



उत्तराखण्ड ग्रामीण बैंक

(प्रायोजक: भारतीय स्टेट बैंक)

Uttarakhand Gramin Bank

(Sponsored by State Bank of India)

प्रधान कार्यालय: 18 न्यू रोड, देहरादून, 248001

ई-मेल : ugb_gpo@rediffmail.com

फोन:-0135.2710660,2710661 फैक्स: 0135-2710662

TENDER FOR VARIOUS OUTSOURCING SERVICES

Uttarakhand Gramin Bank head office 18, New Road Dehradun having 286 branches & 04 Regional Offices functioning in different parts of Uttarakhand State, invites sealed tender for various outsourcing services at different Branches/offices of the Bank.

Details are as under-

1. The offer will be in two parts i.e. technical bid, containing technical information & commercial bid, containing commercial information as under: -

i) First part i.e. Technical bid, should be submitted in separate sealed cover duly super-scribed as "Technical bid for Outsourcing Services" containing **all required documents and EMD**.

ii) Second part i.e. commercial bid, should be submitted in separate sealed cover duly super-scribed as "Commercial bid for Outsourcing Services" containing **commercial bid only**.

Both envelope shall be enclosed in another sealed envelope super-scribed as "Tender for Outsourcing services" & the address of the bidder should be mentioned in the left bottom side of each of the envelope with phone number & valid Email ID **and it must reach to** General Manager, Uttarakhand Gramin Bank, Head Office 18 New Road, Dehradun, Uttarakhand up to **16.12.2020** by 5:00 p.m. Any Bids received thereafter will not be entertained.

2. Scope of works:

The various Outsourcing services required are as follows:

(i) **Housekeeping Services-** To carry out Housekeeping services in 250 different branches/offices of the Bank across Uttarakhand State, which may vary 15-20 % plus/minus. Approximate number of manpower required for housekeeping services in 250 branches/offices of the Bank are 261 which may vary as per requirement. Details of works to be executed are as under-

(a). Cleanliness, maintenance and upkeep of office premises.

(b). Lifting and disposal of garbage, filth, rubbish, refuse, night soil and sullies water from office area and putting in the garbage bins.

(c). Sweeping and cleaning of office, Fans, Tables, Chairs and other such deep cleaning work.

(d). Any other housekeeping task as assigned by the branches/offices of the Bank. The cleaning material and other consumable items will be provided by the Bank.

(ii). Driver for Banks' Vehicle-

The contractor should provide two manpower having valid commercial driving license (including hill) at Head Office of the Bank for driving Bank's Vehicle as per requirement of the Bank officials and one manpower having valid commercial driving license (including hill) for driving ATM van. License should be renewed before due date. The manpower should have minimum 05 years' experience of driving in the hill area. More number can be required depending upon requirement in future.



(iii). **Security Services-** The contractor should provide armed security guards having valid Gun License in different offices /branch of the Bank across Uttarakhand State at present the requirement is 19 which may vary as per the requirement.

3 Number of Manpower Required

The present approximate number of manpower required for various outsourcing services in the branches /offices under four Regional Offices of the Bank are as under-

Sr. No.	Outsourced Services	Regional Office wise approximate number of Manpower required			
		RO Dehradun	RO Pauri	RO Pithoragarh	RO Haldwani
1	Housekeeping	93	57	38	73
2	Driver	3	-	-	-
3	Security Guard	4	3	4	8

4 Technical & Commercial evaluation

The Technical Bids will be evaluated as per eligibility criteria defined in Point No. 8 of this document. The decision of the Bank with regard to the pre-qualification criteria will be final. The Financial bids of only those bidders who qualify in the Technical bid shall be opened. The date of opening of financial bids will be informed to the bidders through e-mail/ phone call. **The bidder/contractors should quote the charges separately for Regional Offices of the Bank. If the charges for all the Regional Offices not quoted the tender is liable to be rejected. Bank may, at its discretion decide the L1 bidder for each Regional Office. The service charges quoted should not be in violation of instructions issued by Govt of India, failing which such proposal will be liable to be rejected.**

5 Validity of Contract

The rate quoted for various outsourcing services should be valid for 60 days from the opening of commercial bids. Initially, the contract for housekeeping services, driver services & armed security services shall be valid for **one year** from **01.01.2021 to 31.12.2021**. It may however be renewed for further **two terms of one year each** at the sole discretion of the Bank **subject to** satisfactory services rendered by the contractor. On renewal, a fresh contract shall be executed and security deposit shall be retained till the validity of the contract. The Bank may require additional man power at same rate, terms & conditions in other branches/offices as and when required within contract period.

