

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

E-TENDER FOR AWARD OF CONTRACT FOR PROVIDING WORKERS THROUGH SERVICE PROVIDER IN T S CENTRAL STATE LIBRARY, SECTOR – 17, CHANDIGARH.

IMPORTANT INSTRUCTIONS

1. 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 August 8, 2017 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 August 8, 2017 by 3.00 P.M., failing which tender shall not be entertained and rejected. The Earnest Money Deposit of Rs.1, 80, 000/- (Rs. One Lakh Eighty Thousand Only) is acceptable in the form of Account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee 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.
2. The tenderers are required to be present on the day of opening of Technical Bids for verification of original documents uploaded.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

1.	Whether the Bid guarantee (Earnest Money Deposit) for Rs. 1, 80, 000/- (Rupees One lakh Eighty Thousand 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 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 GST number 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 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 in which he has executed service contract for the supply of manpower as required under contract has 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/Service Provider/2017/

DATED:

e-TENDER 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, GST 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 in Account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks, payable at Chandigarh,. 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 August 8, 2017 by 3.00 P.M. The Bid Guarantee [Earnest Money Deposit (EMD)] in the form of Account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee 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 Rs. 1, 80, 000/- (Rupees One Lakh Eighty Thousand 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 August 8, 2017 by 3.00 P.M., failing which tender shall not be entertained and rejected.
 - (ii) Technical Bid and
 - (iii) Price Bid onlineThe Technical Bid and the Price Bid should be submitted online through e-tender at <https://etenders.chd.nic.in>

11. No Tenderer is exempted from furnishing the Earnest Money Deposit (EMD) under any circumstances except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department.
12. The tender shall be awarded to the tenderer, who quotes the lowest offer of Administrative Charges in percentage of basic Wages (as per DC Chandigarh/Chandigarh Administration Rates) in the Price Bid, provided he fulfills all other terms and conditions of the tender document. However 0% value of Administrative Charges shall be straightway rejected.
13. The Tenderer should keep his offer valid for acceptance for a period of one year from the date of opening the Price Bid. In case, the Tenderer is unable to keep his offer open for the above said period, his tender shall be treated as invalid.
14. Any unsealed, conditional, telegraphic/fax tender, tender without earnest money, tender not on the prescribed form or any deviation from the terms and conditions of the tender notice shall not be entertained and rejected out rightly.
15. The tenderer shall quote his offer/rates i.e. Administrative Charges in percentage both in figures and words, which shall remain valid for the whole period of contract on the basis of minimum wages fixed by the Deputy Commissioner (DC)/Chandigarh Administration , UT. Chandigarh by taking into consideration all his statutory obligations as well as his sole responsibilities as an employer/ service provider of the persons to be engaged/employed by him for the execution of this Service Agreement and no enhancement in the Administrative Charges in percentage under any circumstances, shall be allowed.

“it is made clear that only two digits after decimal point, if any, be quoted in the financial bid. If the bidder quotes more than two digits after decimal point, then only two digits after decimal point would be considered in the Comparative Statement of Financial Bid”.

16. The last date and time for receipt of Tender is August 8, 2017 by 3.00 P.M.. The tenderer himself will be responsible to ensure that his tender is received on or before the said last date and time online through e-tender. Any tender, which is submitted/received after the last date and time shall not be considered under any circumstances. The T.S. Central State Library shall not be responsible for any delay or any other cause that may lead to delay in the receipt of the Tender at the above said designated address beyond the last date and time.
17. The Tender shall be opened on August 9, 2017 by 11.30 A.M. in the office of the the Librarian, T.S. Central State Library, Sector-17, Chandigarh. In the event of the date of receipt or opening of tender being a holiday or being declared a holiday, the last date of receipt/opening of the tender shall be the next working day at the same time and venue.
18. The tenderer is required to be present on August 9, 2017 by 11.30 A.M. , in person or through their authorized representative(s) at the time of opening of Technical Bid of the tender as specified in the Tender Notice. In case of authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the opening of tender. They are also required to bring the original documents for verification by the committee.
19. Subletting of contract is not allowed under any circumstances.
20. The tenderer must furnish the latest valid Income Tax PAN/TAN No., GST Number issued by the competent authority alongwith Technical Bid Online.
21. a) The successful tenderer/ service provider shall obtain all registration (s)/ permission(s)/license(s) etc. Which are/ may be required under any labour or other legislation (s) for providing the services under the agreement.
b) The service provider undertakes to comply with the applicable provisions of all welfare legislations and more particularly with the contract labour (Regulation and Abolition) Act, 1970. If applicable for carrying out the

purpose of the contract agreement. The service provider shall further observe and comply with all government laws concerning employment of staff employed by the service provider and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the service provider is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirement of law.

- c) The service provider shall give an undertaking by the 22nd of each month in favour of the Department that he has complied with his statutory obligations.
22. The tenderer should furnish online an experience certificate for at least three years that he has executed successfully service contract(s), for the supply of manpower as stated above.
23. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he shall submit the tender or the tender accepting officials/authority before the finalization of tenders shall render the tender liable for rejection.
24. The contract shall be awarded initially for a period one year from September 1st, 2017 to August 31st, 2018 which is further extendable upto a maximum period of 3 years (including the initial period of one year) on the same Administrative charges in terms of percentage of basic wages as per prevailing DC rates and terms and conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the Service Agreement. This will, however, be further subject to the approval of the competent authority.
25. The Librarian, T.S. Central State Library, Sector-17, reserves all rights to accept or reject any tender without assigning any reason and also to impose/relax any terms and conditions of the tender in public interest after obtaining the approval from competent authority.
26. In case of violation of any of terms and conditions as mentioned above, Earnest Money/Performance security of the tenderer shall be forfeited.
27. **Performance Security:-** The successful vendors will have to deposit performance security @ 10% of the total value of the order in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank in favour of Director Higher Education, Chandigarh Administration, in an acceptable form within 7 days of issuance of letter of intent by the Librarian of the Library. The security deposited in connection with any other similar tender will not be considered against this tender. Thereafter, the supply order will be issued for the supply of outsourcing of staff for Manpower and Sanitation services. The performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. If the successful vendor fails to submit requisite security deposit within prescribed 7 days, the Earnest Money will be forfeited.
28. **Jurisdiction:-** The applicable law governing this Service Agreement shall be the law of India. The courts of Chandigarh alone shall have the jurisdiction to try any matter, dispute or reference between the parties arising out of this Agreement. It is specifically agreed that no court outside and other than Chandigarh Administration shall have jurisdiction in the matter.
29. **Arbitrator:-** The agreement shall be deemed to have been made/ executed at Chandigarh for all purpose. In the event of any dispute related to the interpretation of rights or liabilities arising out of this Agreement, the same shall, at first instance, be amicable settled between the parties. If any dispute is not amicably, the same shall be referred to the sole arbitrator i.e. Director Higher Education, Chandigarh Administration, which shall include an acting/officiating Director Higher Education, Chandigarh Administration shall be final and binding upon both the parties.

THE LIBRARIAN, T.S.CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARH
TENDER NOTICE

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

The Librarian, T.S.Central State Library, Sector-17, Chandigarh, invites tenders through 'e' Tendering for outsourcing of Workers through Service Providers:-

Sr. No	Name of work/ contract	Earnest Money In Rupees	Last Date and time of deposit of e-Tenders documents	Date & time of opening of online Bid (Technical Bid)
1.	Outsourcing various categories of workers – Librarian, Library Restorer Book Binder, Driver, Library Attendant, Peon, Sweeper-cum-Chowkidar, Gate Keeper, Any other as per requirement of the Library	Rs. 1, 80, 000/- (Rupees One lakh Eighty Thousand Only).	August 8, 2017 by 3.00 P.M.	August 9, 2017 by 11:30 A.M.

CONDITIONS: Detailed Terms and Conditions are available in the e-Tender document.

- The contract shall be awarded initially for a period of one year from DATE to DATE, which is further extendable upto a maximum period of 3 years (including the initial period of one year) on the same Administrative charges in terms of percentage of basic wages as per prevailing DC rates, terms and conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the Service Agreement. This will, however, be further subject to the approval of the competent authority. The contract shall stand automatically cancelled, if the competent authority declines to grant approval.
- The Tender must be accompanied with Earnest Money Deposit (EMD) in the form of Account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee 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. Rs. 1, 80, 000/- (Rs. One lakh Eighty Thousand Only), should be submitted in a sealed envelope duly superscribed "EMD for Award of Contract for providing Sanitation Services". The EMD must be submitted in the office of the Librarian, T.S. Central State Library, Sector-17, Chandigarh, on or before August 8, 2017 by 3.00 P.M.
- Any conditional, telegraphic/fax tenders, tenders without Earnest Money and not on the prescribed form or any deviation from the terms and conditions of the Tender Notice shall not be entertained and rejected.
- In the event of the date of receipt or opening of tender being declared a holiday, the last date of receipt/ opening of the tender shall be the next working day at the same time.
- The Librarian reserves all rights to reject any or all the tenders without assigning any reason.
- Bid Document can be downloaded from the Website of Chandigarh Administration <https://etenders.chd.nic.in>. However, for general information, guidance and reference, the Bid Document can also be viewed & downloaded from TS Central State Library, website <http://www.csl-chd@nic.in>.
- All other terms & conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the detailed Noticed Inviting Tender (NIT) available/downloadable on the above noted website.

Tender No.-CSL-17/ServiceProvider/2017/1068 Dated 17.07.2017

Librarian,
T.S. Central State Library, Sector-17,
Chandigarh

THE LIBRARIAN, T.S.CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARH
Service Agreement for Providing Workers through Service Provider

Agreement between the Librarian, T.S.Central State Library, Sector-17, Chandigarh and -----
----- (hereinafter called lessee), resident of -----
-----w.e.f.....DATE to DATE on the following terms and conditions:

1. That the Librarian, T.S. Central State Library, Sector-17, Chandigarh will pay the Service Provider
 - a) Wages as per the Deputy Commissioner, Chandigarh/Chandigarh Administration approved rates for a specific category of worker, including EPF, EDLI and ESI as employers share per month in accordance with rules/provisions governing EPF, EDLI, ESI and GST is extra as per Govt. Norms.
 - b) Administrative Charges @% of basic Wages per worker.
2. That the tenderer will provide full time workers.
3. That the workers to be provided by the Service Provider should be duly qualified to perform the specific job for which they are hired as per the Chandigarh Administration rules.
4. That the duties of workers will commensurate with the nature/category of worker as per the directions of the Librarian, T.S.Central State Library, Sector-17, Chandigarh.
5. That the service provider and the workers engaged will be collectively and individually responsible for the performance of duties assigned.
6. That in the event of workers are found deficient in skills/services, the service provider would have to immediately replace the worker and provide the worker possessing the required skills/services in his/her place, without delay. That is the event of workers' work and conduct are found unsatisfactory, the service provide will have to immediately replace the worker.
7. That the number of workers required may vary as per the requirements of the Library during the period of contract.
8. That the workers will perform any other work assigned by the Librarian, as per requirements.
9. That the contractor shall pay the wages to the workers as quoted by him after deducting the employee's share of EPF, ESI, EDLI, etc.
10. That the Service Provider shall make the payment of wages (in advance) through the account payee cheques/online transfer into the accounts of the persons employed by him, before 7th of every month and submit the claim for reimbursement immediately alongwith documentary proof of disbursement of wages and deposit of statutory liabilities (i.e EPF, ESI, EDLI etc.) He shall maintain Attendance Registers, individual's ledger/wage book, wage slip, terms of employment and he should deposit the undelivered (unpaid) cheque(s) of any person deployed with the T S Central State Library – 17, Chandigarh by the end of last day of the prospective month. The Photostat copies of cheques given to workers as wages shall be provided to the Library.
11. That in the first instance, the Contractor will be paid the RTR for wages only and the RTRs for ESI/EPF share will be paid on production of receipt of challans of ESI/EPF duly acknowledged by the respective Dept.
12. That the contactor shall ensure that the work assigned by this Library is required to be done by the deputed persons to the satisfaction of the Library as per norms, failing which no payment will be released.
13. That the contract may be terminated by giving one months' notice by either side.

14. That the monthly payment shall be released on submission of wage bill/invoice duly certified by the concerned officer/incharge of work of this Library.
15. That for ensuring proper discipline, the contractor shall be required to keep his own attendance cards prepared for each staff, which shall be countersigned by the concerned officer/in charge of this Library. Discipline /welfare of the staff shall be complete responsibility of the contractor and he shall promptly attend to any indiscipline/misconduct of his staff as & when desired by this Library.
16. That in case the contractor fails to provide services as per terms of contract, the performance security will be forfeited and the contract will liable to be terminated.
17. That any revision in the minimum wages by the Chandigarh Administration during the period of contract would be applicable.
18. That the contractor shall be responsible for character and antecedents of his staff/employee deployed in the Library.
19. That in case of any theft/pilferages due to the negligence of the workers during the tenure of contract, the contractor shall be responsible for the same and loss to be recovered from the bill of the contractor.
20. That the Librarian, T.S. Central State Library, Sector-17, Chandigarh on its part shall not be liable to pay any charges, dues, compensation under any of the provisions applicable, which shall be the responsibility of the contractor only.
21. That the Librarian, T.S. Central State Library, Sector-17, Chandigarh, shall deduct the income Tax, if any from the bill.
22. That the service provider will provide neat and clean uniforms to all the workers. No extra payment towards uniforms will be made by the Library
23. That the contractor must abide by rules/regulations and other instructions issued by Govt./Chandigarh Administration regarding labour laws.
24. That for any violations of the above conditions the lessee will be suitably fined and/or the contract will be terminated and the security will be forfeited.
25. The Librarian, T.S. Central State Library, Sector-17, reserves all rights to impose/relax any terms and conditions of the tender in public interest after obtaining the approval from competent authority.
26. That the Contract shall be awarded initially for a period of one year, which is further extendable upto maximum, period of three years (including initial period of one year) on the same administrative charges in terms of percentage of basic wages as per prevailing DC Rates, terms & conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the service agreement. This will, however be further subjected to the approval of the competent authority. The Contract shall stand automatically cancelled, if the competent authority declines to grant approval.
27. **Performance Security:-** The vendors will have to deposit performance security @ 10% of the total value of the order in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank in favour of Director Higher Education, Chandigarh Administration, in an acceptable form within 7 days of issuance of letter of intent by the Librarian of the Library. The security deposited in connection with any other similar tender will not be considered against this tender. Thereafter, the supply order will be issued for the supply of outsourcing of staff for Manpower and Sanitation services. The performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. If the successful vendor fails to submit requisite security deposit within prescribed 7 days, the Earnest Money will be forfeited.
28. **Jurisdiction:-** The applicable law governing this Service Agreement shall be the law of India. The courts of Chandigarh alone shall have the jurisdiction to try any matter, dispute or reference between the parties arising out of this Agreement. It is specifically agreed that no court outside and other than Chandigarh Administration shall have jurisdiction in the matter.
29. **Arbitrator:-** The agreement shall be deemed to have been made/ executed at Chandigarh for all purpose. In the event of any dispute related to the interpretation of rights or liabilities arising out of this Agreement, the same shall, at first instance, be amicable settled between the parties. If any dispute is not amicably, the same shall be

referred to the sole arbitrator i.e. Director Higher Education, Chandigarh Administration, which shall include an acting/officiating Director Higher Education, Chandigarh Administration shall be final and binding upon both the parties.

I, -----, resident of -----
----- have read and understood the above terms and conditions and these are acceptable to me.

Place :

Dated :

Lessee

Members of the Contract Committee

Librarian
T.S. Central State Library - 17,
Chandigarh

THE LIBRARIAN, T.S.CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARH**e-TENDER FOR OUTSOURCING WORKERS THROUGH SERVICE PROVIDER IN
T S CENTRAL STATE LIBRARY, SECTOR - 17, CHD,****SCOPE OF WORK**

Sr. No	Particulars	No. of Workers
I)	Providing full time workers for T S Central State Library - 17, Chandigarh	
	Categories of Workers:	
	<ul style="list-style-type: none"> • Librarian 06 • Library Restorer 06 • Book Binder 02 • Security Guard 02 • Library Attendant 03 • Peon 02 • Sweeper-cum-Chowkidar 01 • Gate Keeper 01 • Mali-cum-Peon 01 • Sweeper 01 	25 (Tentative) (The number of workers required is tentative and the actual number may vary as per the requirements of the Library)

GENERAL DUTIES OF THE WORKERS ENGAGED THROUGH SERVICE PROVIDERS:

- The service provider will provide full time workers.
- The workers to be provided by the Service Provider should be duly qualified to perform the specific job for which they are hired as per the Chandigarh Administration rules.
- The duties of workers will commensurate with the nature/category of worker as per the directions of the Librarian, T S Central State Library, Sector – 17, Chandigarh.
- The service provider and the workers engaged will be collectively and individually responsible for the performance of duties assigned.
- In the event of workers are found deficient in skills/services, the service provider would have to immediately replace the worker(s) and provide the worker possessing the required skills/services in his/her place, without delay.
- The number of workers may be increase or decrease as per requirement.

THE LIBRARIAN, T.S.CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARH
e-TENDER FOR OUTSOURCING OF WORKERSTHROUGH SERVICE PROVIDER IN
T S CENTRAL STATE LIBRARY - 17, CHD,

TERMS OF PAYEMENTS

1. The Service Provider, being the employer in relation to persons engaged/deployed by him shall alone be responsible to provide the Services/Activities under this Agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the Minimum wages as fixed or prescribed under the DC, Chandigarh Rates, alongwith all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, etc. to his employees. The Service Provider shall also have to observe compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Fund (EPF) Act, 1952, Employees State Insurance Act (1948), Payment of Bonus Act, 1965, Employees Deposit Link Insurance (EDLI) and any other Govt. Rule/Act as applicable.
2. That the monthly payment shall be released on receipt of wage bill/invoice duly certified by the concerned officer/incharge of work of this Library.
3. That in the first instance, the Contractor will be paid the RTR for wages only and the RTRs for ESI, EPF and EDLI share will be paid on production of receipt of challans of duly acknowledged by the respective Department.
4. In case the contractor fails to provide services as per terms of contract, the performance security shall be forfeited and the contract is liable to be terminated.
5. Any revision in the minimum wages by the Chandigarh Administration during the period of contract would be applicable.
6. All the payments shall be made by the T S Central State Library -17, after deducting Income Tax at source wherever applicable as per provisions of the Income Tax Act, 1961.
7. That in case of any theft during the tenure of contract, the contractor shall be responsible for the same and loss of the theft will be recovered from the bill of the contractor.
8. That the Librarian, T.S. Central State Library, Sector-17, Chandigarh, on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other losses applicable in this behalf to the personnel which shall be the responsibility of the contractor only.
9. The service provider will provide neat and clean uniforms to all the workers. No extra payment towards uniforms will be made by the Library.
10. That the contractor would abide by rules/regulation and other instruction issued by local Govt. regarding labour laws.
11. That for any violations of the condition of contract, the contractor will suitably be fined and/or the contract will be terminated and the security will be forfeited.
12. Payment of Wages The Service Provider shall keep the following instructions in view while submitting the monthly wage bill(s)
 - (i) The Service Provider shall make the payment of wages (in advance) through the account payee cheques/online transfer into the accounts of the persons employed by him, before 7th of every month and submit the claim for reimbursement immediately alongwith documentary proof of disbursement of wages and deposit of statutory liabilities (i.e EPF, ESI, EDLI etc.) He shall maintain Attendance Registers, individual's ledger/wage book, wage slip, terms of employment and he should deposit the undelivered (unpaid) cheque(s) of any person deployed with the T S Central State Library – 17, by the end of last day of the prospective month. The payment shall be made to the Service Provider for the actual number of persons deployed within the Scope of Work at Annexure 'C'
 - (ii) Attendance Register, Muster Roll duly signed by the Service Provider and verified by the authorised officer(s) of T S Central State Library -17, Chd.

- (iii) Deduction Schedule showing the individual details of deductions of EPF/ESI/EDLI /Income Tax/GST etc. to be tallied with the wage bill.
- (iv) Details of cheques to be issued to the concerned persons deployed to be submitted to the Caretaker of T S Central State Library -17, Chandigarh, for verification before actual disbursement of payments.
- (v) The Service Provider shall certify on the bill that the monthly wage bill for the services of all the categories of persons deployed by him in T S Central State Library – 17, Chandigarh is complete and no person has been left out and no supplementary bill shall be submitted thereafter.
- (vi) A spare/self-attested copy of bank scroll/bank challans in support of having deposited the amount of EPF, ESI, EDLI, GST etc. with concerned Department shall invariably be submitted to T S Central State Library -17, Chandigarh within 10 days from the disbursement of wages i.e. by 17th of the month.

THE LIBRARIAN, T.S.CENTRAL STATE LIBRARY, SECTOR-17, CHANDIGARHNAME OF SERVICE CONTRACT: "OUTSOURCING OF WORKERS
THROUGH SERVICE PROVIDER"

TECHNICAL BID

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDER

1.	Name of the Person/Organisation/Firm, Location of its office with complete address both residential and permanent and Telephone/Fax Nos	
2.	Status of Organization (whether Private/Public Sector Undertaking/ Sole Proprietor/ Partnership/Cooperative Society etc.?)	
3.	Whether documentary proof, in support of 1 & 2 above are submitted on line?	Yes / No
4.	Whether a copy of Resolution passed by the Executive body authorizing the specific officer/partner for signing the documents for this tender has been submitted on line)?	Yes / No
5.	Whether the tenderer has submitted an Experience Certificate of atleast three years?	Yes / No
6.	Whether the Tender Bid guarantee (Earnest Money Deposit) for an amount of Rs. Rs. 1, 80, 000/- (Rupees One lakh Eighty Thousand Only), has been submitted in physical form ?	Yes / No
7.	Whether the self-attested copy of latest Income Tax Assessment Certificate/PAN/TAN No. has been submitted on line?	Yes / No
8.	Whether the self-attested copies of the GST No. Has been submitted on line?	Yes / No
9.	Whether a self-attested copy of all registration(s)/permission (s)/licence (s) etc. Such as 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
10	Whether the self-attested copy of EPF, ESI & EDLI Code Nos. issued by the concerned authority have been submitted on line?	Yes / No
11	Whether the Affidavit on non-judicial stamp paper of Rs. 15/- duly attested that the tenderer has never been blacklisted, has been submitted online?	Yes / No

Place: _____

Dated: _____

Signature of Tenderer _____

Full Name of the Tenderer _____

Address _____

Annexure-“F”

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

FORMAT FOR PRICE BID FOR e-TENDER OF “OUTSOURCING OF MANPOWER & SANITATION SERVICES THROUGH SERVICE PROVIDER” IN T.S. Central State Library, Sector-17, Chandigarh

To be submitted online

FINANCIAL/PRICE BID
RATES IN RESPECT OF PROVIDING MANPOWER & SANITATION SERVICES

BOQ IS ATTACHED ONLINE

- Note-1: The contract shall be awarded to the lowest quote of Administrative/Service charges (including gratuity/bonus etc.)
- Note-2 The rates should be quoted specifically in percentage of basic wages as per terms and conditions of the tenders.
- Note-3: It is clear that only two digits after decimal point, if any, be quoted in the financial bid. If the bidder quotes more than two digits after decimal point, then, only two digits after decimal point would be considered in the Comparative Statement of Financial Bid.

Certified that all terms and conditions have been read and acceptable.

SIGNATURE OF TENDERER
WITH SEAL & DATE

AFFIDAVIT

I/We (Name)_____Service Provider/
Partner/Sole Proprietor (strike out which is not applicable) of
(Firm)_____do hereby solemnly affirm and declare that the individual/
firm/ companies are not black listed/prosecuted by any Central/State Governments/ Union
Territories / Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research
Institutions/any court of law or any partner or share holder thereof not directly or indirectly
connected with or has any subsisting interest in business of my/our firm.

Place _____
Date _____

DEPONENT
Address _____

VERIFICATION :

Verified that the contents of above affidavit is true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

Place _____
Date _____

DEPONENT

(Note: To be furnished on non-judicial stamp paper of Rs. 15/- duly attested by the Executive
Magistrate)