

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR SUPPLY OF SERVICES

Techno-Commercial Bid

Tender Reference No:

On behalf of

**Labour Department, Haryana
Govt. of Haryana
30 Bays, Sector 17, Chandigarh- 170016**

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1. Section - A

1.1 Important dates in connection with this bid

S. No.	Information	Details
1	Tender No.	
2	Tender Publication Detail	The tender form can be seen and downloaded from the website http://www.hrylabour.gov.in or https://etender.hry.nic.in
3	Tender Publication Date	15 March 2024
4	Last Date & Time of Receiving Queries	22 March 2024
7	Last Date and Time for Receipt of e-Bid	2 nd April 2024 up to 11:00 AM
8	Date and Time of Opening of Tenders	2 nd April 2024 up to 11:30 AM
9	Date & Time for opening of commercial bids	To be intimated to the eligible firms
10	Bid Validity Period	180 days from the last Date for submission of bids.
11	Tender Fee	Rs. 2,000/-
12	EMD Amount	Rs. 2,00,000/-
13	Estimated cost of tender	Rs. 84,00,000/-
14	Address for communication/Pre-Bid/ Opening of Bid	30 Bays, Sector 17, Chandigarh-170016
15	Contact person	Rohit Beri
16	Contact email	labourcommissioner@hry.nic.in
17	Contact Phone No.	0172- 2701373

2. Section – B

2.1 Introduction and Invitation of Bids

e-Tenders are invited by the Labour Department, Haryana ("The Department") for Services in Judgment Writing in Judicial/ Quasi-Judicial Cases at various locations in Haryana and Chandigarh(UT), from reputed and experienced Companies/Firms under Two Bid System i.e. Technical Bid and Financial Bid for engagement of agencies/ firms for 2 years, which is extendable for another 1 year on satisfactory performance and mutual consent of the Competent Authority and the agency on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein.

2.2 Name and address of the authority

Labour Department, Haryana
30 Bays, Sector 17, Chandigarh- 170016

2.3 Distribution of tender document

The tender document can be downloaded from <http://www.hrylabour.gov.in> or <https://etender.hry.nic.in> portal.

2.4 Contact person

For any Clarifications, contact
Name: Rohit Beri
Designation: Assistant Director IS&H
Phone: 0172-2701373

2.5 Instruction to the bidders for pursuing the e-tender

- 2.5.1 Eligible bidders shall participate in tender online through the government e-procurement portal only at <https://etender.hry.nic.in>. No need to submit any hard copy of any document to the Department's office. Tender shall be a two-stage bidding system:
- Technical bid
 - Financial bid
- 2.5.2 Bidders willing to take part in the process of e-tendering are required to obtain a valid Class 3 Digital Signature certificate (DSC) from any of the certifying authorities, enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>.
- 2.5.3 Bidding will be conducted through the domestic competitive bidding procedures as per the provisions of Bid Document and the contract shall be executed as per the provisions of the terms of Contract.
- 2.5.4 Bid Security shall be paid online through e-tender portal. Payment can be made by online banking facility.
- 2.5.5 The Bidding Documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically issued.
- 2.5.6 Downloaded RFP Bid Document are to be uploaded back and digitally signed as a part of technical bid, and as a proof of acceptance of all terms and conditions in RFP and Bid Document.

2.6 Submission of Technical Bids

Bids are to be submitted online through the e-tender portal as prescribed in this document. All the documents uploaded by the bidder form an integral part of the contract. Bidders are required to upload all the bidding documents along with the other documents, as asked for in the Bid, through the above website and within the stipulated date and time mentioned in the Tender.

The Bidder shall carefully go through the requirements and prepare the required documents to be uploaded. The bidder shall scan all the documents before uploading and all scanned documents shall be of 100 dpi resolution in Portable Document Format (PDF). The scanned documents shall be uploaded in the designated locations of the Technical Bid and Financial Bid, as prompted by the e-Procurement website.

The Bidder should ensure that the documents uploaded are virus-scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders shall specially take note of all the addendum/corrigendum if any related to the tender and upload the latest updates as part of the tender.

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats.

