

**OFFICE OF THE  
COMMANDANT, 1<sup>ST</sup> INDIA RESERVE BATTALION, BANGARH DISTRICT UNA, H.P.**

No. P&L/3.37(Out Source)/2022-\_\_\_\_\_

Dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/

**TENDER INVITING NOTICE**

Office of the Commandant 1<sup>st</sup> IRBn. Bangarh District Una (H.P.) intends to invite bids in sealed covers for **outsourcing of Manpower 10 Posts (i.e. Cook =05, Water Carrier=02, Washerman=02 and Barber=01)** from Service Provider/Agencies who are having 02 years' experience and Registered vendor/contractor and interested to provide the outsourcing of services for the unit of 1<sup>st</sup> IRBn. Bangarh District Una (H.P.) **upto 31.03.2023.**

Such vendors who fulfill the aforesaid criteria can obtain detailed tender enquiry documents from the Office of the Commandant 1<sup>st</sup> IRBn. Bangarh District Una (H.P.) on cash payment of Rs. 500/- on any working day. The Tender documents duly completed by the bidders in all respect must reach in this office latest by **21.09.2022 upto 05:00 PM. Any bid which is received after due date & time shall not be considered. The tender shall be opened on 22.09.2022 at 11:00 AM** in the presence of all tenderers or their authorized representatives who wish to be present before the appropriate committee.

The sealed envelope containing tender/Quotation shall be addressed to **The Commandant 1<sup>st</sup> IRBn. Bangarh District Una (H.P.) 174315** and must be subscribed at the top of envelope as **"Tender/Quotation for providing services of class III Cook and class IV i.e. Water Carrier, Washerman and Barber"** and also name of the tenderer be mentioned on the reverse of the envelope.

The undersigned reserves the right to postpone, cancel and or extend the date of receipt/opening of Tender/Bids or to withdraw the same, without assigning any reason thereof.

Following documents, giving full details are as under:-

1. Terms & Conditions:
2. Scope of Work and Terms of Payment
3. Technical Bid
4. Financial Bid
5. Declaration regarding acceptance of all terms and conditions of tender document.

Annexure 'I'	(04 pages)
	(02 Pages)
Annexure 'II'	(01 page)
Annexure 'III'	(01 page)
	(01 page)

Interested parties may submit the tender alongwith the Annexure-II & Annexure-III fully duly filled up. Both the Annexure should be kept in separate sealed envelope which may be **subscribed as "Annexure-II" & Annexure-III"**. These envelopes should be placed in a bigger sealed cover subscribe as **"Tender/Rate for Cook, Barber, Washerman and Water Carrier"** Should be in the name of Commandant of 1<sup>st</sup> IRBn. Bangarh District Una (H.P.). The **service providers** will be short listed on the basis of their technical competency after opening of **Annexure-II**. Financial bids (**Annexure-III**) of only those bidders will be opened by a committee constituted for the purpose who are short-listed on the basis of their Technical Bid (**Annexure-II**). For any clarification in the matter, prior appointment may be made with Commandant, 1<sup>st</sup> IRBn. Bangarh District Una (H.P.). **Detailed terms and condition of the same can be seen and downloaded on the official website: <http://citizenportal.hppolice.gov.in> of Himachal Pradesh Police.**

Encls: As Above

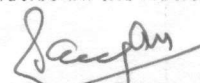
Vimukt Ranjan, IPS  
Commandant,  
1<sup>st</sup> IRBn. Bangarh  
District Una (H.P.)

Dated: 29/08/2022

Endst. No. P&L/3.37(Out Source)/2022- 22497-525

Copy is forwarded to the following for favour of information and necessary action to:-

1. All Head of Police Offices in Himachal Pradesh
2. The Deputy Commissioner Una, District Una.
3. The Director, Information and Public Relation Department, HP, Shimla-2 with request to publish the same in leading newspaper at DAVP rates i.e. one Hindi and one English newspaper and bill of the same be sent to this office for making payment.
4. The Deputy Superintendent of police SCRB Shimla with the request to upload the aforesaid Tender/Bids Notice, term and condition of the same may be published on PHQ official website: <http://citizenportal.hppolice.gov.in> for wide publicity.
5. The District information & Public relation Officer Una for wide Publicity.
6. The District Labour Officer, Una District at Una.
7. Office Supdt., RI, OSI, Reader and RK Branch, 1<sup>st</sup> IRBn. Bangarh District Una (H.P.), for wide publicity.
8. Accountant 1<sup>st</sup> IRBn. with the direction to make necessary correspondence for arrangements of funds for the publication of the Tender Notice.
9. MHC and I/C Dairy Dispatch, 1<sup>st</sup> IRBn Bangarh with the direction to display a copy of Tender Notice on the Notice Board.