6 Earnest Money Deposit (EMD)

The bidder(s) must submit earnest money deposit in the form of demand draft/ pay order for an amount of Rs 25,000/- (Rs. Twenty Five Thousand only) drawn in favour of General Manager, Uttarakhand Gramin Bank, Head office 18, New Road Dehradun. The EMD of unsuccessful tenderers shall be returned within 30 days after award of work order/contract. No interest shall be paid on the EMD.

7 Forfeiture of EMD: The EMD of successful bidder may however be forfeited under the following circumstances;

i). If the bidder makes any statement or encloses any documents that turns out to be false, incorrect &/or misleading &/ or conceals or suppresses material information.



- ii) . In case of successful bidder fails to sign the contract in the form & manner to the satisfaction of the Bank.
- iii). Security Deposit is not submitted within the stipulated time.
- iv). Agreement is not entered within stipulated time.
- v). If any tenderer withdraws his tender before the said period (60 days) or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.

8 ELIGIBILITY CRITERIA

Sr. No.	Criteria	Documents Required
1.	The bidder should have at least one establishment/ office in Uttarakhand State.	Copy of address proof i.e. latest electricity bill/ land line telephone bill with receipt or any other officially valid document as per RBI guidelines in the name of bidder /contractor must be enclosed with the tender to establish the office address in Uttarakhand.
2.	The firm/company should have the experience of providing outsourcing Services in any Institute/Establishment within the State of Uttarakhand pertaining to the State Govt./Central Government. PSUs/Bank or financial institutions in Uttarakhand in last three years i.e. 2017-18, FY 2018-19, FY 2019-20 preceding to 01/04/2020 with minimum deployment of 50 manpower. (As per Annexure V)	Client satisfactory certificates for proof of deployment of 50 manpower per year must be enclosed (for last 03 financial years i.e. 2017-18, 2018-19 and 2019-20 duly signed by an authorized officer of the client establishment/organization as per Annexure V).
3.	The Firm/Company should have an average annual turnover of minimum 25 lakhs for three financial years i.e. FY 2016-17, FY 2017-18, FY 2018-19 OR FY 2017-18, FY 2018-19, FY 2019-20.	Documents supporting the annual turnover amount like audited Balance Sheet, Profit & loss statement.
4.	The Firm/Company should not be a loss making one and should have profit for three years i.e. FY 2016-17, FY 2017-18, FY 2018-19 OR FY 2017-18, FY 2018-19, FY 2019-20	Supporting documents like Audited Balance Sheet, Profit & Loss statement, ITR.
5.	PAN & GSTIN	Copy of PAN and GSTIN Certificate of the Firm/Company
6.	PF and ESI Registration certificate	Copy of PF and ESI Registration Certificate of the Firm/Company.
7.	Registration with Labour Department (Shops or Commercial Establishment)	Certificate of Registration with Labour Department in Uttarakhand / Uttar Pradesh valid for Uttarakhand state.

The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with the Agency and feedbacks from the clients.



9 Evaluation of Successful Contractor

(i). Evaluation of successful Contractor/Bidder would be done by taking into consideration of the service charge quoted by the contractor/bidder for outsourcing services per manpower per month in each category i.e. (a) Housekeeping services, (b) driver services & (c) armed security services required by the Bank.

(ii). The service charge for outsourcing services should be quoted for per manpower per month to be deployed at each branch/office in every Regional Office in Commercial Bid (Annexure-IV). The minimum wages will be paid by the Bank as per latest wages decided by the central Government and subject to the change from time to time. Rate should be quoted for each Regional office of the Bank. **Bank may at its discretion decide the L1 bidder separately for each Regional Office.**

(iii). The contractor/bidder, who deals either in housekeeping/driver services or in Security services, may participate in tendering process for the same in accordance with the terms and conditions of the tender document. **The bidder/contractor should quote the service charge for all Regional Offices of the Bank. The service charges quoted for fewer Regional Offices shall be liable for the rejection. However the service charges for security Guards be quoted by only the agencies eligible to provide armed security Guards**