2.7 Submission of Financial Bids

2.7.1 Financial Bid

The Bidder needs to fill up their name and rates for all the items in the designated Cells of the downloaded BOQ for the related work and upload the same in the designated location of Financial Bid. Document to be submitted in the Financial Bid is: BoQ in .xls format.

2.7.2 BoQ (Price Schedule) Tampering

The BoQ (Price schedule) as specified in this document is meant for downloading by the Bidders for filling up the relevant fields stipulated for rates & bidder's particulars that leads to eventual uploading as Financial Bid. The BoQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed/ enabled to run.

Bidders are hereby requested not to tamper the Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BoQs with stated violations will be treated as Tampered BoQs and Bids uploaded with Tampered BoQs will be summarily rejected.

2.8 Pre-bid Meeting

All prospective Bidders, requiring clarification on the RFP shall notify to the Department on e- mail labourcommissioner@hry.nic.in. A Pre-bid Meeting would be held as per notified in this RFP in the office of the Labour Commissioner, Labour Department, Haryana, 30 Bays, Sector 17, Chandigarh-160017, to clarify queries, if any, regarding the RFP. All queries would be addressed only during the Pre-bid meeting. Interested agencies may attend the pre-bid meeting on the said date/time.

2.9 Addendum/amendments/corrigendum

Before the last date for uploading of Tenders, the authority may modify any of the Contents of the Tender Notice, Tender documents by issuing amendment/ Addendum/corrigendum.

Any addendum/amendments/corrigendum issued by the authority shall be part of the tender Document and it shall be published in the e-procurement portal at <http://www.hrylabour.gov.in> or <https://etender.hry.nic.in>. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, the Department shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the site frequently in order to keep themselves updated for taking further course of action from their end.

2.10 Important Instruction to the Bidder

- 2.10.1 Bidder shall take separate printout of all Appendixes and shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF (in 100 dpi resolutions). Finally, those documents should be uploaded (with digital signing) in Bidder's COVER "My Document". If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable for blacklisting and their EMD will be forfeited.
- 2.10.2 The concerned company/firm who stands blacklisted/banned /debarred either by Tender inviting authority or Govt. of Haryana or by any other State/ Central Govt. and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
- 2.10.3 Bid Opening: The Bid will be opened online by the designated Bid Openers at the office of Labour Department, Haryana at the Time, Date and Venue as specified in the Bid Documents.
- 2.10.4 Bid will be evaluated against the specified parameters / criteria set out in this document. The result of bids evaluation can be seen in the e-Procurement application <https://etender.hry.nic.in> by all the bidders who participated in the bid.
- 2.10.5 Tendering Authority reserves the right to cancel/withdraw this tender without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

2.11 Minimum Eligibility Criteria

The prospective bidder must have the below listed minimum eligibility criteria to participate in the bidding process.

- 2.11.1 The bidder should be either a company registered under Indian Companies Act, 1956 or 2013 OR a partnership firm registered under Indian Partnership Act, 1932 OR a company registered under the Limited Liability Partnership (LLP), Act, 2008. Consortium is not allowed.
- 2.11.2 Company should have in existence not less than 5 years as per Incorporation Certificate/ Trade License.
- 2.11.3 The bidder must have PAN and GST registration.
- 2.11.4 The bidding agency must have at least Rs 1 Crore average turnover in Financial Year 2022-23, 2021-22, 2020-21. The bidder should upload audited balance sheet or a single page consolidated report signed by chartered accountant indicating the year wise turn over.
- 2.11.5 The bidder should have minimum 1 supply order of supplying specified services to the Central/ State Government/ PSUs in India in the last 3 years (2022-23, 2021-22, 2020-21) of minimum work order value Rs. 50 Lakhs each.

2.11.6 The Bidder should not be under a Declaration of Ineligibility for corrupt or fraudulent practices with any Government departments/ agencies/ ministries or PSUs and should not be blacklisted by any government departments/agency/Ministries or PSUs. The bidder must upload a self-certified declaration.

2.12 Period of Contract

The agency would be initially engaged for a period of 2 years. The contract is extendable up to 1 year on satisfactory performance and mutual consent of both the parties on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein.