  
Vimukt Ranjan, IPS  
Commandant,  
1<sup>st</sup> IRBn. Bangarh  
District Una (H.P.)

**General Terms & Conditions**

1. Two year experience as service provider.
2. The tender document should contains the technical bid and financial bid ,technical bid along with the Cost of Tender Documents of **Rs. 500/- (Five Hundred only)** in the shape of Demand Draft or Cash and Earnest Money of **Rs. 50,000/- (Fifty thousand only)** in the shape of Demand Draft / Fixed Deposit Receipt (FDR) duly pledged in favour of **Commandant 1<sup>st</sup>IRBn. Bangarh District Una** issued by any of the Scheduled Banks along with other required documents should be deposited in the office of Commandant 1<sup>st</sup>IRBn. Bangarh District Una (H.P.) on or before **21.09.2022** and time fixed for submission of the tender. The bids without earnest money & Cost of Tender Documents shall not be entertained and shall be liable to be rejected straight way.
3. The preference for work engagement will be given only to the bonafide Himachalis. The successful bidder/contractor after the approval of the contract shall engage employees for work which should be bonafide Himachali and he shall also submit their bonafide Himachali certificates. The age of personnel deputed for work should be above **18 years.**
4. Each page of the tender document must be signed by the Tenderer along with the seal of the contractors / firms / companies / as the case may be.
5. Cuttings and over writings should be avoided. Cuttings and over writings in tender, if any, should be attested by the authorized person submitting the tender, failing which it will be rejected straight way.
6. Only valid and viable tenders will be considered.
7. Any direct or indirect attempt to influence for negotiation on the part of tender with the authority to whom tender has been submitted or with tender accepting authority before the finalization of tender process shall render the tenderer liable for exclusion of his tender from consideration.
8. The **Office of Commandant 1<sup>st</sup>IRBn Bangarh** reserves the right to reject/ alter any or all the Tenders/ Tender Schedules without assigning any reason thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
9. In case a Gazetted holiday is declared on the scheduled date of opening of the tenders, the tenders will be opened in the **office of Commandant, 1<sup>st</sup>IRBn. Bangarh** on next day at same time.
10. The sealed Technical bid shall be opened by a committee duly constituted for the purpose by the **Commandant 1<sup>st</sup>IRBn. Bangarh.** The Committee shall examine / scrutinize the bids so received for cooks, Barbers, Water carriers and Washer men as per terms and conditions of tender document. The committee will submit report along with its recommendation to the **Commandant 1<sup>st</sup>IRBn. Bangarh.**
11. On receipt of recommendation of Committee, the **Commandant 1<sup>st</sup>IRBn Bangarh** shall give the approval of contract in favour of successful bidder in form appended as "**Annexure-B**". The successful bidder shall execute a contract/agreement with the **office of Commandant 1<sup>st</sup>IRBn, Bangarh** within 7 days from the date of approval of the contract. In case of failure to execute the contract / agreement within stipulated period, the amount of Earnest Money Deposit (EMD) shall stand forfeited.
12. The Earnest Money Deposit (EMD) of the unsuccessful bidders shall be returned after 7 days from the date of the finalization of the tender and the bid security of successful bidders shall remain in the custody of department till the completion of contract of outsourcing of services by the contractor to the satisfaction of department. No interest shall be paid by the **office of Commandant 1<sup>st</sup>IRBn Bangarh** on Earnest Money Deposited (EMD).
13. The panel of contractors shall be valid for 90 days. If successful bidder, to whom the contract has been awarded, does not respond within 30 days from the date of award of contract, the offer shall stand cancelled automatically and contract will be awarded to the next bidder.
14. It shall be the responsibility of the contractor to fulfill all his obligations towards the Department and the persons deployed by him for work in the above units of this District, under law namely the Minimum Wages Act. ESI Act. Bonus Act, Maternity Benefits Act, Shop and Establishment Act etc. and provide quality service to the **office of Commandant 1<sup>st</sup>IRBn. Bangarh.** For this purpose he shall have to submit an undertaking on non-judicial stamp paper of Rs. 10.00 signed by the Magistrate 1<sup>st</sup> Class.





