

NOTICE INVITING TENDER
HARYANA STATE COUNCIL FOR SCIENCE & TECHNOLOGY (HSCST)
 (Department of Science and Technology, Haryana)
 Bays: 35-38, Sector-2, Panchkula – 134109, 0172-2560339
 Website : www.dstharyana.org

General Instructions

1. Sealed tenders are invited from the reputed and experienced agencies for providing services of ‘**Monitoring the incoming and outgoing movements of persons and material and safety of equipment, office record, furniture and other assets, and cleanliness of the internal / external environment of office premises and performing other day-to-day works at the office building of Haryana State Council for Science & Technology at Panchkula**’, on contract basis on payment of **lump sum composite monthly charges**, *exclusive of service tax which will be paid as per the rates prescribed by the Government from time to time. The agency should also, along with their tender, furnish, in a separate sealed envelope, complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like ESI, EPF, Bonus, etc. and the lump sum agency charges comprising their own administrative expenses and profit. In absence of this break up, their tender will be liable to be rejected. The rates and figures for each component of statutory liabilities should be supported with copies of the relevant Acts, Rules or orders issued by the Government.*
2. The cost of the tender document is Rs. 500/- (non-refundable) and it can be obtained either by depositing the same in cash / Demand Draft in favour of Secretary/EC, Haryana State Council for Science and Technology, Panchkula. Otherwise, the same can be downloaded from the website: <http://www.dstharyana.org/html/whatsnew.htm>. The agencies using the downloaded tender document should enclose a Demand Draft of Rs. 500/- (Rs. Five hundred only) in favour of Secretary/EC, Haryana State Council for Science and Technology payable at Panchkula along with the bid as tender document fee.
3. Tenders should be submitted in double sealed cover with the name of the work written (in bold letters) on the top of envelope will be received up to **1:00 pm** on **21.07.2011** at Haryana State Council for Science & Technology (HSCST) along with earnest money of **Rs. 25,000/-** (Rupees Twenty Five Thousand only) in the form of demand draft drawn in favour of “**The Secretary/EC, Haryana State Council for Science & Technology**” and payable at Panchkula. The financial quotes should be given in a separate sealed envelope named as “**Financial Bid**” and should be put in the main envelope with other relevant details / papers. The tenders except the ‘**Financial Bid**’ will be opened on the same day at **3:00 p.m.** The offers of agencies, which do not submit the financial bids in a separate sealed envelope will be rejected straightway. The financial bids will be opened only for firms fulfilling the ‘**Pre-bid conditions**’ as per the clause 5 given below. The date and time for opening of financials bids will be informed later on.
4. The term “**council**” wherever mentioned in the N.I.T shall mean the authorities of Haryana State Council for Science & Technology. Panchkula. The term “**agency**”

wherever mentioned in this N.I.T shall mean the agency selected for award of the contract.

5. Pre-Bid Conditions:

- a) The agency should have successfully completed minimum three work orders of minimum one year duration for similar works.
 - b) The agency should hold valid license under the provision of Contract Labour (Regulation & Abolition) Act, 1970.
 - c) The agency should not have been blacklisted by any Central / State Government Department / Organization.
 - d) The agency should have minimum turnover of Rs. 25.00 lacs for the last financial year.
 - e) The agency should have valid and up-to-date registration, wherever applicable for the following:-
 - i) EPF / PF No. with Date
 - ii) ESIC No. with Date
 - iii) Service Tax Registration No with Date:
 - iv) Relevant Registration with concerned Labour Department as per relevant Law/Act etc.
 - v) Shops & Establishment Act.
 - vi) Companies Act 1956
 - vii) Any other not covered above.
 - f) While applying, the agency should provide complete break up of rates showing how the agency will comply with the minimum wages and other statutory regulations like ESI, EPF, Bonus, etc. and the lump sum agency charges comprising their own administrative expenses and profit. The bids without break up will be rejected straightway.
 - g) While applying, the agency should provide rates and figures for each component of statutory liabilities of the agency against serial no: 5 above or any other relevant statutory liability applicable should be supported with copies of the relevant Acts, Rules or orders issued by the Government.
 - h) The agency (ies) quoting zero or zero percent as agency charges (including its administrative expenses and profit etc.) will not be considered.
6. No agency (ies) shall be allowed to take part in the tendering process who are / were blacklisted by any Central/State government department/organization due to any reason. In case if anything in this regard comes to the knowledge of the council authorities at later stages, the contract of the agencies shall be cancelled without considering the legitimacy of the decision of the organization blacklisting the agency. The security amount and pending dues of the agency shall be forfeited.
 7. Mode of submitting sealed tenders by the agency shall be only through Registered Post or in-person by due date. The council shall not be responsible in case of any delay, loss, mishandling, damage etc. caused due to any reason in submission of tender offers by the agency.
 8. The council does not bind itself to accept the lowest offer and reserves the right to reject/accept fully or partially any offer received, without assigning any reasons.