2.13 Documents to be uploaded

Sl	Documents to be uploaded
1	Certificate of Incorporation / Registration certificate/ Trade License.
2	RFP Documents including Corrigendum, if published.
3	Tax related document: copy of PAN and GST registration.
4	Financial details: Audited Balance Sheets or consolidated auditor's certificate regarding annual turnover from the business.
5	Experience: all relevant work orders as per minimum eligibility criteria and Technical score conditions
6	Appendixes
7	Self-declaration of non-blacklisting
8	Any other document relevant to minimum eligibility and Technical score sheet

3. Section - C

3.1 Scope of Work

Project Objectives:

The Department requires to engage Agency/ Firm for Services in Judgment Writing of Quasi-Judicial Cases and other allied works at various locations in Haryana and Chandigarh (UT) for Labour Department, Haryana. The personnels deployed by agency/ firm must have minimum experience of 1 year in the services specified. The personnels deployed at various locations must have Graduate degree and minimum computer typing speed in English must be at the speed of 120 W.P.M. and transcription thereof at the speed of 25 W.P.M. The Department requests proposals from renowned and experienced specialized agencies/ firms for undertaking the above assignment.

Department, at its sole and absolute discretion, may choose to avail services for any or all the services mentioned in the RFP document. Such a decision may be advised ~~and~~ during the course of the assignment. The areas covered under this engagement are ~~in~~ in the scope of the project outlined below.

The detailed scope of this project shall include, but not limited to:

1. Designing suitable Job Specification with a thorough understanding of the Job Descriptions in coordination with the Department for the services assigned to the Bidder,
2. All statutory guidelines and applicable Labour laws in practice are to be strictly adhered to.
3. The selected agency/ firm shall be required to undertake to perform all such tasks and render all such services as may be required for the successful completion of the entire assignment.
4. The selected agency/ firm will be required to facilitate services in full compliance with all existing Govt. / Statutory Authority guidelines, within a specified time frame.

Brief Roles and Responsibilities of the personnel deployed by the selected agency are as under:

1. Taking dictation from senior officers and drafting the same.
2. Day to day Typing work on computer in English and Hindi.
3. Writing of Order/judgment in a manner as dictated by judges and quasi-judicial authorities.
4. Documenting all the statements made by judges, quasi-judicial authorities and witnesses during legal proceedings.
5. Provide support for judges, quasi-judicial authorities and witnesses by keeping a live record of the proceedings and referring to it as necessary.
6. Pay careful attention to each statement made in court and endeavor to record it accurately as they type.
7. Understand the importance of precise recording and aim to produce records that mirror the court proceedings as closely as possible.
8. Details can be critical to legal challenges or questions, so take every precaution to make sure their work is accurate.
9. Share responsibilities for editing and finalizing the final transcript and submitting it to the court.
10. Any other work specifically allotted by superiors.

4. Section - D

4.1 Guidelines for Preparation of Proposals

The Bidder must comply with the following instructions during preparation of Proposals:

- i. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP Document. Failure to furnish all the necessary information as required by the RFP Document or submission of a proposal not substantially responsive to all the requirements of the RFP Document shall be at Bidder's own risk and may be liable for rejection.
- ii. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.
- iii. The Proposal shall be signed by the Bidder or duly authorized person(s).
- iv. No Bidder is allowed to modify, substitute, or withdraw the Proposal after its submission.

4.2 Tender Fees and Bid Security (Earnest Money Deposit)

The Bidder shall pay **Rs. 2,000/- (in words)** as Tender fees and **Rs. 2,00,000/- (Rs. In words)** as Bid Security (EMD) at the time of uploading the bids in e-tender portal. The bidder has to pay Tender Fees and EMD amount through e-tender portal online net banking facility.

The Bid Security of unsuccessful Bidders, except the second ranked Bidder will be returned automatically to the bank account from where the EMD amount was paid at the time of submission of bids through e-tender portal. However, the Bid Security of first and second ranked Bidder shall be returned on signing of the Concession Agreement by the Successful Bidder through the portal only.

4.3 Forfeiture of EMD by the Department

- i. The Bidder withdraws its Bid after the Proposal Due Date.
- ii. Preferred Bidder fails to accept the Work Order within the time provided for the same.
- iii. Preferred /Successful Bidder fails to pay the Bid Value within the time specified for it.
- iv. Successful Bidder fails to execute the Agreement within the stipulated time period.

