

T. S. CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARH

eTENDER FOR AWARD OF CONTRACT FOR PROVIDING WORKERSTHROUGH SERVICE PROVIDER IN T S CENTRAL STATE LIBRARY, SECTOR – 17, CHANDIGARH.

IMPORTANT INSTRUCTIONS

- All the instructions contained in the Tender Form are important and required to be complied with. Please ensure that the Technical Bid and Price Bid are submitted on-line on or before 25th August, 2015 by 3.00 P.M. and Bid Guarantee [Earnest Money Deposit (EMD)] is submitted in sealed envelope super-scribing, "EMD for the Award of Contract for providing Workers" in the office of T S Central State Library, Sector-17, Chandigarh on or before 25th August, 2015 by 3.00 P.M., failing which tender shall not be entertained and rejected. The Earnest Money Deposit of Rs.1,00,000/- (Rs. One Lakh Only) is acceptable in the form of Account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, T S Central State Library, Sector-17, Chandigarh. Earnest money in any other form is not acceptable and the tender shall be treated as invalid.
- The tenderers are required to be present on the day of interview and also required to bring the original documents for verification.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

1.	Whether the Bid guarantee (Earnest Money Deposit) form of Account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, T S Central State Library, Sector-17, Chandigarh, for an amount of Rs. 1,00,000/- (Rupees One Lakh Only), has been submitted in Physical form?	Yes/ No
2.	Whether the Technical bid and Price bid have been submitted online?	Yes / No
3.	Whether an affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate, regarding non-black listing/non-prosecution of firm has been submitted online?	Yes / No
4.	Whether each page of the tender documents at Annexures 'A' to "G" and other enclosures as well as cutting(s)/ overwriting(s) have been signed by the tenderer and also the forwarding letter has been submitted online by authorised signatory?	Yes / No
5.	Whether valid PAN / TAN No. issued by the competent authority have been submitted online?	Yes / No
6.	Whether the self-attested copy of Service Tax No. issued by the competent authority has been submitted Online?	Yes / No
7.	Whether a self-attested copy of all registration(s)/permission (s)/ licence (s) etc. such as valid Labour Licence, EPF, ESI & EDLI Licence/Code Number, which are required under Labour Law and any other Legislation for providing the services under the Service Agreement, have been submitted Online?	Yes / No
8.	Whether an experience certificate for at least three years from the institution(s) [Preferably Librarys in the region] in which he has executed service contract for the supply of manpower as required under contract has been submitted Online?	Yes / No
9.	Whether a copy of the constitution/ partnership deed of your firm duly registered with Registrar Firms have been submitted Online?	Yes / No

Place: _____

Dated: _____

Signature of Tenderer _____

Full Name of the Tenderer _____

Address _____

T S CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARH

TENDER DOCUMENT SR. No.- CSL-17/ServiceProvider/2015/944

DATED: 4/8/2015

eTENDER FOR AWARD OF CONTRACT FOR PROVIDING "WORKERS" IN T S CENTRAL STATE LIBRARY - 17, CHANDIGARH THROUGH SERVICE PROVIDER.

INSTRUCTIONS/GUIDELINES FOR TENDERERS.

1. A copy of Tender Notice is at Annexure-'A'.
2. The Terms and Conditions as laid down in the Service Agreement for the award of contract for outsourcing of services/activities are at Annexure-'B'.
3. The Scope of work/activities are at Annexure-'C'.
4. A copy of the terms of payment is at Annexure-'D'.
5. Technical Bid Proforma for evaluation of technical performance of the Tender is at Annexure-'E'.
6. Price Bid Proforma is at Annexure-'F'.
7. An affidavit regarding Non-Black Listing/Non-Prosecution is at Annexure-'G'.
8. The Service Provider, being the Employer in relation to persons engaged/employed by him to provide the services under the Service Agreement shall alone be responsible to provide the services under the Service Agreement and shall also be responsible to make the payment of monthly wages/salaries to the persons deployed by him, which in any case shall not be less than the Minimum Wages as per current DC Chandigarh /Chandigarh Administration rates, Besides this, the Service Provider shall also make the payment of all other statutory dues like Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, or any other as per the Chandigarh Administration/Govt. Rules, to his employees. This Library will not pay any other liability except Wages, EPF,ESI, EDLI contributions, Service Tax on the rates as applicable. If any other liability occurs, the same will be borne by the Service Provider.
9. The Tender Documents alongwith Annexure 'A' to 'G' and forwarding letter should be submitted online. The Earnest Money Deposit (EMD) shall be sent in the physical form. The Technical Bid and Price Bid etc. will be submitted online. Each page of the tender document and Annexures 'A' to 'G' should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed on each page. Any cutting(s)/overwriting(s) etc. should also be initialled. In case of any infringement of these conditions, the tender shall be rejected.
10. The tenderer should submit his tender in three parts i.e.
 - (i) Bid Guarantee (Earnest Money Deposit) in physical form in the office of Librarian, T S Central State Library, Sector-17, Chandigarh on or before 25th August, 2015 by 3.00 P.M.: The Bid Guarantee [Earnest Money Deposit (EMD)] in the form of Account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at Chandigarh, drawn in the name of The Librarian, T S Central State Library, Sector-17, Chandigarh, for an amount of Rs. 1,00,000/- (Rupees One Lakh Only), should be submitted in a sealed envelope duly superscribed "EMD for the Award of Contract for providing Workers". The EMD must be submitted in the office of the Librarian, T.S. Central State Library, Sector-17, Chandigarh, on or before 25th August, 2015 by 3.00 P.M., failing which tender shall not be entertained and rejected.