9. Tenders which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reasons.
10. Only one offer shall be accepted from a proprietor/partner/employee etc. (i.e.: under one denomination of agency) irrespective of his/her offers under different agency denominations. In case it is found that the same person has applied for tender under different agency denominations, all such pre-qualification forms and tender offers from such person shall be rejected.
11. Tenders imposing additional conditions are liable to be rejected.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the agencies who resort to canvassing will be liable to rejection on this ground alone.
13. Before quoting the service charges the Agency must assess the quantum of work involved after going through the specification of work at **Annexure-1** and physical inspection of the work premises.
14. Along with the tender, the Agency must submit **a detailed “work-plan” showing the no. of persons to be deployed and how they propose to render services under this contract**. The “*work-plan*” indicating the services to be rendered under this contract has to be appended as annexure to the tender. ***It is to be noted that feasibility/acceptability of the rates quoted by the agencies shall be assessed on the basis of their respective work plans.*** In absence of this, tender is liable to be rejected.
15. The agency should also show how they will comply with the statutory requirements like payment of minimum wages, ESI, EPF, bonus etc. and other statutory obligations except Service Tax out of the lump sum amount quoted by them for providing the required services throughout the period of contract. In absence of these tender is liable to be rejected.
16. Agency charges towards the services as per work specified in Annexure-1 on monthly basis should be quoted separately and as a token of acceptance of all the terms and conditions mentioned in this NIT the agency shall submit this tender after signing all the pages and quoting the rate on the format given at the end of this tender paper.
17. While submitting tender the agency shall quote its charges referred to as “**agency charges**” in this document comprising of its own administrative expenses and profit etc. separately for deploying the staff at HSCST. **Further, the agency must note that there will be no revision in the agency charges on any grounds whatsoever during the entire period of contract.** However, in case of revision of minimum wages or any other statutory charges made by the Government, the service charges shall be revised to the extent of the liabilities arising on that ground only.
18. **Agency’s Representations and Warranties :**

The agency hereby represents, warrants and confirms that the agency:

- a. Has full capacity, power and authority to enter into the agreement and during the continuance of the agreement, shall continue to have full capacity, power and

authority to carry out and perform all its duties and obligations as contemplated herein, has taken and shall continue to take all necessary and further actions (including but without limiting to obtaining the necessary approval/consents in all applicable jurisdiction) to authorize the execution, delivery and performance in this tender.

- b. Has necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure and capability to perform its obligations in accordance with the terms of this tender and to the satisfaction of the council.
- c. Shall on the execution of the agreement and providing services to the council, not violate, breach and contravene any conditions of any agreement entered with any third party/ies.
- d. Has complied with and obtained necessary permissions/licenses, authorizations under the central, state and local authorities and obtained all required permissions/licenses for carrying out its obligations under this tender.

Credentials

- 19. The agency shall declare in writing that none of their partners, Proprietors or Directors is in any way related to any officer of Haryana State Council Science & Technology (Department of Science & Technology, Haryana) including the units under its control.
- 20. The agency must have a local office with a regular telephone both in the office as well as in the residence (s), of Partners/Directors/Proprietors. The agency shall also mention their F.A.X number in the tender document and keep the council indemnified in case of change of their address, telephone numbers, FAX number etc.
- 21. All credentials of the agency including financial standing, registration with Govt. having support or connection with Govt. Depts. / Organizations, Semi-Govt., Non-Govt. autonomous body, public body, local body, Civil body and public institution/organizations etc. together with records of past performance with such institutions, departments, organization etc. are to be produced for verification whenever demanded by the "council".

Responsibilities of the Agency

- 22. The agency shall deploy persons having good physique and mentally sound with high integrity & good conduct (preferably having relevant experience).
- 23. At the time of completion or cancellation of the contract, the agency shall handover to the council any records, keys, equipments etc. entrusted to the agency's staff deployed at the during the tenure of the contract.
- 24. The agency shall ensure that all wages and allied benefits like EPF, Bonus, ESI etc. are paid to their employees. The agency shall remain liable to the authorities concerned for compliance of the respective existing rules, statues and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to

abide by the minimum wage legislations and must pay minimum wage as per law to their staff deployed for the purpose of this contract.

25. The agency shall submit the proof of having deposited the amount of contributions ***claimed by them on account of ESI, EPF etc. towards the persons deployed at the Council in their respective names each month while submitting their bills for the subsequent month as per the format enclosed at Annexure-2. In case the agency fails to do so, their bills of respective months will be withheld till submission of required documents.***
26. The agency shall make the payment of wages, etc. to the persons deployed by them in the presence of the authorized representative of the "Council" and shall furnish copies of wages register/muster roll, etc. to the concerned officer of the "Council" as a proof of having paid all the dues to the persons deployed by them for the work under the contract.
27. In case of delay beyond the stipulated time on behalf of agency in disbursement of the salary to its staff, the agency shall be penalized with a flat deduction of Rs.50/- per employee (who has not received his salary timely) of the agency per day (where day means period of normal working hours of the Council i.e.: (9:00 am to 05:00 pm) from monthly agency's charges i.e.: agency's profit and administrative charges.
28. The agency shall be responsible for proper security and safety of equipments, office record, furniture and other assets of office (Deptt./Council) and cleanliness works of the internal/external environment of office premises and performing other day-to-day works.
29. No representative of the agency shall enter the Council's premises during closing hours of the office except staff on duty without prior approval from the concerned authorities.
30. The agency shall not indulge in giving presents/gifts to any staff member of the office. In case any such incident comes to the knowledge, strict action shall be taken against the agency.
31. The Agency shall be responsible for observance and compliance of different industrial laws as in force and shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the Council by persons engaged by the Agency.
32. In case of any kind of hindrance in the office working or any kind of loss/damage to office (Deptt./Council) property or its staff due to any kind of dispute between the agency and its staff deployed at the office premises and the agency's failure to resolve such dispute immediately, or agency's failure to provide uninterrupted services, such an act shall attract penalty of amount as decided by the Council or cancellation of contract of the agency without any prior notice to the agency or both. In such a case the agency shall remain liable to fulfill the amount of loss happened to the Office or its staff. The amount of loss shall be recovered from the agency's charges i.e.: agency's profit and administrative charges.
33. The agency shall also deploy reliever/relievers as required in such a way that agency's staff (including the reliever) shall get weekly rest.

34. The Agency shall obtain necessary License as required under the Contract Labour (Regulation & Abolition) Act, 1970 or any other act as may be applicable.
35. In case of any theft, loss of assets and/or disturbance affecting security etc. to the Office, the entire responsibility for recovery and legal actions in consultation with the authorities of the Council, up to the final recovery stage etc. will lie with the Agency. The agency shall make good the loss within 30 days of occurrence of loss failing which the money shall be recovered from the agency's bills or/and security amount. Further the actual / real loss occurred to the office (Deptt./Council) due to negligence of agency would be fully recovered and no depreciation would be considered.
36. A security deposit of **Rs.2.00 lacs (Rupees Two Lac only)** payable in the form of a demand draft drawn in favour of "**The Secretary/EC, Haryana State council for Science & Technology**" payable at **Panchkula** is to be deposited by the selected agency to cover risk or any loss to the council for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the services in the event of any such occurrence and/or breach of contract in any way or form etc. during the contractual period. In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the "Council" shall be recovered either from the bill/bills for monthly agency charges due to the agency or from their security deposit or both.
37. During the period of this contract, the agency shall provide proper, uninterrupted and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the "Council". The agency shall constantly keep in touch with the "Council" for effective performance of the contract and abide by all instructions and directives issued by the "Council" in this regard.
38. The agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the "Council" for the purpose of this contract and shall keep the "Council" indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part. The agency shall be the principle employer for the staff employed by them.
39. The agency 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 this agreement. The agency shall further observe and comply with all Government laws concerning employment of staff employed by the agency 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 agency is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of the law.
40. The agency shall give an undertaking by 22nd of each month in favour of the Council that they have complied with all his statutory obligations.
41. The agency shall also forthwith upon being required by the Council, allow Council or any of its authorized representatives to inspect, audit or take copies of any records maintained by the agency. The agency shall also cooperate in good faith with the Council to correct any practices which are found to be deficient as a result of any such audit within a reasonable time after receipt of the report from the Council. However upon discovery of

any discrepancies or over payment, the agency shall immediately reimburse to the Council for such discrepancies of overcharge.

42. The Agency shall normally not deploy any persons above 50 years of age for performing security duties in the Council.
43. The Agency shall *make proper verification of the particulars of their employees and* issue proper identity cards to *those* employees *who are* deployed *by them* at any time for the purpose of this contract in order to facilitate verification of their identity by the Council. They shall always wear the identity card while at the office premises.
44. It is understood between the parties that the agency alone shall have the right to take disciplinary action against any person(s) to raise any dispute and/or claim whatsoever against the Council. Council shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the agency for any purpose, whatsoever not would agency be liable for any claim (s) whatsoever, of any such persons(s).
45. The agency shall be liable to comply with the directions of the authority of the “Council” to remove within 24 hours of receipt of such direction; any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangement to ensure proper and adequate services.
46. The agency shall furnish a personnel guaranty of its Managing Director/Partner guarantying the due performance by the agency of its obligation under this tender.
47. All employees of the agency deployed for rendering these services in the “Council”, must remain in proper uniforms. The agency shall supply at their cost uniforms, raincoats, woolen clothing, sticks, torches with batteries, registers, papers, name badge and other stationary items required for carrying out the work.
48. The “Council” shall have no responsibility for providing living accommodation to the personal deployed by the agency. The “Council” shall provide only the necessary covered space for check posts inside the campus.
- 49. The agency shall open the bank accounts of its staff deployed at the Council and shall pay their monthly salaries through Account payee cheques in their respective names.**
50. The area and scope of work will be as per requirements of the “Council” from time to time. Any extra work arising out of special programmes or exigencies and beyond the scope of this tender, shall be negotiated separately. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given before 24 hours by the Council.
51. The “Council” shall pay to agency nothing more than the amount as may be due under the contract terms. The assessment made by the agency in the tender including the number of personnel of various descriptions as required to provide/give the required quality of services shall be final and acceptable by and binding up on the agency.

52. The agency shall ensure/impart training to their employees deployed in connection with this contract, on metal detector operation, frisking, vehicle check, fire fighting and such other security measures as are essentially required at the Council.
53. The agency selected for the award of the work shall not subcontract the work during the entire tenure of the contract.
54. The agency shall provide good quality branded handheld equipments to its staff at the main Council's entry points at all the times.
55. Council shall not be responsible to provide any telephone facility to the staff of the agency for carrying out their duties related to this contract. It shall be the responsibility of the agency to provide telephone facility to its staff.

Payment

56. The payment will be made on monthly basis the lump sum charges as quoted by the agency by A/c payee cheque within 15 days from the date of submission of the proper and pre-receipt bill, duly certified by the authorized representative of the Council. The monthly payment shall be made only after production of proofs of submission of E.P.F, E.S.I.C, bonus etc. (in the respective names of the staff deployed by the agency), register of wages or register of wages-cum-muster roll of the preceding month. The agency shall submit the monthly bill on the first day of month for verification to the nominated official of the Council.
57. In case of the agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the monthly bill of the agency. In case of such deduction is due to the fault/shortcoming of the agency during providing the services as stipulated in this document, the agency shall not recover the amount deducted from their bill, from the wages of its staff. The agency shall make deduction from the wages of its staff in consultation with the council. Such deductions (if any) shall be recorded in the relevant records by the agency.
58. The agency shall systematically keep the records up to date like register of wages-cum-muster roll, register of fines and deductions, proofs of submission of E.P.F, E.S.I.C, bonus etc. in the Council's office duly certified by the nominated official of the council. Such records shall be the property of the council.
59. The "Council" shall reimburse the amount of service tax, if any, paid by the agency to the authorities on account of the services rendered by them to the "Council. The reimbursement shall be admissible on production of proof of deposit of the same by the agency.
60. In case of exigency, the "Council" may require additional services. In such cases, the payment would be made on proportional basis.
61. Income tax at source will be deducted at the prescribed rate from the monthly bills of the agency and the Council would deposit the same with the Income Tax authorities.