4.4 Validity of Proposal

Proposals shall remain valid for a period not less than 180 days from the Proposal Due Date. Department reserves the right to reject any Proposal, which does not meet this requirement

4.5 Number of Proposals

Each Bidder shall submit one and only one (1) Proposal in response to this RFP. Any Bidder, which submits or participates in more than one Proposal will be disqualified from all its bids and will also cause the disqualification of the Bids as a Bidder / Consortia of which it is a member, as the case may be.

4.6 Language

The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Bidder with the Proposal in any other official language should be accompanied by appropriate translations of the pertinent passages in the English language duly and appropriately certified. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

4.7 Currency

The currency for the purpose of the Proposal shall be the Indian Rupee (INR).

4.8 Evaluation of bids

4.8.1 Part 1 (Tender Fees and EMD)

Bidders who have paid Tender Fees and EMD shall be considered for further evaluation.

4.8.2 Part 2 (Pre-Qualification Criteria)

The Tender Committee would evaluate the pre-qualification criteria. Bidders should be ready to give any clarification asked by the Tender Committee. If the Bidder does not fulfil all the conditions mentioned in the pre-qualification criteria, his Technical bid will not be considered for further evaluation.

4.8.3 Opening and Evaluation of Technical Bids

The Tender Committee would evaluate the technical bids. Bidder should be ready to give clarifications to the queries raised by the tender committee in front of the Tender Committee at a date, time and venue determined by the Department **if desired**.

In order to facilitate the Technical Bid evaluation, the technical criteria laid down along with the assigned weights have been presented in Technical Evaluation criteria. The marking scheme presented is an indication of the relative importance of the evaluation criteria.

Bidders securing a minimum of 80% marks in the technical evaluation will only be considered for further Commercial bid evaluation. Bids which do not secure the minimum specified technical score will be considered technically nonresponsive and hence debarred from being considered for Commercial evaluation.

4.8.4 Opening and Evaluation of Commercial Bids

Financial bids of only technically qualified bidders shall be evaluated. The bids, found lacking in strict compliance to the commercial bid format (BOQ Template) shall be rejected straightaway.

After evaluating the Technical Bids, Labour Department, Haryana shall notify the bidders whose Technical Bids were considered and acceptable, indicating the date, time and place for opening of the Commercial Bids.

The bidder quoted lowest in total amount combining all locations would be considered as the successful bidder (i.e., L1 bidder). Line-item wise rate will not be considered.

4.8.5 Technical Bid Evaluation Criteria

Sl. No.	Technical Evaluation Criteria	Max. Marks
1	Average annual turnover of FY 2022-23, 2021-22, 2020-21: More than 1 Crore but less than 2 Cr = 6 marks, More than 2 Cr but less than 3 Cr = 8 marks, more than 3 Cr = 10 marks	10
2	The agency having experience of rendering services as per scope of work to any State Government/ Central Govt. / PSU in India. 2 projects = 12 marks, 3 projects = 16 marks, 4 projects = 20 marks (Minimum work order value should be 50 lakh)	20
3	Years of existence of the agency: more than 5 years but less than 8 years = 10 marks, more than 8 years = 15 Marks	15
4	The agency having experience in Haryana for any Central Government/ State/ PSUs. 1 project = 7.5 marks, 2 projects = 15 marks	15
5	Deployment of Personnels with minimum required qualification and skills at all required locations.	25
6	The agency having employee on its payroll: more than 50 but less than 100 = 6 marks, more than 100 but less than 150 = 10 marks, more than 150 = 15 marks (self-declaration to be uploaded)	15
Total Marks		100

4.8.6 Deployment of Personnels

The selected agency will deploy personnels at the Department's 10 locations as per the discretion of the department within the state of Haryana/Chandigarh and as per the minimum eligibility criteria, work experience etc. mentioned in this RFP. During the engagement of the Agency/ Firm, if it is found that the performance is not satisfactory, Department will request the selected agency for replacement of the personnels within one month starting from the intimation sent.

4.8.7 Contract / Work Order

On selection of the agency and acceptance of the financial quote submitted by the selected agency, a Work Order would be issued to the agency by the Department. On receipt of the Work Order, the agency would submit a letter of acceptance along with a performance guarantee as detailed in this tender document within 15 working days of receiving the work order.