15. Failure to comply with the contract obligations as per tender document will make the contractor liable for black listing for future contract in Himachal Pradesh for three years and the entire amount of Security deposit will be forfeited to the Police Department Himachal Pradesh.
16. **The Performance security @ 6% of the value of contract** shall be furnished by successful bidder on the award of the contract in the shape of Account payee Demand Draft or duly pledged fixed deposit receipt or bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of Department. Performance Security shall remain valid for period of 60 Days from the date of completion of contract to the best satisfaction of Commandant 1<sup>st</sup>IRBn. Bangarh District Una.
17. The **office of Commandant 1<sup>st</sup>IRBn Bangarh** shall not in any manner, be concerned with the internal affairs of the contractor that may be regarding dispute with the workers engaged by him.
18. In case default is found in this regard or there is any complaint from staff of service provider regarding non-payment of wages and benefits, the department shall take necessary action against the service provider.
19. The contract shall be initially for a period upto **31.03.2023** but, it can be extended further in special circumstances and in exceptional cases at the same rates and terms & conditions.
20. The contractor shall be responsible for strict adherence of the provisions of Central / State Acts or the Regulation as well as in respect of terms and conditions of the contract. He shall be liable for deduction of TDS and other taxes as per the provisions of the various Acts. The Department shall have the right to deduct taxes / TDS / bank charges etc. at source as applicable as per rules in force from time to time. Service tax / charges if applicable shall be borne by the Contractor.
21. The service provider will be responsible for deposit of GST and Other Taxes, if any as per relevant statute.
22. The Decision of the **office of Commandant 1<sup>st</sup>IRBn Bangarh** with regard to determining the quality of service rendered by the contractor shall be final and shall be acceptable to contractor. The contractor shall therefore be bound to rectify or take care of the defects as pointed out by the **office of Commandant 1<sup>st</sup>IRBn. Bangarh.**
23. Any loss to the property of the above units by the workers of the contractor shall be the responsibility of contractor and he has to make good the loss immediately, failing which the same will be recovered either from his dues or from security amount.
24. Continuous failure to provide scheduled service of cooks/washerman/water carrier/ Barber for 03 days shall leads to termination of work, agreement and amount due in favour of service provider shall be forfeited.
25. The contractor shall take all precautions to prevent unlawful acts or disorderly acts on the part of his employees so deployed for work in the above units of this District. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulge in any unlawful act or disorderly conduct, the contractor shall remove such employee immediately as per the directions of the **office of Commandant 1<sup>st</sup>IRBn. Bangarh.**
26. In the event of any injury or mishap or illness of any worker while performing the duty, the **office of Commandant 1<sup>st</sup> IRBn Bangarh** shall not take any liability towards payment of expenses in connection with treatment or any compensation. It will be the sole and whole responsibility of the contractor in this regard.
27. Daily providing of services would be as per the time table and working hours would be normally 8 Hours including Half Hour Lunch break. These services will be as per the requirement of this unit.
28. Special attention will be paid toward personal hygiene including above said scope of work.
29. In case of failure to provide services, equated amount per day of the monthly payment shall be deducted.
30. It would be ensured that the outsourced staff is paid by the bank cheque or by any electronic payment method into his account by the service provider. **The payment of salary is to be made by 7<sup>th</sup> of every month.**
31. The payment of salary bill, which will be submitted by service provider, will be released in any working day of the month by this office but the service provider shall be fully responsible for the releasing of salary of outsourcing employee by 7<sup>th</sup> of every month.