Tenure and Validity

62. In the beginning the contract would be on trial basis for three months only, and thereafter, it shall be extended for a further period of nine months if the services are found to be satisfactory during the trial period. The contract may be renewed at the discretion of the “Council” on year-to-year basis after reviewing the performance of the agency. ***The liability due to revision of minimum wages, other statutory liabilities like EPF, ESIC, Bonus etc. from time to time shall be considered for revision.***
63. The contract can be terminated by the “Council” at any time without any notice in the event of gross security risk or gross damage to the “Council’s property due to agency’s failure or persistent failure of the agency in providing satisfactory service to the “Council” and the decision of the “Council in this regard shall be final and binding on the agency.
64. For reasons other than mentioned in the above clause, the contract can be terminated by either party by providing clear three month’s advance notice in writing.

Penalty

- 65. In the event of any deficiency in the service rendered by the agency, any time during the currency of the contract, the Council shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the Council shall be binding on the agency.***

66. INDEMNIFICATION

- a) The agency shall at its own expenses make good any loss or damage suffered by the council as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any time at the premises of the Council or otherwise.
- b) The agency shall at all times indemnify and keep indemnified the council against any claim on account of disability/death of any of its personnel caused while providing the services within/outside of the council which may be made under the workmen’s Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the working or there personnel of the agency or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any Person whether in the employment of the agency or not, who provided or provides the service at the Council shall be as provided hereinbefore.
- c) The agency shall at all times indemnify and keep indemnified the council against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the council premises or before and after that.

- d) That, if at any time, during the operation of this tender or thereafter the Council is made liable in any manner whatsoever by any order, direction or otherwise of any Court authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the agency or to any third party in any event not restricted but including as mentioned in sub-clauses No. (a), (b) and (c) hereinabove, the agency shall immediately pay to the Council all such amounts and costs also and in all such cases/events the decision of the Council shall be final and binding upon the agency. The council shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the agency.

67. LIABILITIES AND REMEDIES.

In the event of failure of the agency to provide the services or part thereof as mentioned in this tender for any reasons whatsoever, the council shall be entitled to procure services from other sources and the agency shall be liable to pay forthwith to the council the difference of payments made to such other sources, besides damages at double the rate of payment.

68. LOSSES SUFFERED BY AGENCY

The agency shall not claim any damages, costs, charges, expenses, and liabilities arising out of performance/non performance of services, which it may suffer or otherwise incur by reason of any act/omission, negligence, default or error in judgment on part of itself and/or its personnel in rendering or non-rendering the services under this tender.

69. COMPOSITION AND ADDRESS OF AGENCY

- a. The agency shall furnish to the council all the relevant papers regarding its constitution, names and address of the management and other key personnel of the agency and proof of its registration with the concerned Government authorities required for running such a business of agency.
- b. The agency shall always inform the council in writing about any change in its address or the names and addresses of its key personnel. Further, the agency shall not, change its ownership without prior approval of the council.

70. SERVICE OF NOTICES

Any notice or other communication required or permitted to be given between the parties under this tender shall be given in writing at the following address or such other addresses as may be intimated from time to time in writing.

Council

Haryana State Council for Science & Technology,
Bays: 35 – 38, sector – 2, Panchkula – 134109

Agency

71. CONFIDENTIALITY

It is understood between the parties hereto that during the course of business relationship, the agency may have access to confidential information of council and it undertakes that it shall not, without council's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such

information. This clause shall survive for a period of 5 years from the date of expiry of this contract or earlier termination thereof.

72. FORCE MAJEURE

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's responsible control, including acts of God, civil commotion, acts of terrorism, labour disputes and government or public authority's demands or requirements.

ANNEXURE -1

Specifications of work monitoring the incoming and outgoing movements of persons materials and safety of equipments, office record, furniture and other assets, cleaning the office building and performing day-to-day work at office building of Haryana State Council for Science & Technology, Bays No. 35-38, Sector-2, Panchkula.