4.8.8 Submission of Performance Guarantee

The selected agency will execute a Performance Guarantee as per Provisions contained in Govt. of Haryana G.O. No. 2/2/2016-4I BII(2) dated 20-10-2016 as given below in the form of Bank Guarantee from a Scheduled Bank in acceptable form to the Labour Commissioner, Labour Department, Haryana. In case of any deficiency and unsatisfactory performance at any location, the Performance Guarantee is liable to be invoked and the payment due to the agency would be withheld as per the penalty clause. No interest will be paid by the Department on the Performance Guarantee.

Sr. No.	Type of Firm/Enterprises	Value of Performance Security Deposit
1.	Haryana based firms:- (i) # Haryana Based Micro and Small Enterprises (MSEs) (ii) Haryana based other firms/enterprises	(i) @0.2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same) (ii) @2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
2.	Other States/ UTs based firms	@3% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
# Haryana based MSEs will be eligible for performance security deposit @ 0.2% who have filed SSI Certificate/EM Part-II/Udyog Aadhaar Memorandum (UAM)/Udyam Registration in Haryana and who participate directly in the tendered/quoted items and offering to supply the entire Work/Supply Order by their enterprise. The conditions governing the above may kindly be seen in the notification dated 14.12.2020.		

4.8.9 Terms of Payment

- i. Advance payment will **not** be allowed.
- ii. Payment to the selected agency would be made monthly only on satisfactory performance by the selected agency, which will be accessed by the Labour Department.
- iii. On completion of one month, the agency will submit an invoice in triplicate with supporting documents, if any, to the Department for payment. After completion of the due procedures, in the Department, payment will be made by electronic transfer of funds to the bank account of the agency concerned in Rupees.
- iv. Payment will be made on a pro-rata basis. The agency will provide monthly invoices with location-wise verified attendance sheets.
- v. Taxes / GST as applicable will be paid on actual.
- vi. For facilitating the Electronic Transfer of funds, the selected bidder will be required to indicate the name of the Bank & Branch, account no. (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly canceled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the agency.

4.8.10 Additional Information to the Bidders

- i. The period of validity of the Tender is 180 days from the closing date of the Proposal. If need be necessary extension would be considered by the Department.
- ii. The Department is however not bound to accept any tender or assign any reason for non-acceptance. **Conditional, erroneous, and incomplete Bids will be rejected** outright.
- iii. The Department reserves its right to summarily reject an offer received from any Agency on national security considerations, without any intimation to the bidder.
- iv. Agencies submitting proposals will not be permitted to alter or modify their bids after the expiry of the deadline for receipt of bids.
- v. The Department reserves its right not to accept bids from Agencies resorting to unethical practices or on whom investigation/inquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
- vi. Any amendments/corrigendum to the RFP document will be uploaded on www.hrylabour.gov.in & <https://etenders.hry.nic.in>.
- vii. The agency would indemnify the Department against any claim of copyright violation/plagiarism etc.

4.8.11 Force Majeure

For this clause, "Force Majeure" means an event of act of God for which no party can be held accountable. If a Force Majeure situation arises, the Agency shall promptly notify the Department in writing of such situation, the cause thereof, and the change that is necessitated due to the situation. Until and unless otherwise directed by the Department in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise the Department in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, the Department reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

4.8.12 Penalty

The Performance Guarantee submitted by the agency shall be liable to be forfeited in full or part in case of delay in deployment/replacement of personnels by the agency, besides other action, including black listing of the agency as may be deemed fit by the Labour Department, Haryana as per the details given below:

Sr. No.	Description	Penalty clause
1.	Deployment of personnel within 30 days from the date of work order.	No penalty.
2.	More than 30 days but less than 45 days from the date of work order	5% of the location-wise one-year work order value.
3.	More than 45 days from the date of work order	10% of the location-wise one-year work order value.

4.8.13 Repeat Order

The Department may place an order for the supply of additional similar kinds of services in the future at the same rate if the agency agrees to the same terms and conditions mentioned in this RFP.

