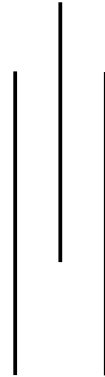


CHHATTISGARH HOUSING BOARD

NIT FOR PROVIDING SERVICES FOR
DATA ENTRY / ACCOUNTING & AUDITING /
SUPERVISION OF CIVIL, ELECTRICAL, WATER
SUPPLY & SANITATION WORKS
FOR CHHATTISGARH HOUSING BOARD



TENDER AMOUNT :- ₹ 131.56 LACS

EXECUTIVE ENGINEER,
CHHATTISGARH HOUSING BOARD
DIVISION - II, SHANKAR NAGAR, RAIPUR



CHHATTISGARH HOUSING BOARD, RAIPUR (C.G.)

-: Tender Notice :-

Subject:- Notice Inviting Tenders to service provider for Providing deferent type of services such as Supervision for Civil / Electrical / Water Supply & Sanitation Works, Accounting, Auditing & Data Entry Works etc. for Chhattisgarh Housing Board.

1. Sealed tenders on behalf of the Commissioner, Chhattisgarh Housing Board are invited from reputed, experienced and financially sound Manpower Companies / CA Firms / Project Management Consultants for providing services for following works in Chhattisgarh Housing Board for a period of one year from the date of contract:-

S. No.	Name of Services	Qualification for Personnel	Proficiency	No of Personnel Required for providing Services	Security Deposit
01.	Data Entry Works	Graduate / PGDCA & Modern Office Management	1. Short Hand English & Hindi typing on computer. 2. Proficient in MS - Word, Excel, Power Point & Internet.	15	₹ 20,000.00
02.	Accounting & Auditing Service	B.Com.	1. Tally 9.2 Certificate 2. 2 Years experience in accounting and audit preferable.	15	₹ 30,000.00
03.	Services for Supervision of Civil/Electrical / Water Supply & Sanitation Works	B.E./ B. Tech in Civil & Electrical Engineering	Minimum 2 Years experience in site Supervision are preferable	53	₹ 2,00,000.00
04.	Services for Supervision of Civil/Electrical / Water Supply & Sanitation Works	ITI in Draft man Civil, Construction Management & Electrical Discipline	Minimum 2 Years experience in site Supervision are preferable	10	₹ 10,000.00

2. The tender documents can be downloaded from the website of the Chhattisgarh Housing Board i.e. www.cggb.gov.in (such downloaded tender documents can be submitted along with DD of ₹ 12,500/- as bid amount + Security Deposit payable to Executive Engineer, Chhattisgarh Housing Board, Division - II, Shankar Nagar, Raipur (C.G.).

The closing date & time for receipt of tender is : 09/09/2013 Time 03:00 PM
The tender Opening date & time is : 09/09/2013 Time 04:00 PM

Executive Engineer,
Chhattisgarh Housing Board,
Division- II, Shankar Nagar Raipur

Copy to:

Assistant (NIC) for hosting on C.G. Housing Board website www.cggb.gov.in (soft copy attached)

Executive Engineer,
Chhattisgarh Housing Board,
Division- II, Shankar Nagar Raipur

CHHATTISGARH HOUSING BOARD, RAIPUR

Dated:- / /2013

INSTRUCTION TO THE BIDDERS

Chhattisgarh Housing Board invites sealed tenders from well established, reputed firms / registered Service Providers for providing services given in Annexure-II. The number of personnel for providing services shall vary depending upon the actual requirement of the Chhattisgarh Housing Board from time to time.

TENDER REFERENCE	:	
TENDER DATE	:	09/09/2013
CLOSING DATE & TIME	:	09/09/2013 Time 03:00 PM
OPENING DATE & TIME FOR TECHNICAL BID	:	09/09/2013 Time 04:00 PM

2. In the first instance, only the technical bids will be opened by the Tender Committee in the office of Executive Engineer, Chhattisgarh Housing Board, Division - II, Sector - II, Shankar Nagar, Raipur in the presence of the participating bidders. In the second stage the financial bid will be opened on such date as will be informed to the agencies selected after technical evaluation of the firms / agencies by the Housing Board.
3. The Service Providers shall provide the required manpower within a period of one week from the date of Agreement with Chhattisgarh Housing Board. Selection of the candidates will be done on the basis of skill test and interview to be conducted by the Board.
4. The Service Providers should have sufficient experience of providing manpower to various Government Departments, Public Sector Undertakings and Government Autonomous organizations.
5. Eligibility: As given in NIT.
6. **Period:** The period of contract will be initially for one year extendable at the description of the Board, depending upon the requirements as well as the performance of the Personnel deployed by the Service Providers.
7. The Board will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. For interview and skill test the Service Provider has to send a list of candidates five times of the requirements (5x1) within a week's time from the date of Agreement with Board.
8. Place of Duty, Working Hours and Punctuality:

- 8.1 The personnel deployed by the Service provider shall have to report for duty at any place in the state. The places of deployment of personnel may be intimated to the Service provider time to time by the Board.
- 8.2 The normal working hours of the personnel deployed shall be from 10.00 A.M. to 06.00 P.M. with lunch break from 1.00 PM to 1.30 PM (extendable up to 07.00 p.m. without any extra payment) on all working days. The Housing Board will have discretion to change the normal working hours of some or all of the personnel deployed under intimation to the Service Provider.
- 8.3 The manpower so deployed shall have to adhere to the punctually strictly. Late arrives, early departures and short leaves shall not be permitted.
- 8.4 If need arises, the persons shall have to sit late or come early or attend the office even on Saturday/ Sunday/ Gazetted Holiday (as per service requirements).
- 8.5 For late sitting (after 07.00 p.m.) or attending the office on Saturday/Sunday/ Gazetted Holiday extra remuneration for the complete extra hour shall have to be paid by the Service Provider to the employee on pro-rata basis, which may be billed to the Housing Board by the Service Provider.
9. Security Considerations: The persons provided by the service provider should not have any Police Records / Criminal Cases against them. The service provider should make adequate enquires about the character and antecedents of the persons whom they are recommending.
10. Technical Eligibility Criteria for the Service Providers:
The following criteria shall be applied for eligibility of the Service Providers.
- a) Past experience and performance on similar work done for the State / Central Government / Government Undertaking for last 3 (three) years.
 - b) The firm should be registered with Service Tax Department.
 - c) The firm should have an office in Raipur.
 - d) The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Government), along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
 - (i) Registration certificate of the applicant organization;
 - (ii) Copy of PAN/TIN;
 - (iii) Copy of the Income Tax Clearance Certificate;
 - (iv) Copies of EPF and ESI Certificates;
 - (v) Copy of the Service Tax Registration Certificate;
 - (vi) Copy of the Annual Report (Balance Sheet and Profit & Loss Account) for the last three years.
11. **Earnest money (EMD):** ₹ 1,58,000/- (Rupees One Lac, Fifty Eight Thousand Only) in the form of crossed DD / Pay Order drawn in favour of Executive Engineer, C.G. Housing Board, Division-II, Shankar Nagar, Raipur and drawn on Nationalized Bank / Scheduled Bank must be submitted along with the Bid Documents. Tenders without EMD will not be opened.

12. Refund of EMD: EMD of the unsuccessful bidders will be returned back as soon as the decision is taken by Housing Board regarding placement of order. The EMD would be refunded without any interest.
13. Performance Security Deposit: The successful bidders shall have to furnish a Performance Security in the form of DD / Bank Guarantee from a National / Scheduled Bank for an amount @ 10 % of the annual contract value for the manpower supplied covering the period of contract. Which will be forfeited in case the supply of manpower is delayed beyond the stipulated period as indicated at Para 3 above. Performance Security will be contractual obligation of the Manpower Service Providers.
14. Forfeiture of EMD / Security Deposit: In case of non-submission of the security deposit and / or non- acceptance of the order, the EMD submitted along with offer is liable to be forfeited. Likewise non-performance of the contract will result in forfeiture of Security Deposit.
15. Payment Terms: Standard terms of payment are within 30 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in Housing Board. The payment shall be made through Cheque (s) only.
16. Payment of salary by Service Provider: The Service Provider shall ensure that the salary to the persons employed is made by the 1st day of the succeeding month @ minimum wages, including the Dearness Allowance and other statutory benefits for such personnel, notified by the State / Central Government from time to time. The payment shall be made in front of an Officer of the Housing Board, appointed by the Housing Board for the purpose.
17. Income Tax: The income Tax / TDS and other statutory deductions, as applicable will be deducted from the payments made to the service provider. Tax deduction certificate will be issued to the Service Provider by Housing Board.
18. Penalty Clause: In emergent cases such as the person deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than a day, the Service Provider shall deploy a suitable substitute. If the contractor fails to deploy the substitute, without prejudice to any other right or remedy available under the law to the Housing Board on account of such breach, pro-rata recovery along with penalty equal to @ 2 % of the monthly charges per day will be recovered from the monthly bill of the service provider. The quantum of recovery will be decided by Housing Board which will be final and binding to the Service Provider.
19. Termination of Contract: In case of any material violation of any of the terms & conditions by the Service Provider, the Housing Board reserves its right to unilaterally terminate the contract after issuing 7 days notice.
20. The bidder shall hold harmless and keep Housing Board indemnified against all claim arising as result of any dispute between the Service Provider and the manpower deployed by the service provider in the Housing Board.
21. The tender documents should be submitted in two sealed envelopes as explained under:
 - (A) The first sealed envelope should be superscripted "**TECHNICAL BID**" and should contain:
 - (i) The Profarma Annexure - II for Technical Bid duly filled in.