GENERAL RULES AND INSTRUCTIONS TO TENDERER

1. The tenderers/contractors are advised to examine all the instructions, terms & conditions and furnish the required information unambiguously.
2. **Tenderer should note that commercial bid of the offer should not be disclosed in any way, in the Technical bid and such technical bids consisting commercial bid are liable for rejection.**
3. **Security Services-**
 - i. The manpower /Security Guard deployed by the Contractor shall be responsible for checking the incoming and outgoing vehicles, employees and visitors, reception and guiding of visitors, etc. and maintenance of security registers at branches/offices of the Bank as per the requirement.
 - ii. The armed guard deployed by the contractor should have valid gun license and it should be renewed before due date.
 - iii. The Contractor will provide Gun, uniforms and other kit to their manpower (Security guard).
 - iv. The contractor will obtain license, if any, required under the local or central laws for providing security services to the Bank.
4. The successful contractor should comply with the reservation policy of Central/State Government during the period of deployment of manpower in different branches/offices of the Bank.
5. The contractor should deploy the manpower for various outsourcing services in the branch/office up-to the satisfaction of the Bank.
6. If last day of submission of bids is declared a holiday under NI Act by the Central/State Government/Local Administration, then the next working day will be deemed to be the last day for submission of the offer.
7. No offer will be accepted by email.
8. The manpower deployed at the branch/office of the Bank falling sick or proceeding on leave will be immediately replaced by Contractor at no additional expense to the bank.
9. Insertions, post scripts additions & alterations shall not be valid unless confirmed by the Authorized representative of the bidder's signature & stamp.



10. The minimum age of the manpower employed shall not be below 18 years.
11. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves the right to reject any or all of the offers received without assigning any reason.
12. Offers which are incomplete in any respect or conditional offers shall be rejected.
13. The applicant shall furnish the list of his relatives working in the Uttarakhand Gramin Bank/ list of retired Uttarakhand Gramin Bank employees employed with him.
14. The successful Tenderer shall execute the agreement with the respective Regional Offices of the Bank for providing outsourcing services in different branches/offices of the Bank on a stamp paper of appropriate value.
15. During the course of technical evaluation, if found necessary the Bank may seek supplementary details and the same shall be submitted within the stipulated time (as per the decision of the Bank). Non-submission of such details in time may render such applications for disqualification from further evaluations.
16. Documentary proof with respect to the eligibility criteria shall be furnished along with the tender. In this regard, copies of the work orders and certificates obtained from clients and or such other documents shall be submitted. Incomplete tenders or tenders without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. The authorized person of the firm/ company shall sign on all the pages of the tender with seal of the firm/ company.
17. If any of the manpower deployed by the contractor is found to be under-performing or any misbehavior is found / reported while on duty, Bank reserves the right to ask for a suitable substitute.
18. Tender shall be quoted on prescribed form only and quoting in any other form will be rejected. All rates shall be quoted on the proper form of the tender alone.
19. If any tenderer withdraws his tender after opening of bids or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.
20. The rate should be quoted in figures as well as in words in Indian Currency only.
21. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the tendered rate and shall be binding on the tenderer.
22. The tenderer shall note that the rate quoted shall be **exclusive of all taxes** and inclusive of expenses of all types of Work force/ Manpower (by following Labour Laws as per government guidelines) and expenses pertaining to the manpower deployment and no claim for enhancement of quoted rates on any account shall be considered.
23. The successful bidder should submit a Security Deposit of 5% of the value of the monthly invoices/bills (Excluding service charge & Taxes) within fifteen days from the date of agreement. The Security Deposit shall be by way of STDR/TDR issued by a Scheduled Bank in India favouring General Manager, Uttarakhand Gramin Bank, Head office 18, New Road Dehradun up to the validity of contract. After the submission of Security deposit, the EMD of successful bidder will be refunded forthwith.



24. All the parts of this tender document shall form a part of the contract document.
25. The successful tenderers shall at their own cost, have to comply with the rules of Labour Enforcement office and other statutory bodies presently in force and in future till the contract period. The proof of compliance need to be submitted to the Bank within one month from the date of taking over.
26. All the records pertaining to outsourcing services shall be maintained up-to date and shall be made accessible to the officer of branch/ office of the Bank.
27. The payment for outsourcing services shall be made on monthly basis against bills by the respective Regional Offices.
28. The Contractor should maintain a register to record the daily attendance of outsourcing manpower and same should be produced along with the bills.
29. The Contractor should ensure a proper background check of all the workers employed by him and should inform the Bank as and when changes happen. Credentials of all workers are to be verified to the satisfaction of the Bank and records of credential verification are to be submitted to the Bank.
30. The statutory dues to be deposited by the contractor with P.F./ E.S.I./other statutory bodies within the stipulated time.