4.8.14 Termination

The Department may terminate the Contract of the agency in case of the occurrence of any of the events specified below (not exhaustive):

- i. If the Agency becomes insolvent or goes into compulsory liquidation.
- ii. If the Agency, in the judgment of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- iii. If the Agency submits to the Department a false Statement that has a material effect on the rights, obligations, or interests of the Department.
- iv. If the Agency places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to the Department.
- v. If the Agency fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing.
- vi. In case of such an occurrence the Department shall give a written advance notice, not exceeding one (1) month before terminating the Contract.
- vii. If the Department feels that the work of the agency and any of its deployed personnel is unsatisfactory.

4.8.15 Jurisdiction

The contract shall be governed by the laws of the State of Haryana and all Government rules on purchase matters issued from time to time and are in force for the time being.

This contract shall be subject to the jurisdiction of the courts at Panchkula only.

4.8.16 Confidentiality

The RFP document is provided to the Recipient on the implied understanding that the undertaking of confidentiality asked by the Department will be adhered to by the Recipient. The department may update or revise the RFP document or any part of it. The Recipient acknowledges that any such revised or amended document shall be received subject to the same confidentiality undertaking. Additionally, "the **Recipient**" or "the **Respondent**" shall be exposed by the contracted activities to internal working information of the Department, its affiliates, and/or stakeholders.

Disclosure of receipt of any part of the aforementioned information to any third party will result in the disqualification of "the **Recipient**" or "the **Respondent**", premature termination of the contract, or legal action against the Bidder Partner for breach of trust. The information provided / which will be provided is solely to undertake the program delivery effectively.

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4.8.17 Grievance Redressal Mechanism for Participating Bidders

1. After the final scrutiny of the Technical Bids by the competent authority, before opening of Financial Bid, the final status of the bidders being – ‘As per RFP / Not as per RFP’ will be intimated to all the participating bidders/firms. The decision will be conveyed to the bidders electronically at their registered E-Mail ID.
2. All the bidders who want to make any representation w.r.t any issue related to their technical scrutiny of the bids may do the same within 5 working days (up to 05:00 P.M. of the Fifth Working day) of the date of issue of letter/ intimation regarding their ‘As per RFP / Not as per RFP’ status. They have to ensure that their communication is delivered/reached within 5 working days and delay in postal or any other reason will not be counted as a valid reason.
3. The Labour Department will examine the representation/ complaints so received from the bidders and take a final decision on the same and it will be the discretion of the Department whether to reply or not on the said representation.
4. After the completion of the Grievance Redressal Mechanism, the Financial Bid will be opened.
5. No representation/complaint in whatsoever manner from the bidders will be entertained after the opening of the Financial Bid.

1. Section – E

a. Appendix - 1

Details of Bidder

1. Bidder's information:

(a) Name:

(b) Country of
incorporation:

(c) Address of the corporate headquarters and its branch office(s), if any, in India:

(d) Date of incorporation and/ or commencement of business:

2. Brief description of the Bidder including details of its main lines of business and proposed role and responsibilities in this Project:

3. Details of individual(s) who will serve as the point of contact/ communication for the Department:

(a) Name:

(b) Designation:

(c) Company:

(d) Address:

(e) Mobile Number:

(f) E-Mail Address:

4. Particular of Haryana Address (if available):

b. Appendix - 2

Bid-Undertaking

To

The Labour
Commissioner,

Labour Department, Haryana
30 Bays, Sector 17, Chandigarh-160017

Madam / Sir,

This has reference to the Labour Department, Haryana RFP No.....
dated for selection of agency for supply of Services to Labour Department, Haryana.
In this context, I/we, as an authorized representative(s) of company, I/We certify that the
agency will undertake the assignment, in accordance with the Scope of Work detailed in
the RFP document and at the cost submitted by the agency in the financial proposal.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name: Seal:Date: Place:

c. Appendix - 3

Certificate for Providing the Best Services

To

The Labour Commissioner,

Labour Department, Haryana

30 Bays, Sector 17, Chandigarh-160017

Subject: - Certificate for providing the Best Services.

Madam / Sir,

This has reference to the Labour Department, Haryana RFP No..... dated
..... for engagement of agency for supply of Services to Labour Department, Haryana.

In this context, I / We as an authorized representative(s) of company, certify that we shall be able to provide qualified dedicated personnels for undertaking the work to be assigned by the Labour Department, Haryana.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Name:

Seal:

Date:Place: