

HARYANA LIVESTOCK DEVELOPMENT BOARD

Pashudhan Bhawan, Bays No. 9-12, Sector-2, Panchkula

Website- pashudhanharyana.gov.in

e-mail- hldb-hry@nic.in



Tender for Watch and Ward

TENDER NO: HLDB/Watch & Ward/2018-19/41

APPENDIX TO GENERAL CONDITIONS OF TENDER

1	Earnest Money Deposit	Rs. 1,50,000/-
2	Performance Guarantee	Rs. 1,50,000/-
3	Validity of Bid offer	90 days from the date of opening of financial bid.

HARYANA LIVESTOCK DEVELOPMENT BOARD
Notice Inviting Tender

Tender No. HLDB/ Watch & Ward /2018-19/41

Date:

HARYANA LIVESTOCK DEVELOPMENT BOARD invite the bids from eligible bidders online in the Portal: <https://haryanaeprocurement.gov.in> for the item detailed in the table.

Tender for Watch and Ward & Allied Human Resource

- A. The Board intends to hire the services of man-powers i.e. watch and ward & Allied Human Resource for the office of Managing Director, Haryana Livestock Development Board, Panchkula and its subordinate Offices in the state of Haryana. For which On-line E-tenders from approved/recognized Agencies are hereby invited. The tender must be submitted through on-line in the web-site of Haryana Livestock Development Board, Panchkula upto 18.11.2018 and will be opened on 19.11.2018 at 10:00 am onwards.
- B. In the event of Tender submitted by a firm, it must be signed separately by each member thereof or in the event of absence of any partner(s), it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, or in the case of a company, the tender should be executed in the manner laid down in the said company's Articles of Association. The signatures on the tender shall be deemed to be authorized signatures.
- C. Technical bids must be accompanied by experience certificate /documents for providing service to Government/Public Sector organization.

Detailed terms and conditions:

1. Tender form shall only be accepted only if accompanied by earnest money of 1,50,000 (Rs. One Lakh Fifty Thousand Only) deposited online through the e-procurement site.
2. The EMD of successful tenderers shall be converted as security deposit for due performance of the contract.
3. The annual turnover of the firm should not be less than Rs. 50 lakh for the two years.
4. The firm should be registered under PSARA Act
5. Charging of any kind of training fee/recruitment fee etc. from the recipient shall be considered a malpractice and strict action will be taken against the service provider.
6. Registration with Haryana Labour Department and two year experience in related field.
7. The tender of only those contractor(s)/service provider shall be entertained who are registered/license holder and are having E.S.I and Employees Provident Fund Number(s), Income Tax Clearance Certificate, Service Tax No., PAN and will produce the original documents at the time of opening of tender.
8. Only online e-tenders will be entertained and no hard copies.
9. The Managing Director, Haryana Livestock Development Board reserves the right to accept or reject any or all tender without assigning any reasons.
10. The Managing Director, Haryana Livestock Development Board reserves the rights to have open negotiations if the rates quoted are not reasonable.
11. Each tenderer would have to submit an affidavit duly attested by the Executive Magistrate/Notary Public that he/she or the party/company is not blacklisted by any Govt./Semi-Govt. department or any organization along with the tender.
12. The duration of tender shall be valid for one year. This can be further extended for

- one year unilaterally with same terms & conditions after expiry of the contract. However, the Board reserves the right to rescind the same at any time in case of default in service or terminate the same without giving any prior notice.
13. Tender of the contractors/agencies who were engaged in previous years to provide security services at Pashudhan Bhawan, Sector-2, Panchkula and in case, their performance had not been satisfactory (in view of the office) will not be considered.
 14. The Service Provider, being the employer in relation to persons engaged/employed by it provide services under the terms and conditions shall alone be responsible and liable to pay wages/salaries to such persons which in any case shall not be less than the minimum wages as fixed or prescribed under the Minimum Wages 1948 (Act XI of 1948) for the category of workers employed by it from time to time or as fixed by the DC and /or authority constituted by or under any law. He will observe compliance of all the relevant labour laws.
 15. It will be sole responsibility of the contractor to adhere to the labour Laws (Regulations and Abolition Act, 1970) and adhere to provisions of human rights and the Board will not own any liability on this account.
 16. The successful tenderer shall have to execute an agreement with the Managing Director, Haryana Livestock Development Board for the said contract on stamp paper of Rs. 20/- attested by the Ist Class Magistrate within a week of acceptance of his/her tender. The Managing Director, Haryana Livestock Development Board would form a committee of three officers to ensure proper execution of work as per agreement.
 17. The security amount will be refunded within one month or till the official formalities are completed after the expiry of the contractual period. However, in case of any loss or damage is caused due to negligence of contractor or person deployed by him, security as well as his dues will be adjusted to recover the loss.
 18. No sub-letting in any form will be permitted to the tenderer.
 19. No vehicle or any other assistance will be provided by the Board to the Contractor. The officers of the Board, the undersigned or his representative will have the right to inspect and supervise the arrangements as and when necessary.
 20. The Service Provider shall at its own expenses make good any loss or damage suffered by the Board and a result of the acts of commission or omission negligently or otherwise of its personnel while providing the said services at any time of the premises of the Board or otherwise.
 21. The contractor/agency shall maintain an attendance register, the work register and also wages register of each worker and will have to pay wages as fixed or prescribed under the Minimum Wages 1948 (Act XI of 1948) for the category of workers employed by it from time to time or as fixed by the DC and / or authority constituted by or under any law and will have to pay the labour/security guards engaged by the 7th of subsequent month. The contractor/party will submit a copy of the wages register of the preceding month alongwith monthly bill with proof of deposit challans of ESI & PF applicable as per Act. The contractor/party shall also give an affidavit (attested by 1st Class Magistrate/Notary Public) with each bill that full payment of wages to the persons engaged in security work/job has been made up to the preceding month. The party would also produce a certificate of satisfactory performance as per terms and conditions of the contract from the officer incharge/committee of Haryana Livestock Development Board, Haryana.
 22. The payment will be made to the party/contractor on monthly basis after deduction of recovery in lieu of losses etc. if any, within 10 days provided the party submits the bill in first week of every month alongwith a certificate of satisfactory performance from

the officer incharge as per terms and conditions of the agreement.

23. Income tax and surcharge shall be deducted at source from the dues of the party as per rules or contractor has to supply form 15-H duly signed along with relevant forms issued by income tax department.
24. In case of any dispute between the parties regarding this contract/agreement the same will be referred to the arbitration of the Principal Secretary to Government of Haryana, Animal Husbandry & Dairying Department, Haryana, Chandigarh and his/her decision shall be final. The provision of the Indian Arbitration Act shall apply to these proceedings.
25. The staff of the contractor/party will not be permitted to form or join any worker union. If the contractor/party are found to have violated any term and conditions of the contract, the same shall be liable to be cancelled without any notice. If the first party wants to quit at any time, it shall have to give at least two months notice or deposit two months advance payment in lieu thereof or deposit proportionate amount by which the notice falls short of time in writing for making alternate arrangements. The security of the party/contractor would be forfeited in such case.

Note: A compliance certificate to above mentioned conditions is to be submitted by the tendering firm in the form of affidavit.

- (i) The tender will be received only through E- tendering for further details visit Portal : <https://haryanaeprocurement.gov.in>
- (ii) Cost of Bid document (to be paid only online) is Rs. 2000/ including E-tendering fee (non refundable) for each bid

Key Dates

Sr. No.	TENDER	BIDDER SCHEDULE	Start Date	Expiry Date
1	Release of Tender	-	31.10.2018	19.11.2018
2	-	Online Bid Submission *(Bidder Stage)	31.10.2018 12:00 hours	18.11.2018 17:00 hours
3	Date & time of opening of Technical Bids/s.		19.11.2018 10.00 hours onwards	
4	Date & time of opening of Financial Bids/s		Will be intimated to the technically successful firms	

Adjustment of tender document fees of the Manufacturers/Dealers/Vendors.

1. “ Single tender shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rule. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single tender, its acceptance may be considered with proper justification and reasons”.
2. Those bidders shall not be required to pay tender document fee, who choose to submit bids again on tender being re-called on account of single tender/ bid being received on first call.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

M/s Nextenders (India) Pvt. Ltd.
O/o. DS&D Haryana,
SCO – 09, IInd Floor,
Sector – 16,
Panchkula – 134108
E - mail: Chandigarh@nextenders.com

Help Desk: 0172 – 2582008-09, 2618292 and 1800-180-2097 (Toll Free Number)

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid

preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

4 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nex Tenders (India) Pvt. Ltd. or downloaded from the home page of the website -

<http://haryanaeprocurement.gov.in>.. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

6 Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Online Payment of Tender Document Fee, eService fee & EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):

8.1 Online Payment of Tender Document Fee + e-Service fee: The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

8.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) from 31.10.2018 to 18.11.2018(17:00 Hrs.) and tender mandatorily be submitted online following the instruction appearing on the screen.

- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The require documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

A. Only Electronic Form (Refer Tender document).

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

In the first instance, the online payment details of tender document fee+e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present.

The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.