31. **PAYMENT TERMS:**

The payments shall be made on monthly basis, subject to production of Attendance Register, Proof of payment of previous month wages, ESI, PF and filing returns to Statutory Authorities. Minimum wages will be paid as per latest wages decided by the Central Government.

32. Uttarakhand Gramin Bank shall have the right to withhold payment of, or make recoveries from claims due to the contractor in respect of any loss or damage caused or occasioned in respect of the properties of Uttarakhand Gramin Bank or any payment necessitated due to the infringement of any statutory obligations by the contractor.

33. The contractor shall not transfer or sublet the work to any one without the prior written approval of Uttarakhand Gramin Bank.

34. Without prejudice to any rights or remedies under the agreement, if the contractor dies, the Uttarakhand Gramin Bank authorities shall have the right to terminate the agreement without any liability whatsoever as regards execution of the work for the balance contract period after the death of the contractor.

35. In the case of two or more contractors appearing "Prima Facie" lowest, quoting the same figure before and after the arithmetical check etc, then the manpower for outsourcing services in a manner as per the discretion of the Bank. In case of refusal by any such L1 contractor to provide required manpower as decided by the Bank, the Bank shall have the right to take services from other L1 contractors.

36. In case the final successful tenderer withdraws his tender, the Bank shall be entitled in its right to cancel the tender.

37. For any damage, breakage or loss of any equipment or property of the Bank by the manpower engaged by the contractor, the contractor shall have to replace the same at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Bank.



38. The contractor shall make regular and full payment of wages as per minimum wages Act together with all statutory payments viz. P.F., E.S.I.etc. to their employees engaged in outsourcing services in the branches/offices of the Bank and furnish necessary proof on monthly basis to the branch/offices of the Bank.

39. The contractor shall be responsible for the compliance with applicable laws or which might become applicable rules and regulations relating to contract Labour Act (regulations & abolition) act. 1970, shops & establishments act, factories act 1948, Employee Provident Fund & Misc. Provisions Act 1952, Payment of Gratuity Act 1972, Payment of Bonus Act 1965, Payment of wages act 1936, Minimum wages act 1948, workmen's compensation act 1923, ESI, Reservation of SC/ST/other categories and such other acts laws or regulations passed by the Central/States, Municipal & local authorities.

40. Proper records shall be maintained by the Contractor with respect to the above acts and such other acts as may be applicable to Contractor's working and his workmen which would be subject to check from time to time, by the respective officer-in-charge.

41. The contractor shall note that neither the contractor himself, nor the manpower employed by him shall have any right or privilege for employment benefit from the Bank, nor they can make any claim in this regard.

42. The Contractor shall maintain a register showing names and addresses of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by the officer-in-charge or such other persons so authorized by the Bank.

43. The contractor shall provide minimum two uniforms and an identity card to the manpower deployed at branches/offices of the Bank and ensure that all outsourcing manpower, during their working hours, wear identity card, proper and clean uniform.

44. CONTRACTOR'S LIABILITY TOWARDS INDEMNITY

The Contractor shall indemnify the Bank for any loss occurred to the Bank by any act of commission & omission made by the contractor & or its employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person deployed by the contractor.

45. The Bank reserves the right to deduct any amount that becomes payable by the Contractor in respect of the manpower being deployed by the contractor for executing the job awarded, under any Act, or rules framed there under and in force from time to time. The same shall be recovered from bills payable to the Contractor as debt recoverable.

46. Contractor would ensure that all the Outsourcing manpower deployed would behave courteously and decently with customer and staff of the Bank and also ensure good manners.

47. The contractor shall follow such Acts, rules and regulations of the State/Central Government that are in force and that may be framed from time to time for completion of work. Uttarakhand Gramin Bank shall not be responsible for any infringement of the various statutes in force, by the contractor.

48. The contractor shall take, at his own cost the necessary license from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement will also be met by the contractor.

