

Post Graduate Govt. College, Sector-46, Chandigarh.

Session 2010-11

Tender for the Contract of Service Provider

A) Technical Bid

A) Profile of the Bidder:-

The Bidder should furnish the following details:

1.	Name of the applicant firm, location of office with complete address, telephone No./Fax No. if any	
2.	Whether the firm is Registered or Not? Mention the Registration No. and date with the Labour Department, Chandigarh Administration along with address of the Registering Authority and attach proof of Registration certificate) .	
	Proof Attached.	Yes/No
3.	Nature of the Organization (whether Private/Public Sector Under Undertaking/Pvt. Ltd. Co/Sole Proprietor/Partnership/Cooperative Society, etc.) Resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents of this tender be attached)	
4.	Number of years of operation in supplying the staff on contract basis. (Proof should be furnished in the form of incorporation certificate or equivalent document)	
	Proof Attached.	Yes/No
5.	Does the firm have a total experience of 3 years of providing such services in Chandigarh to the Govt. Departments/Schools/Colleges? If yes, the performance certificate issued by the Competent Authority duly indicating the value of such contract be attached.	
	Proof Attached	Yes/No
6.	Details of the institutions/Govt. Office/Deptt. Board/Corporation and Societies administered and controlled by the Govt. where the firm had provided such services alongwith their Good Performance Certificate	
7.	Whether the firm has ever been blacklisted by Central/State Govt. for non performance of their duties. (If No, attach an affidavit duly executed and attested by the Executive Magistrate/Notary Public/ Oath Commissioner).	
	Affidavit attached.	Yes/No

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B) Financial Capability/ Bid

A) Profile of the Bidder:-

The Bidder should furnish the following details:

1.	Name of the applicant firm, location of office with complete address, telephone No./Fax No. if any	
2.	Average Annual Turnover from such Services during the last 3 years.	
	Proof Attached	Yes/ No
3.	Mention PAN/TAN No. of the firm & attach a copy of Income Tax statement for last 3 years:	
4.	Give EPF/EDLI/ESI Code Nos. issued by the concerned authorities? If yes, mention the Code Nos. and attach Proof thereof.	
	Proof Attached	Yes/No

Signature & Seal of the Firm with date

Post Graduate Govt. College, Sector-46, Chandigarh

The Terms & Conditions of the contract (DPR/UT/4678-79) for the session 2010-11 are as under :-

1. The bidder (s) should be registered under Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
2. The bidder shall be required to attach a proof of his/her registration with Chandigarh Administration.
3. Income Tax Return should have been filed regularly for last three years from the date of commencement of the firm/company/establishment.
4. The bidder should be paid as per the DC rates/ rates of Chandigarh Administration as applicable.
5. The bidder must possess valid registration with EPF, ESI, Service Tax and other concerned authorities, as may be required for providing services.
6. The selected bidder should deposit a sum of Rs.30,000/- (Rupees Thirty thousand only) as refundable security in the shape of a Demand Draft in favour of 'The Principal, Post Graduate Govt. College, Sector-46, Chandigarh payable at Chandigarh failing which the bid will be rejected straightway.
7. The Contract shall be awarded for the session 2010-11 & will not be extended in any circumstances.
8. The office will not be responsible for the loss of or non-receipt of the quotation/ documents sent by post.
9. The salary of all the employees provided by the selected bidder will be paid by the 7th of each month.
10. In case, the payment of the bidder is not released by the office due to some Administrative reason, the bidder is bound to pay the salary of all employees at his own level.
11. The selected bidder will execute an agreement on Rs. 10/- stamp paper.
12. The college reserves all rights to reject any or all the quotations without assigning any reason.
13. The bidder should submit a copy of valid licence as well as good performance certificate from the current employer.
14. The applicant will submit separate applications (a) for Technical bid and (b) for Financial capability/ bid each in separate sealed envelope (superscribed) and these two envelopes should be put in another sealed envelope superscribed with the words "**Bid for the Contract for the Session: 2010-11**".
15. You or your representative should be present at the time of the opening of the quotation failing which his/her quotation letter will not be opened. If the bidder could not be present in person, he/she should authorize his/her representative with authority letter along with his/her photograph.
16. In case the date of opening of quotations happens to be a public holiday, quotations shall be opened on next working day.
17. Any legal dispute concerning this quotation/bid will be subject to the jurisdiction of U.T., Chandigarh.
18. Quotation quoting different conditions will stand rejected.

AFFIDAVIT

I/We (Name) _____ Contractor/Partner/Sole Proprietor (strike out whichever is not applicable) having registered office at _____ do hereby solemnly affirm and declare that

- i) The individual/firm/companies are neither blacklisted by the Union Government/State Government or any Partner/shareholder of a black-listed firm/company is directly or indirectly connected with or has any subsisting interest in business of my/our firm.
- ii) That the services being provided by the firm of the deponent/firm has never been adjudged to be bad /improper/insufficient by any institution/ Govt. Office/ Department/ Boards/ Corporation and Society administered and controlled by the Govt.
- iii) That the service agreement of the deponent/ firm has never been cancelled/terminated earlier than the currency of the said agreement by any Department/ school/Govt. Office/ Department/Boards/ Corporation and Society administered and controlled by the Govt.
- iv) That the deponent/ firm has always complied with the statutory requirements of EPF/ESI/Service Tax etc. with the repective authorities/ office department without any delay and default.
- v) That no case for violation default or non-deposit of such statutory dues to the concerned authorities is pending with any office/ department/ court or any other adjudicating authority established by law for any delay or default of the deponent/firm.
- vi) That the particulars/facts mentioned in my/ our quotation document for providing the service contract of General Duty and Sanitation Staff are true and correct.

Deponent

Address _____

Verification

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

Place