32. Service provider will provide eligible statutory benefits such as EPF contribution, ESI contribution to the worker employed by them, by due date.
33. The staff of service provider will be entitled to such holidays as may be approved by the department taking into account the requirement of the respective department.
34. No. advance payment will be made.
35. The service provider may withdraw from work agreement by giving one month prior written notice.
36. This is job assignment. Staff deployed for the job will be bonafide employees of the agency and he shall be solely responsible in any manner. Police Department shall make payment to the Agency for the supply of manpower and not to the individual concerned. Further, it is hereby clarified that the staff deployed by the agency will have no right to claim for any job in Police Department and for that purpose the Agency will be solely responsible.
37. The terms and conditions mentioned in this tender document shall be binding and operative between the contractor and **office of Commandant 1<sup>st</sup>IRBn. Bangarh.**
38. The office of Commandant of this IRBn Bangarh reserves the right to cancel the contract/work agreement or to withhold the payment in the event of unsatisfactory performance.
39. For any dispute arising out of work agreement, decision of the **office of Commandant, 1<sup>st</sup>IRBn Bangarh** shall be final and binding upon the service provider.
40. In case there is a need for the staff of service providers to travel outside headquarters, the concerned department may allow payment, as part of the service contract for **Daily Allowance up to @ Rs. 130/-** per day for travel within the State and **Rs. 200/-** per day, outside the State.
41. Reimbursement of actual travelling expenditure may be allowed to such staff deployed in Government Departments on outsourcing basis and deputed outstation in connection with the affairs of the Departments.
42. Any dispute between Department and contractor or his employees so engaged for the purpose will be subject to jurisdiction at **Una** only. However in case of dispute between contractor and his employees, the same shall be referred to the Registrar, Cooperative Societies, Shimla (HP) for arbitration or any person appointed by him. The award of the arbitrator shall be final and acceptable to both the parties.
43. The contract may be terminated in any of the following contingencies:-
- (i) On the expiry of the contract period if not otherwise extended further in special circumstances and in exceptional cases.
  - (ii) Giving notice of one month, in case the performance of the workers is not found satisfactory;
  - (iii) In the event of breach of any of the terms and conditions of tender document and contract;
  - (iv) From either side by giving one month prior notice even before the expiry of said contract agreement;
  - (v) On assigning the contract or any part thereof to any other person for subletting the whole or part of the work awarded to him (contractor).
  - (v) In the event of the contractor being declared insolvent by the Court of Law.
  - (vii) During the notice period for termination of the contract in the situation mentioned above the contractor shall keep on discharging his duties as before till the expiry of the notice period.
  - (viii) The total services given by the agency in a month, if found unsatisfactory, the Police Department shall be at liberty to deduct upto 25% of the monthly billed amount apart from taking such other action as contained in para above.
44. **Responsibility of Service Provider/agency.**
- a) The agency shall ensure that all the jobs and complaints regarding unsatisfactory jobs are attended personally.
  - b) The agency shall be responsible for the discipline of the staff working under it.
  - c) The agency will be responsible for getting the employees provided by him medically examined on half yearly basis and provide the fitness certificate of all the employees to this office regularly.
  - d) The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to this office.
- 12



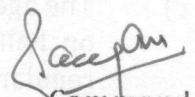
- e) The service provider will not unnecessarily replace/change the employees, if required to replace/change first inform this office and also follow condition mentioned in 44 (D).
- f) The service provider's personnel shall not divulge or disclose to any person, any details of office of Commandant, 1<sup>st</sup> IRBn Bangarh, operational process, administrative/ organizational matters as all are of confidential/ secret nature.
- g) The agency staff members are found misbehaving with any of Police Officers/Staff member, the services of the agency staff member concerned shall be dispensed with on the spot. It will be the responsibility of agency to provide replacement immediately.
- h) Any of the employees found absent shall immediately be replaced by the agency at no additional expenses to the Police Department.
- i) For successful implementation of the terms and conditions of this agreement, the staff employed by the agency shall be subject to inspection by the authorized officers of Police Department.
- j) The agency shall maintain a logbook under supervisor's care in which daily attendance of the staff shall be marked to ensure that required numbers of persons engaged are physically present. All the complaints and jobs taken care of shall be recorded. This logbook shall be shown to Police representative at the end of any working day and at any other time on demand.
- k) The agency shall also ensure the safety of Police property. In case of damage to any equipment/property of Police, due to the delinquency of the agency staff, the same would be replaced at the cost of Agency. Police Department's decision will be final in this regard.
- l) The agency shall be solely responsible for all the service matters of its employees, shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall also abide by the provisions of Minimum Wages Act. Any violation in this regard would attract the termination of the contract.
- m) The agency shall ensure that the staff employed by it shall be well trained in service provided and shall have good conduct, physically and medically fit.
- n) The agency shall provide uniform to each of its staff members and ensure that they are properly dressed including shoes and also carry identity cards, metal name plate.
- o) The agency shall ensure that each of its members is well mannered in respect of his behavior while presenting themselves before officers or staff of Police Department.
- p) Police Department stands indemnified from any claim arising out of injury/death of any manpower posted by the agency in accordance with the fulfillment of this assignment such claims shall be the sole responsibility of the agency. Police Department shall not be responsible for any claim of whatsoever nature.