49. Statutory deduction towards taxes will be made as per rules.



50. Payment to the manpower shall be paid on or before 7th of every month under confirmation to the Bank and the challans and other documents with regard to ESI/PF/pay slip should be submitted along with monthly bill.
51. The contractor should not have been black-listed by any Government/ Private Organization/ PSU/financial organization. An affidavit as per the format Annexure-VI duly stamped and signed by the authorized officer of the bidder be submitted with the technical document.
52. The Contractor will ensure that their manpower do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Contractor upon receipt of complaint will have to immediately withdraw and replace such manpower from working in the Bank premises.
53. All the manpower engaged by the contractor shall wholly and purely be in the employment of the contractor and no claim of individual / collective nature of Bank's employment by any of the manpower or claim of any nature on the Bank shall be tenable. The contractor shall at all times keep the Bank fully and effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demand in any way arising out of or during the course of anything done or committed/omitted to be done by the contractor including the demand which the contractor's manpower individually/ through their Unions may have raised against the Bank arising out of the agreement or as a result of the termination therefore or earlier determination of the contract.
54. The contractor shall apply and obtain license under the contract labour (R&A) Act 1970 and comply with the relevant provision of this Act, in respect of the manpower deployed for executing the contract. The contractor shall furnish all necessary returns to the concerned authorities.
55. The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the employees provident fund schemes and Employees State Insurance Act 1948 and show proof of payment of subscriptions/contributions to the concerned authorities. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his manpower and obtain individual insurance and PF number and shall furnish to the Bank every month, necessary proofs for having made remittance of ESI and PF contributions in respect of all contract manpower engaged by him.
56. As regards Employees State Insurance Act, the contractor shall submit copies of the challans of remittance of the contributions (both the employees contributions and his own contribution there on) to the ESI corporation in respect of the manpower engaged in Uttarakhand Gramin Bank by him for this work for the relevant period before any payment is released by Uttarakhand Gramin Bank.
57. As regards the Employees provident fund and miscellaneous provision Act 1952 and rules and regulations and schemes framed thereunder, the contractor shall be liable to pay employees compensation under the Act in respect of all manpower deployed for the execution of the contract. For this purpose, the contractor shall indicate the code number obtained from the Regional Provident Fund Commissioner and produce the copy of the challan receipt of monthly remittance. The contractor shall also furnish such returns as are due under the Act.
58. The contractor is required to take Insurance for all the workers employed on the works towards payments for workmen compensation. The contractor shall be fully responsible for the consequences arising out of default and Bank may treat it as breach of Contract and reserves the right to terminate the Contract.



59. The contractor shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per Central Government guidelines for unskilled and for skilled categories. The contractor shall provide the proof of the wages to the Bank's representatives and obtain their signature in the payment register on or before 7th of every month.

60. The Bank at its own or on request of the bidder/contractor may modify any of the term & condition at its sole discretion. The amendment/ corrigendum, if any, will be displayed on Bank's website. The Bank shall not be liable for any communication gap. In order to provide reasonable time to take the amendment into account for preparation of their bid, the Bank at its discretion may extend the last date for bid-submission.

61. All tender documents should be signed by the authorized representative of the contractor/ Bidder with seal to confirm their acceptance of the terms & conditions.

62. The Bank may waive any minor informality, non-conformity, or irregularity of a tender which does not constitute a material deviation & such waiver does not prejudice or affect the relative ranking of any Bidder.

63. Uttarakhand Gramin Bank reserves the right to verify any or all statements made or documents submitted by any or all the bidders in their bid documents & to inspect the bidder's facilities, if necessary, to establish to its satisfaction, the bidder's credibility & capacity to undertake the job.

64. Bank reserves the right to cancel the tender process partly or fully at its sole discretion at any stage without assigning any reason to any contractor/bidder. In case of cancellation, the EMD deposited by the contractor/bidder will be refunded forthwith.

65. **TERMINATION OF CONTRACT**

As regards unsatisfactory performance or non-compliance with any of the terms and conditions of contract by the contractor or abandoning the work, Uttarakhand Gramin Bank shall have the right to terminate the contract forthwith with one month's notice and rearrange the work through other agencies at the risk and cost of the contractor and under such circumstances, the security deposit submitted by the contractor shall stand forfeited.

