gov.in>.

3.4. Validity of the RFP

The bid shall be valid for a period of 120 days from the Bid Due Date (the “BDD”).

3.5. Brief description of the RFP Process

- i. HKRNL has adopted a two stage Quality and Cost Based (QCBS) selection process (collectively the “Selection Process”) in evaluating the Proposals comprising of technical and financial bids to be submitted in two separate sealed envelopes with a weightage of technical and financials bids of 70% and 30% respectively. In the first stage, a technical evaluation will be carried out as per Clause 9 of the RFP. Based on this technical evaluation, the authority will shortlist the bidder(s) eligible for opening of financial proposal. In the second stage, a financial evaluation will be carried out as per Clause 10 of the RFP. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 11. The first ranked bidder shall ordinarily be declared as the Successful bidder while the second ranked bidder will be kept in reserve.
- ii. In the event that two or more Bidder get the same scores (the “Tie Bidder”), the bidder whose financial score is highest, shall be identify as “Successful Bidder” by the Authority. In case that two or more Tied Bidder obtain the same financial score, the Authority shall select the Successful Bidder by random draw of Lots, which shall be conducted, with prior notice, in the presence of both the Bidder who choose to attend.
- iii. After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by HKRNL to the Successful Bidder and the Successful Bidder, within 7 (seven) days of the receipt of the LOA, shall submit the signed acknowledgement of the award. In the event the acknowledged copy is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, forfeit the tender EMD of such Bidder as damages on account of failure and shall initiate the second round of bidding. After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall cause the License to execute the Contract Agreement within 15 days of award of LOA. The Successful bidder shall not be entitled to seek any deviation, modification, or amendment in the Contract

Agreement.

3.6. Nodal Officer for Information about the Assignment

For any additional information pertaining to the Assignment, **General Manager, Finance Phone 9417096379 or Assistant General Manager-Finance, Phone 8708899132** may be contacted.

3.7. Communications

- i. All communications, including the Bid, should contain the following information to be written at the top in Bold letters:
- ii. "**Selection of Service Provider for Haryana Kaushal Rozgar Nigam Limited**" and should be addressed to:

Chief Executive Officer

Haryana Kaushal Rozgar Nigam
Sainik Parivar Bhawan Building
Plot no 101, Sector-12, Panchkula

4. ELIGIBILITY CRITERIA

4.1. Pre-Qualifying Requirements:

The Pre-Qualification eligibility criteria for bidder shall be as under: -

Bidder refers to the reputed and experienced firm registered as LLP firm or Partnership firm.

The Bidder must possess the following qualifying criteria:

- i. The bidder should have its registered office in Panchkula/Chandigarh/Mohali. Branch office will not be considered.
- ii. The bidder must have undertaken at least three works of similar assignment for Government/ Semi-Government/PSU/ Private Companies.
- iii. The bidder should have sufficient manpower to undertake the job by deploying teams so as to complete the assignment in the specified time.
- iv. The bidder should have a valid Good and Service Tax (GST) Registration and Permanent Account Number (PAN).
- v. The Average turnover of the bidder in last three financial years i.e., 2020-21, 2021-22, and 2022-23 should not be less than ₹ 25 Lakhs. (Rupees Twenty-Five lakhs).
- vi. The Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by the imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

In addition to the above, the bidders have to furnish the following documents along with the pre-qualification proposal:

- GST Registration Certificate
- PAN certificate
- Experience Certificate in the form of work order completion/issued by the appointing agency.
- Financial Statements for the last three (3) financial years preceding the bid due date.
- Bidder shall provide the list of manpower on its payroll.
- Self-Declaration Certificate that the firm is not barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, as on the date of application.

All those bidders who shall not meet the minimum eligibility criteria as per above will be disqualified from the selection process.

5. COST OF RFP DOCUMENT

The RFP document can be downloaded from the website hkrnl.itiharyana.gov.in/ and be used for submitting the Application. It shall be accompanied with a demand draft of Rs 5,900/- (inclusive of applicable taxes) in favor of the CEO, Haryana Kaushal Rozgar Nigam, payable at par, at Haryana.

The Application without the Demand Draft will not be considered for evaluation.

6. EARNEST MONEY AND SECURITY DEPOSIT

Every bidder, while submitting his tender, shall deposit the earnest money specified in the RFP by way of demand draft drawn in favor of the CEO/HKRNL payable at par in Panchkula.

- I. The earnest money deposited by the successful bidder on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.
- II. The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder
- III. 10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the successful bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.
- IV. The Earnest Money/security deposit shall be forfeited in part or in full under the following circumstances: -
 - I. If the tenderer withdraws his tender at any stage during the currency of validity period.
 - ii. If the W.O. has been issued but the contractor refuses to comply with it irrespective of the fact that HKRNL sustains any loss on account of such default or not.
 - iii. In the event of a breach of contract in any manner.

- iv. In case of evidence of cartel formation by the bidder(s).
- v. If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HKRNL to forfeit either in whole or in part, in its absolute discretion, the security deposit furnished by the contractor.
- vi. The forfeiture of security deposit shall be without prejudice to the right of HKRNL to recover any further amount or any liquidated and/or other damages as admissible under the law, under s or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.
- vii. If the work is not started within the 07 days of the LOI or as per the instruction in LOI or in case of any failure on his part to owner his commitment given in the tender, it will be treated as a default and in that case his security will stand forfeited by HKRNL.