**Responsibility of Police Department:**

The Agency will be provided with:-

- a) Sitting place and storage space;
- b) Material will be provided by the battalion.
- c) In case there is a need for the staff of service providers to travel outside headquarters, the concerned department may allow payment, as part of the service contract for daily allowance upto @ Rs. 130/- per day for travel within the State and Rs. 200/- per day, outside the State.
- d) Employees/staff hired by the service provider, providing services to this office will be entitled to medical leave of 06 (Six) days in a calendar year which will not be carried forward to the next calendar year. The cost of this medical leave would be borne by this office.

The persons so deployed shall be under the overall control and supervision of the contractor. The contractor shall be responsible for payment of their wages etc. and all other dues which the contractor is liable to pay under the Labour Act, Rules and other statutory provisions. In order to relax any conditions, decision of **office of Commandant, 1<sup>st</sup> IRBn** will be final.



**Commandant,  
1<sup>st</sup> IRBn Bangarh  
District Una**

## Scope of Work

### (i) Scope of work for the post of Cook :-

1. Preparation of food in police messes, serving of food to the police officials, cleaning of mess utensils/ articles etc., will be the scope of work.
2. The candidate should be adept /skilled in cooking of food and must be bonafide of Himachal Pradesh.
3. Daily preparation of food as per mess menu, service of food and cleaning of mess utensils etc, for breakfast, lunch and dinner.
4. The service provider shall wear neat & clean clothes and will use apron in mess. Special attention will be paid toward personal hygiene.

**The above services may be used with in state or out of state as per the deployment of this unit's force.**

### (ii) Scope of work for the post of Water Carrier :

Providing of services of Water Carrier i.e. cleaning of utensils, help in cooking work, provide pure water for the purpose and also help in distribution of food amongst the officials including table service for battalion's Mess, offices & Canteen etc. will be the scope of work.

**The above services may be used with in state or out of state as per the deployment of this unit force.**

### (iii) Scope of work for the post of Barber :-

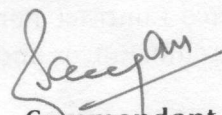
Providing of services of barber i.e. Hair cutting, Shaving, Beard trimming, nail cutting & hair colouring etc. for battalion's officers/ officials will be the scope of work.

**The above services may be used with in state or out of state as per the deployment of this unit force.**

### (iv) Scope of work for the post of Washer Man :

Providing of services of Washerman i.e. washing and ironing of Dresses/clothes and curtains etc. for battalion's officers/ officials & offices will be the scope of work.

**The above services may be used with in state or out of state as per the deployment of this unit force.**



**Commandant,  
1<sup>st</sup>IRBnBangarh,  
District Una (H.P.)**



## Terms of Payment

The office of Commandant 1<sup>st</sup>IRBn Bangarh shall make the monthly payment either by cheque or through demand draft or through RTGS to the Bank account of Contractor directly within one month after the submission of the bills as per his entitlements under terms and conditions of the contract and after the deduction of penal amount if any inflicted for lapse or violation of the terms and conditions of the tender document. The payment of salary bill, which will be submitted by service provider, will be released in any working day of the month by this office but the service provider shall be fully responsible for the releasing of salary of outsourcing employee by 7<sup>th</sup> of every month.

### Payment Procedure

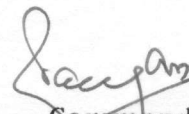
- a) The Service provider will submit the pre-requested bill in triplicate in the name of the **Commandant, 1<sup>st</sup>IRBn. Bangarh** on last day of every month.
- b) Bills submitted will be processed and amount will be released within 10 days.
- c) No advance payment of any kind will be made to the Agency.
- d) No increase shall be asked for or admissible in the amount of contract for the entire period of the contract **upto 31.03.2023**.

### Penalty Clauses

- I. A register of complaint will be maintained by R.I/ OSI and all shortcomings will be recorded in it and if no action is taken within 1 hour, Rs. 50/- will be deducted from the bills.
- II. Whenever and wherever, it is found that the work assigned to various outsources is not upto the mark, it will be brought to the notice of the supervisory staff and an amount of Rs.500/- per day will be invoked.
- III. Any misconduct/misbehavior on the part of the workers deployed by the Agency will not be tolerated and such persons will have to be replaced immediately.

### Place and period of service contract

45. The Service Contract is exclusively for providing Manpower for 1<sup>st</sup> IRBn. Bangarh, Distt. Una (HP). The Service Contract Period shall be initially **upto 31.03.2023** which can be extended further in special circumstances and in exceptional cases at the same rates and terms & conditions.