The office building of Haryana State Council for Science & Technology is built on four bays plot at Bays No. 35-38, Sector-2, Panchkula. For this, the following manpower is required:-

(i)	Security Guards (for round the clock duties at front entrance and duty during office hours at rear entrance including reliever)	5
(ii)	Peons	3
(iii)	Sweepers	2

Job requirement

The job requirements is to monitor the incoming and outgoing movements of persons and materials and ensuring safety of the materials, equipments and all properties, day-to-day office work and sweeping of office building of the “HSCST”, specially area within the campus of the “HSCST”.

The security / other personnel deployed at this “HSCST” shall be required to handle the fire fighting systems / equipment in case of emergency. Periodical drill / training to handle the same shall be given by the agency.

The security / other personnel deployed by the agency during the contract period shall preferably have secondary education and shall be conversant in handling security aspects in a corporate / industrial / museum set up.

The agency shall ensure proper supervision by a qualified and responsible person on day-to-day basis at the “HSCST”. He shall be conversant with all the aspects of office and security requirement.

The security / other personnel employed by the agency shall have good physique and without physical / mental disability, which hamper the discharge of their duty.

The scope of work as mentioned above may also change from time to time as per the requirement of the HSCST.

FORMAT FOR SUBMISSION OF OFFEERS BY THE TENDERS

(To be submitted on agency's Letter Head)

To

The Secretary/EC
 Haryana State Council for Science and Technology,
 Bays No. 35-38, Sector-2, Panchkula.

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for the work for "Monitoring the incoming and outgoing movements of persons \, materials and safety of equipments, office record, furniture and other assets, cleaning the office building and performing day-to-day work at Haryana State Council for Science and Technology, Bays no. 35-38, Sector-2, Panchkula.

We, hereby agree to undertake the contract for the work of "**Monitoring the incoming and outgoing movements of persons, material and safety of equipments, office record, furniture and other assets, cleaning the office building and performing day-to-day work at Haryana State Council for Science & Technology**", as per your requirement as indicated in the NIT for a composite monthly service charges of Rs. _____ (Rupees _____ only).

A demand draft No. _____ dated _____ for Rs. _____ (Rupees _____ only) draw on _____ (Name of the Bank and Branch) in favour of "**Secretary/EC, Haryana State Council for Science & Technology**" is enclosed.

 Signature

Name _____

Address of the Agency _____

Date:

Place:

Encls: As above

PARTICULARS FORM**HARYANA STATE COUNCIL FOR SCIENCE AND TECHNOLOGY (HSCST)***(Department of Science & Technology, Haryana)***Bays: 35-38, Sector-2, Panchkula – 134109, 0172-2560339**

1	Name of the Agency	
2	Full Postal Address	
3	i) Telephone No. and FAX No. (Office & Residence) ii) Mobile Number iii) Email id.	
4	Whether the firm/company is proprietorship/Partnership/Private Limited/Limited etc.	
5	Name & Address of the proprietor/partners/directors of the company/firm.	
6	No. of employees in the office of the firm/company.	
7	Total number of security guards deployed by the agency in all sites	
8	Total number of ex-armed forces persons deployed by the agency in all sites	
9	Details of the Valid and up to date registration of (Please attach certified copy of): i) EPF/PF No. & Date ii) ESIC No. & Date iii) Service Tax Registration No & Date: iv) Relevant Registration with Haryana Labour Department as per relevant Law/Act etc. v) Shops & Establishment Act. vi) Companies Act 1956. Any other not covered above	
10	Total experience of the agency related to the required service: The agency shall attach a chart showing the name of the govt. organization, details of the order, type of services handled, period of services etc. and accordingly shall append the copies of the respective work orders, performance certificates of the contracts taken up for last 5 years.	
11	Details of P.A.N and T.A.N No.'s: (Please attach certified copy)	
12	Name & Address of the banker of the agency, Bank Account Number.	
13	Certified copies of the balance sheet showing Annual Financial Turnover of the agency for previous 3 financial years.	
14	Certified copies of Income tax clearance certificate respective to the works taken up by the agency in last five years.	
14	Other relevant information, if any	

I/We declare that the above statements are true. I/We also declare that the decision regarding short listing of the agencies for the above work shall be the final and binding on me/us.

Date:

Signature of the Proprietor/Authorized signatory of the agency with seal.

Place:

NOTE: Agency should attach relevant certified copies of the all the documents as mentioned above.