7. SUBMISSION OF PROPOSAL

The proposal shall be submitted by the bidders strictly as per following:

- a. **Envelope “A”** -It will contain Envelope “B” (Technical Proposal) & Envelope “C” (Financial Proposal).
- b. **Envelope “B” (Technical Proposal)** -It will contain a checklist of following documents to be submitted by the bidder as technical proposal:
 - i. Covering letter in the format specified in **Annexure 1**;
 - ii. Profile of the Firm in the format specified in **Annexure 2**;
 - iii. Technical experience in the formats specified in **Annexure 3**;
 - iv. A self-certification from the authorized signatory that the bidder has not been blacklisted.
 - v. The Demand Drafts for Cost of RFP and EMD shall be sealed in the separate envelope and the envelope must be super-scribed as “**Cost and EMD of RFP Document**”.
 - vi. All the documents fulfilling the Pre-Qualifying Requirements as per **Clause 4.1**.
- c. **Envelope “C” (Financial Proposal)** - It will contain Financial Proposal as per **Annexure-4**.

8. SEALING AND MARKING OF PROPOSAL

- a. The RFP shall be typed or written/typed in ink and each page shall be signed by the authorized signatory. All the alterations, omissions, additions, or any other amendments made to the Tender shall also be signed by the authorized signatory.
- b. Each of the envelopes must be super-scribed with the following information:
 - i. Name & Address of Bidder
 - ii. Contact person name & phone number
 - iii. Bidder’s Name & its Due Date
- c. All envelopes shall be addressed to:
Chief Executive Officer
Haryana Kaushal Rozgar Nigam Limited,

Sainik Parivar Bhawan Building
 Plot No. 101, Sector-12,Panchkula
 E-mail: gmfinance.hkrnl@gmail.com

d. Bids submitted after due date and time will not be accepted.

9. OPENING OF PROPOSAL:

- a. The bids submitted by due date will be opened on 07.06.2023 at 11:00 Hrs in the office of GM/Finance. The Envelope B - “Technical Proposal” will be opened first after ensuring receipt of cost and EMD of bid document. The opening date and time of the envelope- C- Financial envelope will be intimated separately to shortlisted bidders after the technical evaluation as per Clause-9.
- b. Prior to evaluation of Proposals, the HKRNL will determine whether each Proposal is fulfilling the requirements of the RFP. The HKRNL reserves the right to reject any Proposal which is not meeting with the pre-qualifying requirements and no request for alteration, modification, substitution or withdrawal shall be entertained by the HKRNL in respect of such Proposals.

10. EVALUATION OF TECHNICAL PROPOSAL

- a. The Bidders who fulfill the pre-qualifying requirements will be shortlisted for evaluation. The total maximum point for evaluation of Technical Proposal is 60 marks.
- b. The proposals submitted by the Bidders would be evaluated, and the scores would be assigned based on the parameters set out in the table below:

Sr No	Evaluation Criteria	Scoring Pattern	Marks	Maximum Marks
1	Existence of Firm for at least 3 Years.	3 Years 3-6 Years More than 06Years	5 marks 10 marks 15 marks	15
2	Number of Manpower on the payroll of firm	5 Manpower 6-10 Manpower 11-20 Manpower	5 marks 10 marks 15 Marks	15
3	Average Turn Over of the Firm for previous three financial years prior to bid date.	25 Lacs 25-50 Lacs More than 50 Lacs	5 Marks 10 Marks 15 Marks	15
4	The Firm should have rendered at least 3 similar assignments during last 5 F.Y.s ended on 31.03.23 to Government Departments/ Corporation/PSUs/Private Companies	For 3 Assignments For 3 to 6 Assignments For more than 6 Assignments	5 Marks 10 Marks 15 Marks	15
Total Marks S(t)				60

- c. The score for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above. The Bidder is required to achieve a minimum score of 36 marks (Benchmark Score). The Financial Proposals of only those Proposals that have achieved the Benchmark Score will be opened for evaluation.

11. EVALUATION OF FINANCIAL PROPOSAL

The Financial Proposals of only those Bidders who will qualify in the technical evaluation will be opened. After that the financial score shall be determined by authority as per below formula:

$$Sf = 100 \times Fm / F,$$

where **Sf** is the Financial Score;

Fm is the lowest price quoted by any bidder;

and "**F**" the price of the proposal under consideration.

12. CALCULATION OF FINAL SCORE

- a. The final score will be calculated as per the weightage given to the Technical and Financial Proposals, which are 70% and 30% respectively (Technical proposal **T = 0.70**, and financial proposal **P=0.30**)
- b. Proposals shall be ranked according to their combined technical (**St**) and financial (**Sf**) scores using the weights (**T** = the weight given to the Technical Proposal.
- P** = the weight given to the Financial Proposal; **T + P = 1** as following:
S = St x T% + Sf x P%.
- c. The applicant that would get the highest combined score would be declared a preferred bidder.

13. SCOPE OF SERVICES:

HKRNL intends to outsource the Cleanliness, repair and maintenance Services/Activities of corporate office of HKRNL, Plot No 101, Sector-12, Panchkula. However, the detail scope of work shall be as under:-

13.1 Cleanliness & Misc. Services:

13.1.1 Daily Services

- 1) All cleaning consumable items required daily for whole HKRNL building shall have to be provided by Service Provider/Firm at his own cost.
- 2) Blooming/cleaning and moping with deodorant/ phenyl etc on whole floor area of building including basement.
- 3) Cleaning of porch/ lawn and back & front compound and entrance corridors etc.
- 4) Complete hygienic sweeping and dusting manually of all office partitions/ cabins/ rooms, fixture items in the building on all the floors including basement.