  
**Commandant,  
1<sup>st</sup>IRBn Bangarh,  
District, Una (H.P.)**

**Check List/Technical Bid:-**

The tendering Service Providers are required to enclose photocopies of the following documents (duly self-attested) with this Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:-**

Sr. No	Documents to be submitted	Submitted /or not	Reference Page No.	Other details if any
1.	Copy of Registration of firm as service provider	Yes/No		
2.	G.S.T. Certificate	Yes/No		
3.	Experience certificate of two year as a Service provider obtained from Government Department/PSUs or any other organizations of providing services.	Yes/No		
4.	Experience Certificate should match with 26 A.S. Certificate	Yes/No		
5.	Copy of the Service Tax Registration certificate of the Service Provider issued by the competent authority.	Yes/No		
6.	Copy of PAN of Service Provider	Yes/No		
7.	Copy of the IT returns for last two years	Yes/No		
8.	Audit Certificates for the last two consecutive financial years of particular firm duly verified by the Chartered Accountant	Yes/No		
9.	Copies of EPF and ESI registration certificates issued by the appropriate authority.	Yes/No		
10.	Copy of the Labour License / Registration under the Contract Labour (Regulation & Control) Act, 1970.	Yes/No		
11.	Certified extracts of the Bank Account containing transactions during previous financial year.	Yes/No		
12.	An affidavit to the effect that no case is pending with the police against the Proprietor / Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted.	Yes/No		
13.	Copy of Tender Document with each page duly signed and sealed by the authorized signatory of the Service Provider.	Yes/No		
14.	Earnest money deposit (EMD)/ Bid Security of <b>Rs. 50,000/- (Fifty Thousand only)</b> in shape of Account Payee Bank Draft or duly pledged Fixed Deposit receipt from any nationalized Bank drawn in favour of <b>Commandant 1<sup>st</sup>IRBn.Bangarh</b>	Yes/No		
15.	Declaration regarding acceptance of all terms and conditions of tender document.	Yes/No		
16.	Cost of tender document attached of Rs 500/-	Yes/No		

**Important Note:-**

1. Please read "Terms and conditions" carefully before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

**DECLARATION**

I hereby state that the information furnished by me is correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the Department in future.

(Signature of tenderer or authorized signatory with date & seal)



# **Financial Bid:**

The rates should be quoted in the format and the same should be duly signed and stamped either by the Tenderer or by a person duly authorized by him. The rates must be mentioned in figures as well as in words. Overwriting and cutting should be avoided.

The contractor shall be required to ensure invariably minimum wages, EPF and all other statutory obligations under Contract Act & Labour Laws as applicable from time to time. The tender with lowest rate quoted as per format shall be acceptable and Contract concerned tendering such lowest bid shall be considered as successful bidder. The bidders not having EPF number or any other statutory requirements can also participate in the tendering process but such bidders shall have to furnish EPF registration number and other requirements within one month from the date of award of contract/work failing which his contract shall stand terminated automatically and offer shall be afforded to 2<sup>nd</sup> lowest bidder standing on the panel.

## **Format Detail of salary / wages of workers, service Tax and profit element etc.**

Sr. No.	Particulars	Amount per month (Rs.)			
		Cook	Water-carrier	Washer-man	Barber
1.	Salary of worker (As per minimum wages rates fixed by H.P Govt.)				
2.	EPF (As per Rule)				
3.	ESI (As per Rule)				
4.	Profit element				
5.	Total				
6.	GST (As per Rule)				
7.	<b>Grand Total in Rs.</b>				
8.	Leave Allowed				

**(Signature of the Tenderer or authorized signatory with date & seal)**

## **Important Note:-**

1. Please read "Terms and conditions" carefully before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

## **DECLARATION**

I hereby state that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be black listed and will not have dealing with the Department in future.

**(Signature of the Tenderer or authorized signatory with date & seal)**

DECLARATION REGARDING ACCEPTANCE OF ALL TERMS AND CONDITIONS OF TENDER DOCUMENT

To

The Commandant,  
1<sup>st</sup>IRBnBangarh,  
District Una (H.P.)

Sir,

I have carefully gone through the term and conditions of the tender document inviting the bids to provide the services for Manpower **i.e. Cook, Water carrier, Washer man and Barber work** in the office of Commandant, 1st IRBn. Bangarh, I declare that all the terms and conditions mentioned in tender document are acceptable to me.

Yours Faithfully

Signature.....

Name.....

Father Name.....

Date

Place

Name of Firm/ Agency  
Along with permanent  
Address