- (ii) The Agency's profile including details and supporting documents relating to their previous experience of supplying manpower to State / Central Government, Government undertaking etc.
 - (iii) Acceptance of terms and conditions on Annexure - IV.
 - (iv) **Processing Fee :- ₹ 5,000/-** (Five Thousand Only) in the form of crossed DD / Pay Order drawn in favour of Executive Engineer, C.G. Housing Board, Division-II, Shankar Nagar, Raipur and drawn on Nationalized Bank / Scheduled Bank must be submitted along with the Bid Documents.
 - (v) Any other required documents.
- (B) This second sealed envelope superscripted "**FINANCIAL BID**" should contain only rates which are to be quoted per person per eight-hour workday basis as per profarma on Annexure-III.
- (C) Both sealed envelopes should be placed in the main sealed envelope superscripted '**TENDER FOR OUTSOURCING OF SERVICES FOR DATA ENTRY, ACCOUNTING & AUDITING & WORK SUPERVISION SERVICES**'. The sealed tenders must be submitted in the office of Executive Engineer, Chhattisgarh Housing Board, Division - II, Sector - 2, Shankar Nagar, Raipur and should be sent by post or hand-delivered. Tenders received after the prescribed due date and time will not be entertained.
- (D) The Tender Opening Committee will open the technical bids at on in the office of Executive Engineer, Chhattisgarh Housing Board, Division - II, Sector - 2, Shankar Nagar, Raipur in the presence of participating bidders, who may like to be present.
- (E) The Technical Evaluation Committee will assess the ability of the agencies to supply the requisite number of personnel in different services based on its record, profile and on such other criteria as it may fix. Financial Bids of only those bidders will be opened whose technical bids are found to be fit in the assessment of the Technical Evaluation Committee.
22. Submission of Tender: Tender must be submitted in sealed envelope along with the details superscribed with above tender reference no., closing date & closing time with bold letters and firm's seal with address. The envelope should be properly sealed, addressed and submitted on or before the due date & time at the following address and receipt obtained.

**Executive Engineer,
Chhattisgarh Housing Board
Division - II, Sector-2, Shankar Nagar, Raipur**

23. The bids may also be sent by speed post/courier service well in advance to reach the above office at least 24 hours before the due date and time. Offers received beyond the due date and time of the tender will not be considered.
24. Timely submission of tenders is the responsibility of the bidders, late submission of tender will not be considered. There should be NO OVERWRITING in tender the rates must be preferably typed. Tenders not fulfilling the requirement shall be rejected. Validity of tenders shall be for a period of minimum 90 days from the date of submission of the bids. Tender must be submitted on firm's letter head duly signed and stamped indicating the list of documents being submitted by the tenderer for check at the time of opening the tenders.

25. In case the Service Provider's offer deviates from Chhattisgarh Housing Board requirements, terms & conditions in any manner, these deviations must be clearly indicated in the letter, failing which the Housing Board requirements, terms & conditions will be binding on the Service Provider.
26. Only One authorized representative of each bidder would be allowed to participate in the opening of the tender.
27. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form.

Executive Engineer,
Chhattisgarh Housing Board,
Division- II, Shankar Nagar, Raipur

TECHNICAL - BID

For services of Supervision for Civil / Electrical / Water Supply & Sanitation Works, Accounting & Auditing and Data Entry Works etc. for Chhattisgarh Housing Board

S.No.	Particulars	To be filled in by the tenderer
1	Name of the Service Provider:	
2	Details of EMD: (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3	Date of establishment of the Agency:	
4	Detailed office address of the Agency with Office Telephone, Fax and Mobile Numbers, Email Address and the name of the contact persons:	
5	Name and address of the Director / Owner of the agency with Telephone, Fax and Mobile Numbers, Email Address:	
6	Details of Registration in Income Tax / Labour / EPF / ESI / Service Tax / Other Departments (copies to be enclosed)	
7	Details of Experiences in the similar field with documentary evidence.	
8	Enclose an affidavit duly certified by the Notary at the location of the agency/ head quarter, that the tenderer has never been black listed or punished by any court for any criminal offence/ breach of contract and no police, vigilance enquiry/ criminal case are pending against them.	
9	Whether a copy of the terms and conditions duly signed is attached?	
11	Whether Agency Profile is attached?	
12	List of other clients:	
14	Proof of financial status of the agency in form of balance sheet for the last three years:	
15	Enclose the details of the workforce with infrastructure facilities:	
16	Name, addresses and telephone / mobile numbers of two responsible person of standing from who credentials of the agencies can be verified.	
17	Details of the contract with any two Govt./Public sector etc. with contract person's name & telephone /cell no. etc:	

Note: It is mandatory to attach the attested copy of required certificates / proof with above information.

Date & Place

(Name & Seal of the authorized signatory of the agency)

:- TERMS AND CONDITIONS :-

1. Statutory / compulsory deductions like EPF / Income Tax etc. will be responsibility of the Service provider. No extra payment shall be made by the Housing Board.
2. The Service Provider shall submit the pre-receipted stamped bills (in triplicate) to the Housing Board on monthly basis after completion of the month for payment. Generally the payment shall be made within 30 days from the date of submission of the bills.
3. Service Tax / Levis / Cess will be paid by the Service Provider as per rule time to time and which will be not reimbursed by the Housing board. Service Tax will be liability of Service Provider for the services allotted to him
4. The copies of appointment letter issued by the Service Provider to the personnel deployed in the Housing Board shall be provided to the Board.
5. The Service Provider will provide to the Housing Board a list of all personnel deployed with permanent and present address along with their photographs. The character verification of the personnel through Police Department should be furnished at the time of deployment.
6. The Housing Board shall have the right to terminate the contract at any stage without assigning any reason whatsoever. In case of any dispute, the decision of the Commissioner, Chhattisgarh Housing Board, Raipur will be final and binding.
7. Statutory Obligations: The Service Provider is required to obtain and deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 30 days of the date of the award of the contract. If the service provider is refused to produce license for any reason whatsoever or fails to obtain the license within the stipulated period of 30 days, the contract shall automatically stand terminated and the Housing Board shall be at liberty to recover losses, if any from the Service Provider.
8. The Service Provider shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty in the Housing Boards Office.
9. The Service Provider shall be responsible for all acts of addition or omission on the part of the manpower engaged for the purpose. The Housing Board shall not be responsible in any manner, whatsoever, in matters of injury / death / health etc. of the Service Provider's employees performing duties under the contract.
10. The Service Provider will be responsible for any damages done to the property of the Housing Board by the personnel so employed.
11. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the Housing Board shall not be a party to any dispute arising out of such deployment by the service provider. The service provider shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) Act, 1970 for the welfare and health of the workers deployed with the Housing Board.

12. It shall be responsibility of the Service Provider to issue the employment card to the worker as per the prescribed format and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulations & Abolition) Act.
13. The Housing Board has right to the demand for change/replace the personnel at any time.
14. The Service Provider will supply a panel of suitable candidates to enable a proper choice to be made on the basis of qualifications / credential / experience: the selection would be made by the Competent Authority in Chhattisgarh Housing Board.
15. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the Housing Board because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty / misconduct on the part of manpower supplied by the service provider upon receiving written notice from Housing Board.
16. The Housing Board shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
17. The Service Providers personnel working in Chhattisgarh Housing Board should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of the Housing Board. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
18. The Service Providers personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential / secret nature.
19. The Service Provider persons shall not claim any benefit/ compensation/ absorption/ regularization of service with this Housing Board under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
20. Any dispute regarding working hours and regarding compensation to be paid to the workers deployed will be the responsibility of the Service Provider and no representation will be entertained on this issue by the Chhattisgarh Housing Board.
21. The Service Provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
22. The Service Provider shall ensure proper conduct of his person in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
23. The Service Provider shall engage the necessary person as required by the Housing Board from time to time. The said person engaged by the Service Provider shall be the employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month by 1st day of the succeeding month. There is no Master & Servant relationship between the employees of the service provider and the service provider. Further that the said person of the service provider shall not claim any absorption.

24. The transportation, food, medical and other statutory requirement in respect of each personnel of the Service Provider will be the responsibility of the Service Provider and that the Housing Board will not entertain any claim in this regard.
25. The character and antecedents of each personal of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to the Housing Board.
26. The personnel may be called on Saturday, Sunday and other Gazetted Holidays, if required. They may be paid extra on pro-rata basis by the Service Provider who may claim the same from the Housing Board.
27. The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
28. Payments to the Service Provider would be strictly on certification by the officer with whom the person is attached that his services were satisfactory and attendance as per the bill preferred by the Service Provider.
29. The Service Provider shall be contactable at all times and message sent by e-mail / Fax/ Special Messenger from Housing Board to the Service Provider shall be acknowledged immediately on receipt on the same day.
30. The Service Provider shall be under obligation to discharge all the liabilities envisaged herein either in express terms or by necessary implication from the terms and conditions and from the instructions to the bidders.
31. The period of contract will be for a period of one year from the date of signing the Agreement.
32. Any dispute arising out of the contract will be settled within the jurisdiction of Raipur.
33. The decision of the Commissioner, Chhattisgarh Housing Board, Raipur in any matter relating to this contract shall be final.
34. The Service Provider shall not assign, transfer, pledge or subcontract the performance of services without prior written consent of this office.
35. Service Provider shall submit quarterly payment report regarding EPF, ESI etc payment to employees engage by him. If service provider shall not submit quarterly payment report for 02 consecutive quarters then agreement with service provider will be terminated after issuing 15 days notice.
36. It is responsibility of service provider to issue ESI card to all employee within a month from date of work order issued to him and explain benefits of ESI card to all employees engaged by his firm.

(Name & Seal of the authorized signatory of the agency)

Place :-

Dated:-

DETAILS OF COST OF BID DOCUMENTS / EMD / SECURITY DEPOSIT / PROCESSING FEES

1. The Bid documents can be downloaded from the website of the Chhattisgarh Housing Board i.e. www.cg hb.gov.in (such downloaded tender documents can be submitted along with DD of ₹ 12,500/- for Bid Documents payable in favour of Executive Engineer, Chhattisgarh Housing Board, Division-II, Shankar Nagar, Raipur (C.G.).
2. Earnest money (EMD): ₹ 1,58,000/- (Rupees One Lac, Fifty Eight Thousand Only) in the form of crossed DD / Pay Order drawn in favour of Executive Engineer, C.G. Housing Board, Division-II, Shankar Nagar, Raipur and drawn on Nationalized Bank / Scheduled Bank must be submitted along with the Bid Documents. Tenders without EMD will not be opened.
3. Security Deposit (SD): ₹ 2,60,000/- (Rupees Two Lac, Sixty Thousand Only) in the form of crossed DD / Pay Order drawn in favour of Executive Engineer, C.G. Housing Board, Division-II, Shankar Nagar, Raipur and drawn on Nationalized Bank / Scheduled Bank must be submitted along with the Bid Documents. Tenders without SD will not be opened
4. For Processing Fee :- ₹ 5,000/- (Five Thousand Only) in the form of crossed DD / Pay Order drawn in favour of Executive Engineer, C.G. Housing Board, Division-II, Shankar Nagar, Raipur and drawn on Nationalized Bank / Scheduled Bank must be submitted along with the Bid Documents. Processing Fee will be not refundable.

Executive Engineer,
Chhattisgarh Housing Board,
Division- II, Shankar Nagar Raipur