- 5) Cleaning of all toilets with Phenyl/ Acid/ Chemical/ Deodorants and providing soap, liquid soap, phenyl tab & room fresheners etc. Toilets should be maintained properly clean and hygienic.
- 6) Cleaning and dusting of staircase/ staircase railing & open terrace area.
- 7) Cleaning of dust bins and disposing off the garbage. The malba/garbage should be collected & lifted from all the dust bins and disposed off in the specified location for the purpose as decided and directed by the Officer-in-Charge.
- 8) The shifting of the garbage/ dust/ malba etc. from HKRNL building to outside should be done by the service provider/ firm through tractor trolleys or other means at his own cost to ensure quick and complete disposal of all accumulated garbage from the various areas/ dust bins contained every day.
- 9) In nut shell all the open area, rooms/cabins, workstations, basement, toilets of HKRNL should be kept free from dust and the floors of the areas should be cleaned by applying detergents/ soap solution, scrapping by hand and wiping there every day and as and when required by the Engineer-in-charge.

13.1.2 Weekly Services

- 1) Cleaning of window panes, doors, chowkhats aluminum partitions and work stations etc.
- 2) Cleaning of jalas/cobwebs, beehives of various insects from ceilings & nooks & corners of areas, cleaning of false ceiling , light tubes covers, bulb shades, fans, etc
- 3) Cleaning of all the Drain pipe/ sewerage pipe/ floor trap/ gully traps & trenches.
- 4) Cleaning of front spider glazing and structural glazing weekly or as per requirement.
- 5) Cleaning of racks and record, Shifting of furniture and record, flower pots, if any.

13.1.3 Quarterly Services

- 1) Cleaning of Sofa sets and cushioned chairs.
- 2) Cleaning of blinds and curtains of the building.
- 3) Cleaning of terrace rain water pipes, outside sewer line, storm water system.
- 4) Cleaning of tanks at ground & overhead tanks on terrace.

13.1.4 Half Yearly Services

- 1) Pest control of all floors/rooms of HKRNL
- 2) Cleaning of Rain Harvesting system.

13.1.5 Arboriculture & Landscaping Arrangement

- 1) Development of grassy lawns in Urja Bhawan, C-7, Sector-6, Panchkula.
- 2) Maintenance of all Horticulture works in green belt/ open space etc. inside and in front of Urja Bhawan, C-7, Sector -6, Panchkula which includes maintenance of all kind of plants, trees, grassy lawns, hedges, watering, edging etc.
- 3) Plantation of new trees/ plants, hedges etc. sapling seeds etc to be provided by the Department.
- 4) Any other services required for proper up-keep of the arboriculture arrangement in Urja Bhawan, C-7, Sector 6, Panchkula as per direction of officer-in-charge.
- 5) Collection & disposal of cut grass, wild grass, growth dead leaves, pruned vegetable plants at directed places.

6) Preparation of Kayeries, flowerbed etc.

13.1.6 General Services

1. Maintenance of Electrical ports and items.
2. Sanitary problems like leakage of water from taps, ground and walls .
3. Services of Air Conditioners, Fans etc.
4. Repair and Maintenance of Electronic goods like computers, printers, laptops and their peripheral devices etc.
5. Repair and maintenance of furniture items.
6. Security services of HKRNL building during day and specifically in night.
7. Routine maintenance of civil works/wood works etc.

Further, to carry out the above-mentioned works, following activities is to be performed to the service provider: -

OFFICE AREA		
Sr. No	Activity	Method
1.	Sweeping/ Mopping of Floor	Manual
2.	Scrubbing & Drying of Floor	with Scrubbing & Drying M/c
3.	Collection of Garbage & Waste.	Manual
4.	Dustbin Movement / Cleaning of dustbin	Manual
5.	Window channel etc. Cleaning	Wet & Dry Wiping
6.	Window Glass Panes cleaning	Dusting, Wet & Dry Wiping
7.	Partition (Wooden, M.S. & Glass) Cleaning	Dusting & Vacuuming
8.	Electric Panel & Instruments Cleaning	Dusting & Vacuuming
9.	Cleaning of Sign Boards & Signages	Wet & Dry wiping
10.	Cleaning tables, chairs, visitor's chairs, sofas, almirahs, Carpet etc., and all the electronic gadgets like computers, telephone, fax machines, photo copier machine etc.	Dusting, Wiping & Vacuuming

11.	Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater	Dry wiping and Vacuuming
12.	Side-Walls Cleaning upto man height.	Wet/ Dry wiping
13.	Artificial plants, door mats and carpets cleaning	Dusting & Vacuuming
14.	Cleaning of brass handles, door knobs	Manual
15.	Cleaning of Notice Boards	Dusting, Wet & Dry Wiping
16.	Conference Room: Conference table, board, chairs and its base, storages, etc.	Dusting, Wet & Dry Wiping
17.	Overhead Hanging Ventilator/AC Ducts	Telescopic poles upto 15ft
18.	Shifting of furniture and other equipment and files whenever required.	-
19.	All name boards, brass boards, wall panels' paintings etc.	Dusting, Wet & Dry Wiping
20.	Sweeping of roads, passage, corridors, inside the offices, pitch stone flooring, open drain, parking area, tiled footpath etc.	Manual Brooming
21.	Repairing of existing furniture items	Manual
22.	Security services	Manual
23.	Routine Maintenance of civil works	Manual
24.	Rack Cleaning	Dusting & Wiping
25.	Glass (Window) Cleaning upto 15 ft	Telescopic Poles Dusting & Dry wiping
26.	Column, Side-Walls Cleaning upto upto 15 ft	Telescopic Poles Dusting & Dry wiping

Washrooms of Office Area

Sr.No	Activity	Method
1.	Sweeping of Floor	Vaccum/manual
2.	Mopping of Floor	Manual
3.	Dustbin Movement	Manual
4.	Urinals & Water closets	High pressure / Manual cleaning
5.	Wash Basin & Mirror Cleaning	Scrubbing, Washing & Wet and Dry Vacuum, Wiping

6.	Cleaning of Fittings like Taps, soap dispenser, towel rods, flush tanks etc	Wet & Dry Wiping
7.	Partition (Wooden, M.S. & Glass) Cleaning	Wet /Dry Wiping
8.	Switch boards & Instruments Cleaning	Dusting & Vacuuming
9.	Window channel etc. Cleaning	Dusting & Vacuuming
10.	Side-Walls Cleaning upto man height	Wet & Dry wiping
11.	Cob Web Cleaning	Dusting & Vacuuming
12.	Spit stains removal	Scrubbing, Washing & Wet and Dry wiping

OUTSIDE AREA

1.	Deep cleaning of balconies	Manual, mechanized
2.	Collection & Disposal of Garbage	Manual

Scope of work for Garden Maintenance

A. Lawn

Sr. No.	Activity	Method
1.	Cleaning of lawn area	Manual
2.	Watering	Manual
3.	Forking/ Earthing up	Manual
4.	Weeding	Manual
5.	Mowing/ Scraping	Manual
6.	Patch filling	Manual
7.	Spraying	Manual

B. Edges/Hedges

Sr. No.	Particular	Manual
1.	Watering	Manual
2.	Forking/ Loosening of soil	Manual
3.	Weeding	Manual
4.	Cutting	Manual
5.	Gap filling	Manual
6.	Spraying	Manual

C. Shrubs / Trees

Sr. No.	Particular	Manual
1.	Watering	Manual
2.	Basin making	Manual

3.	Weeding	Manual
4.	Stacking / Tying	Manual
5.	Trimming/Trainings	Manual
6.	Gap filling	Manual
7.	Spraying	Manual
D. Ground Cover/ Flower bed		
Sr. No.	Particular	Manual
1.	Watering	Manual
2.	Forking/ Loosening of soil	Manual
3.	Weeding	Manual
4.	Cutting	Manual
5.	Gap filling	Manual
6.	Spraying	Manual
7.	Removing of dried leaves & branches	Manual

Note:-

1. Any of the work relating to above scope not indicated but required to be carried out as per site requirement is deemed to be included and contractor shall accomplish the same at no extra cost.
2. The labour can be engaged in any other area on specific occasions as per the direction of officer incharge.

Important Instructions:

- Care should be taken that the gadgets are not tampered with during the cleaning operation and any other miscellaneous works related to housekeeping.
- The contractor shall provide all toiletries, cleaning material of reputed brands like Taski, Johnson, Dettol or any other similar brands; consumables like brushes, mops, air fresheners, cleaning cloth, disinfectants, liquid soap, naphthalene bass, phenyl, acid, wipers vacuum cleaner, sanitizers, brooms & wiper etc. required for housekeeping services staff. Therefore, the cost of cleaning material should be included in the price bid.
- In view of the current pandemic situation hygiene should be maintained

by the housekeeping staff. Their health should be checked on regular basis to avoid spread of the disease anywhere.

- The contractor is advised to visit the site and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting the price bid.
- The contractor shall maintain registers at HKRNL showing the details of housekeeping works carried out and get them countersigned by officers of the HKRNL on day-to-day basis. The registers will always be kept in the custody of HKRNL and will be property of HKRNL.
- The contractor or his authorized representative shall visit the site twice in a week to review the work at site and apprise the same to concerned officials of HKRNL. The supervisor housekeepers, gardeners, pantry staff & services deployed by contractor will be working under the direct administrative control of HKRNL.
- The contractor should provide name, address, mobile number, character certificate and other relevant information to HKRNL. The contractor will also provide this information in an agreed format as and whenever the staff is engaged or relieved from the work.
- Contractor will provide the inform, batton, I-cards and other required items to all the employees who will work under this contract.

14. GENERAL TERMS AND CONDITIONS OF CONTRACT

1) CONTRACT AGREEMENT

The contractor shall execute a contract agreement (as per Annexure-V) with HKRNL on a Non Judicial Stamp Paper value of Rs. 100 within 7 days of receipt of work order. Also acceptance certificate as per Annexure-VI is to be submitted.

2) RATE/CONTRACT PRICE

Rate shall be quoted by the bidder, strictly as per rate quoting sheet and the agreed contract price shall remain firm during the currency of the contract. Any statutory taxes/levies, if to be charged extra, should be clearly indicated by tenderer in their offer separately, failing which it will be presumed that the quoted prices are inclusive of all such statutory taxes/levies.

3) **ARBITRATION: -**

All matters, questions, disputes, differences and / or claims arising out of and / or concerning, and /or in connection with, and /or in consequence of, and /or relating to the contract whether or not obligations of either of both the Supplier and the Corporation under that contract be subsisting at the time of such dispute and whether or not the contract has been terminated or purported to be terminated or completed, shall be referred to the sole arbitration of CEO-HKRNL or an officer appointed by the CEO-HKRNL as his nominee. The award of the Arbitrator shall be final and binding on both the parties to the contract.

4) **OVER RUN CHARGES: -**

No overrun charges shall be paid in the event of the completion period being extended for any reasons.

5). **WATCH & WARD: -**

The watch and ward of T&P and other material will be the responsibility of the firm.

6) **STATUTORY DEDUCTIONS: -**

Statutory deduction on account of Income Tax, TDS under GST etc. including surcharge shall be made at source from the bills of the FIRM at the prevailing rates.

7) **SET OFF:-**

Any sum of money due and payable to the supplier under the contract may be appropriated by the HKRNL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the supplier with the HKRNL.

8) **SUBLETTING AND ASSIGNMENT: -**

The firm shall not, sublet, transfer or assign the contract or any part thereof or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the HKRNL.

9) **LAWS GOVERNING CONTRACTS: -**

All contracts shall be governed by the laws of India for the time being in force irrespective of the place of delivery, place of performance or place of payment under a contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

Jurisdiction of Courts- The courts of the place from where the acceptance of tender has been issued shall alone have exclusive jurisdiction to decide any dispute arising out of or in respect of the contract.

10) **PENALTY / DEDUCTIONS**

a. If cleaning of service not maintained properly then a penalty of Rs. 5,000/- per

per day will be deducted from the monthly bill.

- b. The penalty as imposed above during a month shall be subject to maximum of 10% of the monthly contract value. Contract value is exclusive of taxes and duties.)
- c. These shall be a penalty of Rs. 2000/- per occasion if any shot coming is came to the notice of the incharge, who is the responsible for setting the work done for the contractor.

11) **DOCUMENTATIONS**

The contractor and the executive in-charge of the work shall ensure the following document before forwarding the bill of the contractor to the accounts wing for pass and payment to avoid delay in payment of the contractor:-

- i) Contractor shall submit the monthly bill in duplicate to the executive in-charge along with the followings:
 - a) The contractor shall submit the monthly bill in duplicate. The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors , GST number, PAN, etc. A photo copy of the EPF code, GST number, Labour license, PAN, ESI Act 1948 etc. shall be attached with the 1st running bill for reference and record.
 - b) Self attested copy of the deposit challan of EPF contribution, ESI contribution, labour welfare fund deposited by the contractor for the labour engaged for the work duly validated with dossier of workers and their account no. in the appropriate prescribed Performa enclosed.
 - c) Self attested copy of the attendance sheet, wages register and evidence of wage payment.
 - d) The contractor will provide the undertaking as per Annexure enclosed regarding deposition of GST collected from HKRNL along with Bills.
 - e) The contractor will provide the undertaking/declaration regarding TDS as per Annexure enclosed.
- ii) The bill submitted by contractor as mentioned above should be approved and verified by the officer in charge for gross value as well as net payable value and accompanied with the certificates/documents as mentioned below.
- iii) Certificate from the officer Incharge that:-
 - a) Work has actually been done as per the contract and to the entire satisfaction of OIC.
 - b) The copy of the EPF challan, ESI challan, Labour Welfare contribution etc. submitted by the contractor pertain to the labour deployed at site and none of the worker has been excluded there from.
- iv) Penalty is leviable on the contractor as per the contract,
- iv) Turnover Certificate: - Turnover Certificate is to be attached with bills as per prescribed format.

Note:- Documents attached along with the contractor bill should be referred in the forwarding letter of the executive office forwarded the bill for pass and payment.

12) **FORCE MAJEURE**

The delay in completion of work may be treated as force majeure to the contractor only if:-

The delay is resulted from any causes arising out of compliance with regulations, orders or instructions of the Central or State Governments, acts of God, acts of Civil & Military authority, fires, floods, strikes, lock-outs, freight embargoes, war risk riots and civil commotion & the contractor's request for extension of the work period along with all necessary evidence comes, before the expiry of the schedule date(s) of work.

13) FACILITIES TO BE ARRANGED BY CONTRACTOR

The contractor shall make his own arrangement for providing all facilities like lodging, boarding and transportation etc. for his supervisors/staff engaged by him.

14) MINIMUM WAGES ACT/INSURANCE ACT/ EPF ACT /LWF ACT ETC.

Strict adherence of various applicable laws likes the Minimum Wages Act, Payment of Wages Act, the workman's Compensation Act, EPF Act, Contractor labour (Regulation & Abolition) Act, 1970, ESI act , LWF act and all other statutory requirements as amended from time to time the entire satisfaction of Central/State Govt. Authorities, shall be the responsibility of the Contractor and he shall have to make good loss, if any, suffered by HKRNL on account of default in this regard by the contractor. EPF/ESI contributions will be deposited by the contractor in his own EPF/ESI code no. in the respective account of the workers. The contractor will submit the copy of EPF/ESI challan to the Labour Welfare Officer, at the time of 90% payment along with corresponding list of workers. The contractor shall make the payment of wages to its labour/worker in their saving account only. Documentary evidence thereof shall be submitted along with the running bills.

15) INSURANCE OF WORKERS

The contractor will be solely responsible for any liability for his workers in respect of any accident, injury arising out and in course of contractor's employment. To meet his aforesaid obligation under the workman compensation Act, The contractor may obtain W.C policy from the Insurance Company for the persons employed by him for carrying out the work. The premium payable for aforesaid insurance policy shall be borne by the contractor. The contractor shall ensure that the said insurance policy of this insurance cover is required to be submitted by the contractor to Engineer-In-charge of work immediately after issue of L.O.I, but before the start of work.

16) SAFETY RULES

A firm shall have to comply with all the provisions of safety rules. The officer In charge may impose penalty of Rs. 200/- per day per head if the workers of contractor are found to be working carelessly without proper protective equipment's in unsafe conditions. Against case of repeated violation of serious nature resulting in various serious accident or direct loss to the corporation/ threatens to cause severe consequences, higher penalty rates may be imposed including suspension/termination of the contract. If any action is initiated by Chief Inspector of Factories, Chandigarh or any other authority against occupier/factory manager or any other authority of HKRNL in case of any fatal/non-fatal accident or any other violation of factory act,

1948, Pb. Hr. Factory rules, 1952 or any other industrial or labour act, the contractor shall be liable for the same and also to deposit the amount of fine/penalty if any. In case of default action as deem fit shall be initiated against the contractor.

A safety clearance certificate on quarterly basis from the chief safety officer shall be obtained by the contractor and has to be attached along with the bill.

This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the plant & equipment handed over to him for execution of the work, due to careless handling or negligence on the part of the contractor.

17) LOSS OF HKRNL PROPERTY DURING THE CONTRACT PERIOD

The contractor shall ensure that no damage or loss is done to HKRNL property or human being in the jurisdiction of work site. In case it is found that, there is any loss to HKRNL property or human being due to negligence of any labour/ worker the same shall be made good by the contractor at his own cost.

18) PRESERVATION & STORAGE OF MATERIAL

All the material issued to the contractor by the HKRNL or brought by the contractor for its bonafide use shall be stored and preserved against any loss/ damage/ shrinkages or deterioration in any form. Any damage/ losses suffered on this account shall be considered as loss due to willful negligence on part of the contractor and shall be liable to compensate HKRNL for these losses suffered at panel rates to be determined by the HKRNL. The rates charged for the purpose of recovery shall be final and binding on the contractor.

19) SUBLETTING AND ASSIGNMENT

The Supplier shall not, sublet, transfer or assign the contract or any part there of or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the HKRNL.

HKRNL reserves the right to cancel the work order at any time without assigning any reasons and will not be responsible and will not pay for any expenses or losses that may be incurred by the contractor towards preparation/mobilization for execution of the job against work order.

20) PERIOD OF THE CONTRACT

The period of contract shall be for two years from the date of start of work. Normally a notice of seven days shall be given for starting the job, but the contractor should be able to mobilize his resources within 24 hours, if necessity arises. The period of contract may be extended up to 3 months at the same rates & terms and conditions, at the discretion of HKRNL

21) TERMINATION OF CONTRACT

If the contractor is unable to execute the work, any loss incur ed by HKRNL in this respect will be to the contractor's account. HKRNL may also terminate the contract after giving a three days notice, if in its opinion the work under the contract is not being done to its satisfaction. HKRNL also has the right to get the job done from a third party at the risk and cost of the first contractor till the expiry of the period of contract and debit the cost plus 15% of the cost to the

first contractor's account.

22) AUTHORIZED REPRESENTATIVE

The firm will intimate (in writing) the name of authorized representative at site to whom necessary instructions regarding the works can be imparted and who will make correspondence regarding contract related issues. The signatures of the aforesaid authorized representative shall be got attested from first class magistrate or notary public.

23) PRESERVATION & STORAGE OF MATERIAL

All the material issued to the contractor by the HKRNL or brought by the contractor for its bonafide use shall be stored and preserved against any loss/ damage/ shrinkages or deterioration in any form. Any damage/ losses suffered on this account shall be considered as loss due to willful negligence on part of the contractor and shall be liable to compensate HKRNL for these losses suffered at panel rates to be determined by the HKRNL. The rates charged for the purpose of recovery shall be final and binding on the contractor.

24). The successful contractor shall provide the Mobile Phone facility to his supervisors individually. The contractor shall intimate the contact no./mobile nos. immediately after the award of contract.

However, in case the phone nos. provided by contractor is found switched off/out of range due to unable to contact the supervisor deployed by contractor telephonically then penalty of Rs.1,000/- per instance will be imposed on the contractor.

25) The contractor shall have to maintain records viz. registers of wages, muster roll/attendance, gate pass registers etc. As per required under relevant acts and the same shall be made available to the Officer-in-Charge/ Govt. of Haryana representative for checking/inspection as and when required.

26). MODE OF PAYMENT

The contractor shall submit the monthly bills in duplicate. Payment shall be released by the Finance section of HKRNL through RTGS/NEFT. The Contractor will intimate the complete bank details viz. Name of Bank/Branch, Account Number, Type of Account, IFSC Code etc, to Finance section of HKRNL, if any, shall have to be borne by the contractor.

27) MAN POWER REQUIREMENT

a) The employees of contractor should not be deemed to be in the employment of HKRNL for any purpose whatsoever. The contractor shall abide by the rules, laws and regulations that may be enforced from time to time regarding the employment conditions of service of his employees. Under no circumstances whatsoever, HKRNL would be held responsible to the

labour of the contractor HKRNL shall have the right to pass on the responsibility on the contractor together with any expenses incurred by HKRNL as a result of certain dues on the part of employees of the contractor. HKRNL shall be entitled to recover/claim dues/compensation from the contractor in that event.

- b) The labour/employees engaged by the contractor shall not be below the age of 18 years and exceeding 60 years.
- c) Further the contractor would furnish an undertaking on Non-judicial stamp paper of appropriate value, for each and every worker employed by him, that the worker will not claim any lien as a worker of HKRNL, for the services, he is rendering to the contractor.
- d) The contractor shall also indemnify HKRNL against any liability towards its labour for non-compliance of labour laws etc.
- e) The contractor will terminate such employee who is not able to do his job as per satisfaction and whose behavior cause any nuisance or otherwise in the opinion of the office in charge, is not fit to be deployed on the work. Such person shall not be re-employed or allowed on the work without the prior written permission of the officer in charge,
- f) Copy of attendance sheet & wages sheet, ESI Contribution, EPF Slips and LWF Contribution challan should also be supplied along with monthly bills.

28.) **CONTRACTOR RESPONSIBILITIES**

- a) The contractor would station adequate working personnel in such a way that the Cleaning work is carried out effectively & without any delay round the clock. The work shall have to start immediately as per the instruction of officer-in-charge or his representative. The contractor should be able to mobilize the working force as per the quantum of work and should be capable of executing Cleaning work simultaneously at no of fronts depending upon the site requirements. It is also made clear that the deployment of the workers of contractor will subject to approval of officer-in-charge of the work.
- b) All the labour/workman deployed during the execution of the contract shall be adequately got insured by the contractor at his own cost. Proof of the same must be provided along with the first bill.
- c) The contractor shall be responsible for any mishappening / accident to any workmen at site of work & compensation payable to workmen on this account. All liabilities arising out of any provision of labour act / workmen's compensation act shall be the responsibilities of the contractor. Any expenditure incurred by HKRNL arising out of the negligence of the contractor would be recovered from his bills / pending dues.

- 29.) HKRNL shall have power to make any alteration, omission, addition, substitutions for the original specifications and instructions which may be considered necessary during the progress of work and contractor shall carry out the work in accordance with any instructions which may be given to him in writing duly signed by the Officer-in-charge. Such alterations, omissions, additions ,substitutions shall not invalidate the contract and any alteration, additional or substituted work which the contractor may be directed to do shall be carried out by the contractor on the same conditions in all respects on which he has agreed to do the main

work.

15. OTHER TERMS & CONDITIONS

- i. Decision of the HKRNL with regard to selection of the bidder will be final and binding.
- ii. HKRNL has reserves the right to
 - A. Add / delete / alter any of the services requested for, without assigning any reason(s) for the same.
 - B. Terminate the services of the Agency without assigning any reason whatsoever during any time during the tenure of the contract.
- iii. HKRNL may amend/add any of the terms and conditions included in the registration granted to the bidders with effect from any date, without assigning any reason(s) for the same.
- iv. Termination in case of default:
 - a. If the successful bidder fails to respond, after repeated reminders for services requested for within the time period(s) specified in the email/request by HKRNL.
 - b. If the successful bidder fails to perform any other obligation(s) under this contract.
 - c. If the successful bidder, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from HKRNL.
- vi. In case the successful bidder fails to full fill the contractual obligation, the work shall be got done from some other agency at the risk and cost of the successful bidder. It shall be without prejudice to the right of HKRNL to recover any further amount or any liquidated and/or other damages.
- vii. Time is the essence of the contract. The successful bidder shall ensure timely completion of the job as per stipulated completion period. In case of delay in completing the work/job, the penalty for delay will be imposed @ 2 % of the monthly bill per week.
- viii. Statutory deduction on account of Income Tax, TDS under GST etc. including surcharge shall be made at source from the bills of the bidder at the prevailing rates.
- ix. The bidder shall not, sublet, transfer or assign the contract or any part thereof or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the purchaser.

16. Terms of Payment

Bills should be sent on a monthly basis and payment will be made within 15 days from the date of receipt of final bills.

- I. No advance payment will be made for any purpose.
- II. Rates quoted by the bidder shall remain valid during the contract period since no variation will be allowed.

Chief Executive Officer

Annexure 1: Format for Covering Letter

Date:

To,

Chief Executive Officer

Haryana Kaushal Rozgar Nigam Limited

Sainik Parivar Bhawan Building

Plot No. 101, Sector-12, Panchkula

E-mail: gmfinance.hkrnl@gmail.com

Sub: "Selection of Service Provider for cleanliness, Provider for cleanliness, Sanitary service, Security Services, repair and maintenance of Furniture & Fixtures etc. of existing Haryana Kaushal Rozgar Nigam Limited Corporate Office Building."

Dear Sir,

1. With reference to your RFP document No. _____ I/we, having examined the RFP document and understood its contents, hereby submit my/our Application for the aforesaid project. The Application is unconditional and unqualified.
2. All information provided in the Application and in the Annexures is true and correct and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as an Applicant of the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that: -
 - a. I/ We have examined and have no reservations to the RFP document, including any Addendum issued by the Authority.
 - b. I/ We do not have any conflict of interest in accordance with the RFP document
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in

any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

- d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the applicants to apply for the Assignment, without incurring any liability to the Applicants.
 9. I/ We declare that we/ are/ is not a member of any other firm submitting an application for the Assignment.
 10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
 11. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 12. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors.
 13. I/ We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 14. In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into an Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
 15. I/We have studied all the RFP Document carefully.
 16. The power of attorney for signing of Application is as per format provided in the RFPenclosed.
 17. I/we agree and undertake to abide by all the terms and conditions of the RFP document.
 18. I/We agree and undertake to be liable for all the obligations of the Agreement.

In witness thereof, I/We submit this Application under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature of the Authorized Signatory)
(Name and designation of the Authorized signatory)

Date:

Place:

Annexure 2: Profile of the Firm

A. Details of Bidder Firm / Bidder

S. No.	Particulars	Details
1.	Name of the Firm (in Capital Letters)	
2.	Date of Constitution of Firm	
3.	Address of the Head Office	
4.	PAN of the Firm	
5.	GST registration No.	
6.	Contact Person Mobile No: Email address:	

Name of the Authorized Signatory

Signature of Authorized Signatory

ANNEXURE 3: FINANCIAL PROPOSAL FORMAT

(To be submitted on letter head of Bidder)

Tender Document

No.To

Sir,

I/We hereby submit our Proposal for the **Selection of Service Provider for Haryana Kaushal Rozgar Nigam (HKRNL)** in accordance with the Terms and Conditions as well as Scope of work.

Description	Proposed Monthly Fee in Rupees (in Numeric)	Proposed Monthly Fee in Rupees (in Words)
Financial quote for providing services as per Scope of Work defined in RFP		

Note:

1. The financial quote shall include remuneration, fee, pocket expense and all other expensetowards the services offered to HKRNL.
2. The Financial quote shall be excluding the GST, which will be payable extra as per the applicable rate.

Name of the Authorized Signatory

Signature of Authorized Signatory

ACCEPTANCE CERTIFICATE

I, _____ Designation _____

of (Name of the Company) _____

hereby accept all the terms and conditions given in the above tender document.

For M/s _____

**Undertaking cum indemnity bond from the vendor (on vendor's letter head) regarding timely
deposition of GST**

- a) Certified that we are registered as taxable person under GST Act, our GST no. is_____ and which is active as on _____.
- b) Certified that bill for the month of _____in which GST has been claimed, is included in all the GST returns submitted by us to the GST authorities.
- c) Certified that we shall deposit the amount of GST collected from HKRNL to the Government exchequer within the time specified under the GST Law.
- d) Certified that the goods/services on which GST has been charged have not been exempted from GST under GST Act. The rate/amount of GST in these goods/services is correct under the provisions of the GST Act.
- e) We give Undertaking-cum-indemnity bond to HKRNL that we shall indemnify to HKRNL for any loss sustained in case we does not deposit the GST to the government exchequer, which it has recovered from the M/s HKRNL as tax.

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

Undertaking from the vendor (on vendor's letter head) regarding validation of GST registration (for each GST number separately)

1.1.1. GST registration of GST no..... in name of m/s.....is valid as on date.....

1.1.2. No default has ever been made by me/my firm in name of in filing the various GST returns and deposit of GST dues with the department with respect to GSTN.....

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

UNDERTAKING OF STAFF ENGAGED

I, _____ S/O Sh. _____

R/O _____ working with

M/s _____ hereby give

Undertaking that I will not claim any service in H in lieu HKRNL of service render to the

Firm M/s _____ against work order

No. _____ dated _____.

Signature & Stamp of Contractor

Signature of worker

Declaration

I, _____, _____, (Designation) of _____ (Name of the Corporation / Company / Board / Trust), having PAN - _____ (here in after referred as the Corporation / Company/ Board / Trust), hereby declare and affirm as under:-

1. That the Corporation / Company / Board / Trust is a regular income tax assessee.
2. That the Corporation / Company / Board / Trust has been filing its return of income tax regularly.
3. That the Corporation/ Company/ Board/ Trust has filed return of income tax for the financial year 2020-21 and 2021-22 under the provisions of Section-139 (1) of the Income Tax Act., 1961 as per details given below:-

Assessment Year	Acknowledgement Number	Date of filing

4. That the new provisions of section 206AB / Section 206 CCA which require deduction/ collection of tax at source at higher rates or not applicable to our Corporation/ Company/ Board/ Trust and hence tax may not be detected/ collected at source at higher rates.

(Deponent)

That whatever stated above in the above stated para(s) are true to my knowledge and belief.

(Deponent)

CONTRACT AGREEMENT

This contract agreement entered in to this _____ day of the month of _____, 2023 between Haryana Kaushal Rozgar Nigam Limited., a body corporate constituted under the Indian Company Act, 1956 herein after called Corporation which terms shall include all its heirs and successors on the one hand and M/s _____ . The contractor which terms shall include all its heirs and successors on the other hand.

Where as a contract for _____ at HKRNL during capital overhauling in _____ as officially described in tender documents issued against NIT no . _____ dated _____ and concluded by the issue of Work Order no. _____ dated _____ appended hereto between HKRNL & Contractor. Whereas Contractor further agrees to abide by all labour laws, rules and regulations which may be enforced from time to time. Where the contractor also agrees to absolve the board from all risks & responsibilities towards the labour engaged by the contractor during execution of the above said work.

The contractor will comply all provisions of the relevant labour laws/Acts and the rules /regulations framed there under. In the event of HKRNL being obliged to pay the compensation, the contractor will indemnify the corporation. The labour regulation shall be treated as part of the contract. Any break of labour laws/regulation shall be treated as breach of the contract.

Here HKRNL and the contractor have agreed to execute an agreement.

Now this deed witness and parties here to hereby mutually agree as above.

In witness where of the contractor & HKRNL here to set their hands as under.

Signature of the contractor
In presence of witness

Signature & designation
and on behalf of HKRNL presence of
witness

Witness

Witness

1.

1.

2.

2.