66. **ARBITRATION**

All disputes and differences whatsoever arising between the parties out of/ or relating to the construction, meaning & operation or effect of this tender documents & consequent contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 & any statutory modification or re-enactment thereof & the Rules made there under & for the time being in force. The venue of arbitration shall be Dehradun unless otherwise agreed by the Bank.

For Uttarakhand Gramin Bank


General Manager

Place- Dehradun

Date- 25.11.2020

UGB/2020-21/TENDER/NOV/01



ANNEXURE-I

The General Manager
Uttarakhand Gramin Bank,
Head Office,
18- New Road, Dehradun
Distt. Dehradun,

SUBMISSION OF TENDER FOR OUTSOURCING SERVICES

Dear Sir,

With reference to your tender notice dated 25.11.2020 for various outsourcing services at different Branches/offices of the Bank across Uttarakhand state. We wish to take part in the tendering process & enclosing herewith our bid in sealed envelope in accordance with the instructions of tender.

- i) We have carefully examined entire documents of tender & understood the terms & conditions stated therein.
- ii) We submit herewith our bid with required list of enclosures duly filled, signed & stamped by the authorized signatory of our organization, on the prescribed standard format.
- iii) We hereby confirm that all information, particulars, copies of certificates & testimonials attached herewith along with our bid, are correct & genuine.
- iv) We also undertake to produce the originals of all the papers/ documents attached herewith if asked for & assist the Bank authorities for the purpose of evaluation & selection of bidder.
- v) We also understand that if any information submitted by us is detected to be false at a later date & any future contract made between ourselves & Uttarakhand Gramin Bank on the basis of the information given by us can be treated as invalid by the Bank & we shall be solely responsible for the consequences.
- vi) We agree that our offer will remain valid for acceptance till 60 days from the date of opening of commercial bid.
- vii) We understand that if we attempt to withdraw from the tendering process during its validity period, you shall have the right to forfeit our earnest money without any reference to us.
- viii) We understand that this Bid document together with your notification of award of contract & all other correspondence pertaining to it shall constitute a binding contract between us.
- ix) We hereby undertake to deliver & execute an agreement in line with the terms & conditions of tender and take on the assigned works up to the satisfaction of the Bank.
- x) We also understand that in default thereof in execution of agreement & taking over of assigned work, you shall have the right to forfeit our earnest money without any reference to us.
- xi) We understand that you are not bound to accept the lowest or any bid you received & you reserve the right to accept or reject any or all the offers either in full or in part without assigning any reason thereof.
- xii) We confirm that all pages of the tender document have been signed by our authorized representative.
- xiii) We have not been black listed or barred by any of the Government Departments/PSU's Public Sector Banks or Financial Institutions. An affidavit As per Annexure- VI is also annexed.

Date:

Place:

**Signature of the authorized representative of the
Bidder with name, designation & official seal**



Annexure-II

<u>TENDERER'S GENERAL INFORMATION</u>			
1.	Name of the Company/Firm		
2.	Address (Head Office/Registered Office with telephone, web-site Details)		
3.	Email Address		
4.	Branch/office address in Uttarakhand (address proof needs to be enclosed) with contact details		
5.	Status of the Firm (Whether Company/ Partnership / Proprietary) Certificate of incorporation, article & memorandum of association in case of a company /partnership deed in case of a partnership firm needs to be enclosed		
6.	Name of the Proprietor/ Partners/ Directors (with contact detail):	Name	Mobile No. Email id
		1.	
		2.	
		3.	
7.	Year of establishment		
8.	Whether registered with Registrar of Companies / firm. If so, No. & Date (copy to be enclosed)		
9.	Whether registered under shops & Establishment Act (copy to be enclosed)		
10.	Whether License to run the outsourcing services from appropriate authority obtained or not (if yes, copy of certificate to be enclosed)		
11.	Details of Registration under various other statutory acts (attach copies of all)		
12.	Registration with Tax Authorities (attach copies of all)		
	GST registration no. of Company/ Firm/ Contractor		
	Income tax registration (PAN) No		
	Trade license No		
	Registration number under Shop & Establishment Act		
	ESI registration No		
	EPF registration No		



13.	Total turnover of Company (Rs in lakh)	FY 2016-17..... lakh, FY 2017-18.....lakh FY 2018-19lakh FY 2019-20lakh
14.	Net profit of the Company (Rs in lakh)	FY 2016-17..... lakh, FY 2017-18.....lakh FY 2018-19lakh FY 2019-20lakh
15.	Years of experience in relevant field. (As per Annexure III) (Attach Proof)	FY 2016-17..... lakh, FY 2017-18.....lakh
16.	Black listed by any Govt. Deptt./PSU/Private Organisation (Attached as per Annexure VI)	

Date :
Place :

Signature of the authorized representative
of the Bidder with name, designation & official seal



ANNEXURE-III

WORK EXPERIENCE FOR OUTSOURCING SERVICES IN UTTARAKHAND			
Sr. No.	Name of the client/Department with phone No, valid email-id	Number of Manpower engaged	Duration of Outsourcing Services

Date :

Place :

**Signature of the authorized representative
of the Bidder with name, designation & official seal**



ANNEXURE- IV

COMMERCIAL BID FOR OUTSOURCING SERVICES IN UTTARAKHAND GRAMIN BANK

(A) FOR HOUSEKEEPING SERVICES (UNSKILLED MANPOWER)

Sr. No.	Descriptions	Regional Office wise Rate For Housekeeping Services per Manpower per month (Excluding GST)			
		RO Dehradun	RO Pauri	RO Pithoragarh	RO Haldwani
1.	Basic Wage	Minimum wages, ESI & EPF as decided by the Central Government Subject to the change from time to time.			
2.	ESI				
3.	EPF				
4.	Other statutory requirement, if any (Please specify)				
5.	Service Charge (In Figure)				
6.	Service Charge (In Words)				

(B) FOR DRIVING BANKS' VEHICLE (SKILLED MANPOWER)

Sr. No.	Descriptions	Regional Office wise Rate For Driver services per Manpower per month (Excluding GST)			
		RO Dehradun	RO Pauri	RO Pithoragarh	RO Haldwani
1.	Basic Wage	Minimum wages, ESI & EPF as decided by the Central Government subject to the change from time to time.			
2.	ESI				
3.	EPF				
4.	Other statutory requirement, if any (Please specify)				
5.	Service Charge (In Figure)				



6.	Service Charge (In Words)				
----	---------------------------	--	--	--	--

(C) FOR ARMED SECURITY SERVICES

Sr. No.	Descriptions	Regional Office wise rate for Armed Security services per Manpower per month (Excluding GST)			
		RO Dehradun	RO Pauri	RO Pithoragarh	RO Haldwani
1.	Basic Wage	Minimum wages, ESI & EPF as decided by the Central Government Subject to the change from time to time.			
2.	ESI				
3.	EPF				
4.	Other statutory requirement, if any (Please specify)				
5.	Service Charge (In Figure)				
6.	Service Charge (In Words)				

Date
Place

Signature of the authorized representative
of the Bidder with name, designation & official seal



Certificate of satisfactory Outsourcing Services**Name of Institution**.....

This is to certify that M/Shaving registered office at
is working/ has worked with.....(Name of Institution) for deployment of
Manpower for Outsourcing Services as per details given below:

S.No.	Period	No. of Manpower Deployed (As Applicable)
1.	FY 2017-18	
2.	FY 2018-19	
3.	FY 2019-20	

The performance of the M/S during entire period has been Satisfactory.

Signature of Authorized officer
(Where outsourcing Services Provided)

Date:
Place:



ANNEXURE-VI

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING
FROM TAKING PART IN GOVT.TRNDER BY UGB/GOVT. DEPT./ORGANISATION
(To be executed on Rs. 10/- Stamp paper & attested by Public Notary/Executive Magistrate
by the bidder)**

I/We Proprietor/Partner(s)/Director(s) of M/S..... hereby declare that the firm/company namely M/S..... has not been blacklisted or debarred in the past by Uttarakhand Gramin Bank or any other Government Department/PSU from taking part in tenders.

Or

I/We Proprietor/Partner(s)/Director(s) of M/S..... hereby declare that the firm/company namely M/S..... was blacklisted or debarred by Uttarakhand Gramin Bank or any other Government Department/PSU from taking part in Government tenders for a period of..... years w.e.f..... The period is over on..... and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by The General Manager (Admin) Uttarakhand Gramin Bank, and EMD/SD shall be forfeited. In addition to the above the Bank will not be responsible to pay the bills for any completed/partially completed work.

Signature:

Name:

Capacity in which as signed:

Name & address of the firm:

.....

Rubber Seal of the firm should be Affixed.

Date:

Signature of Bidder with seal

