GOVERNMENT OF PUNJAB
OFFICE OF THE PRINCIPAL RESIDENT COMMISSIONER
PUNJAB BHAWAN, COPERNICUS MARG
NEW DELHI-110 001

NATIONAL COMPETITIVE BIDDING

NAME OF THE WORK:- PROVIDING PERSONNEL MANAGEMENT SERVICES IN PUNJAB BHAWAN, NEW DELHI FOR THE PERIOD OF THREE YEARS.

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>DESCRIPTION</th>
<th>IMPORTANT DATES/DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Period of sale of bidding document</td>
<td>From 07.08.2020 to 24.08.2020 up to 12.00hrs.</td>
</tr>
<tr>
<td>2.</td>
<td>Last date and time for receipt of bids</td>
<td>Date 24.08.2020 Time 16.00hrs.</td>
</tr>
<tr>
<td>3.</td>
<td>Date and time of opening of Technical bids</td>
<td>Date 25.08.2020 Time 12.00hrs.</td>
</tr>
<tr>
<td>4.</td>
<td>Date and time of opening of Financial bids</td>
<td>To be intimated later on by Dept.</td>
</tr>
<tr>
<td>5.</td>
<td>Pre-bid meeting</td>
<td>Date 11.08.2020 Time 11.30hrs.</td>
</tr>
<tr>
<td>6.</td>
<td>Estimated cost of work</td>
<td>3.00 Crore</td>
</tr>
<tr>
<td>7.</td>
<td>Earnest money</td>
<td>Rs.6.00 lakhs in the shape of Bank DD/PAY ORDER drawn in favour of &quot;Principal Resident Commissioner, Punjab Bhawan, New Delhi&quot; payable at New Delhi.</td>
</tr>
<tr>
<td>8.</td>
<td>Tender Cost</td>
<td>Rs.1000/- Demand Draft in favour of &quot;Principal Resident Commissioner, Punjab Bhawan, New Delhi,&quot; payable at Delhi</td>
</tr>
<tr>
<td>10.</td>
<td>Place of opening of bids</td>
<td>O/o Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.</td>
</tr>
<tr>
<td>11.</td>
<td>Officer inviting bids</td>
<td>O/o Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.</td>
</tr>
</tbody>
</table>
Initially manpower services on outsource basis are required as under:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Service</th>
<th>No. of persons required</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Telephone Operator</td>
<td>13</td>
<td>Clerical/Non-Technical</td>
</tr>
<tr>
<td>2.</td>
<td>Computer Operator</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>3.</td>
<td>Clerk</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>4.</td>
<td>Stenographer</td>
<td>02</td>
<td>-do-</td>
</tr>
<tr>
<td>5.</td>
<td>Steno-typist</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>6.</td>
<td>Housekeeper</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>7.</td>
<td>Coupen clerk</td>
<td>02</td>
<td>-do-</td>
</tr>
<tr>
<td>8.</td>
<td>Protocol Assistant</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>9.</td>
<td>Plumber</td>
<td>02</td>
<td>Skilled</td>
</tr>
<tr>
<td>10.</td>
<td>Pump Operator</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>11.</td>
<td>Lift Operator</td>
<td>02</td>
<td>-do-</td>
</tr>
<tr>
<td>12.</td>
<td>Driver</td>
<td>02</td>
<td>Skilled</td>
</tr>
<tr>
<td>13.</td>
<td>Walter</td>
<td>25</td>
<td>Skilled/Semi skilled</td>
</tr>
<tr>
<td>14.</td>
<td>Tandooria</td>
<td>02</td>
<td>-do-</td>
</tr>
<tr>
<td>15.</td>
<td>Cook</td>
<td>04</td>
<td>-do-</td>
</tr>
<tr>
<td>16.</td>
<td>Carpenter</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>17.</td>
<td>Electrician</td>
<td>01</td>
<td>-do-</td>
</tr>
<tr>
<td>18.</td>
<td>Mali</td>
<td>06</td>
<td>Unskilled/Semi-Skilled</td>
</tr>
<tr>
<td>19.</td>
<td>Sweeper</td>
<td>07</td>
<td>Unskilled</td>
</tr>
<tr>
<td>20.</td>
<td>Peon</td>
<td>06</td>
<td>-do-</td>
</tr>
<tr>
<td>21.</td>
<td>Utility Worker</td>
<td>14</td>
<td>-do-</td>
</tr>
<tr>
<td>22.</td>
<td>Porter Houseman</td>
<td>05</td>
<td>-do-</td>
</tr>
<tr>
<td>23.</td>
<td>Helper</td>
<td>06</td>
<td>-do-</td>
</tr>
<tr>
<td>24.</td>
<td>Beldar</td>
<td>01</td>
<td>-do-</td>
</tr>
</tbody>
</table>
REQUEST FOR EXPRESSION OF INTEREST, INDIA
OFFICE OF PRINCIPAL RESIDENT COMMISSIONER, GOVT. OF PUNJAB, PUNJAB BHAWAN
NEW DELHI.

OUTSOURCING THE REQUIREMENT OF MANPOWER/PERSOENNEL MANAGEMENT SERVICES

Offers are hereby invited for outsourcing the services of various categories of employees such as T.O., Clerical, Technical, non-technical, skilled, semiskilled, unskilled, Drivers and Peons etc as mentioned in Table for O/o Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi, for the period of three years from service providers which have to be a Company registered under Companies Act, having PAN, TAN, EPF, ESI, GST Regd. No. and possess minimum experience of 5 years in providing the mentioned services. The HR agency/service provider submitting offer should have valid license issued by the Competent Authority as required under the law. It is clarified that mere empanelment of agency shall not mean that the Department is obliged to outsource any service to the agency and the agency shall have no right to claim anything on this account. It shall be sole discretion of the Department whether it wants to outsource any service or not. Before submitting the offer, the HR agency/service provider may visit the office to seek detailed information of the scope of service to be provided.

The terms, conditions are given in the tender document which can be Downloaded from the website of Government of Punjab:- [https://www.punjab.gov.in](https://www.punjab.gov.in) Govt Notifications/Circulars Tender notice-Outsource for general information, guidance and reference.

In that case demand draft of Rs. 1000/- in favour of Superintendent, Punjab Bhawan, New Delhi may be sent to Resident Commissioner, Punjab Bhawan payable at Delhi.

<table>
<thead>
<tr>
<th>Last date of receipt of sealed Tender:--</th>
<th>24.08.2020 by 04.00 Noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of submission of Tender:--</td>
<td>Office of Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.</td>
</tr>
<tr>
<td>Date of Opening of Tender:-- (Technical Bid Only)</td>
<td>25.08.2020 at 12.00 AM</td>
</tr>
<tr>
<td>Place of opening of Tender:--</td>
<td>Office of Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.</td>
</tr>
</tbody>
</table>

Tenders shall he opened in the presence of bidders or their authorized representatives, who wish to be present. All rights of rejection/acceptance wholly partly any or all Tenders are reserved with the Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi.

Resident Commissioner,
Govt. of Punjab,
Punjab Bhawan,
New Delhi.
Other instructions to bidders.

1. The Bidders shall submit the following documents along with the Tender:-


   ii) Earnest Money Deposit of Rs. 6.00 Lacs (Rupees six lakhs only) shall be accepted in the form of Demand draft drawn in favour of Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan ,New Delhi.

   The Earnest Money of the unsuccessful bidders shall be refunded within a month after the written acceptance of Tender to the successful bidder, without any interest. However, the EMD of the successful bidder shall be converted into security deposit and will be held by Resident Commissioner, Govt. of Punjab, Punjab Bhawan ,New Delhi as performance guarantee.

   iii) Copy of registration certificate of being a Company issued by Registration of Companies. (in case of a Company)

   iv) Copy of balance sheet of last three years dully Audited and attested by CA (Chartered Accountant).

2. A. Offer will be accepted in two sealed envelopes superscribed as "Original Tender Document containing Price Schedule"(Financial bid*) and "Commercial Document containing Earnest money and other documents"(Technical bid**) respectively.

Both the envelopes should be enclosed in a separate sealed envelope, prescribed suitable with "Tender Enquiry for Providing Services of various categories of employees such as T.O., Clerical, Technical, non technical, skilled, semiskilled, unskilled, Drivers and Peons etc. for O/o Principal Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi.

*Financial bid should consist of Tender document duly signed by the bidder on every page and price schedule.

** Technical bid should consist of the following:

a) Earnest money in the shape of Bank Draft only.

b) Updated Income Tax Clearance Certificate/updated Income Tax Returns duly audited by Chartered Accountant for last three years alongwith PAN Number, TAN Number.
c) Registration under EPF, ESI and GST, etc.

d) Certificate regarding five years in operation.

e) Certificate regarding minimum 200 persons working on company's pay role.

f) Certificate regarding minimum 3 running contracts with more than 50 persons at one location.

g) Undertaking for Labour license

h) The Affidavit on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate that the tenderer has never been Blacklisted, has been submitted.

B. The Financial bid of only those bidders will be opened who qualify in technical bid.

3. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify as to in what capacity he is signing.

A person signing the letter form or any other documents forming the part of the contract on behalf of another shall be deemed to be warranty that he has authority to sign, such documents and if, on enquiry it appears that the person has no authority to do so, Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi may, without prejudice to other civil and criminal remedies, cancel the contract and make or authorize execution of contract/intended contract at the risk and cost of such person and hold the signatory liable to Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi all cost and damages arising from the Cancellation of the including any loss which Department may have on account of execution, of contract/intended contract.

Individual signing the Tender or other document connected with the contract shall indicate the full name below the signature and must specify the capacity and authority under which he signs such document and shall also submit documentary evidence of his authority duly attested by a Notary Public.

4. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

5. Successful bidder shall give the Bank guarantee amounting to Rs.30,00,000/- (Rs. Thirty lakhs) exclusive Earnest money held with Department as performance guarantee for the entire duration of the contract. No interest shall be paid on this. Security provided will be released after 12 months on the expiry of contract.

6. The Tender shall remain valid for a period of 90 days from the date of submission. If a bidder withdraws or modifies the offer within this period, his Tender shall be cancelled and 50 (fifty) % of the earnest money shall be forfeited.
7. Any one or more of the following action/Commission/omission are likely to cause rejection of bid:

I. Any bid received late without conclusive proof that it was delivered before the specified closing time.

II. Any bid not accompanied by required Earnest Money Deposit (EMD).

III. Any bid received unsealed or improperly sealed.

IV. Any conditional bid and unsigned bid.

V. Any bid in which rates have not been quoted in accordance with specified format/details a specified the Bid Document.

VI. Any bid received without documents required.

VII. Any efforts by the bidders to influence bid comparison or contract award decision.

VIII. Any bid received with period of bid shorter than 90 days.

8. Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected bidder on the grounds of action.

9. It is not binding to award contract at the lowest price received in the Tender and reserves the right to decide on the fair and reasonable price of the service Tendered for and counter offer the same to the bidders. All other terms and conditions of the Tender shall remain operative even if a counter offer rate is offered to the bidder(s). Rights are reserved to negotiate with the technically valid lowest bidder to arrive at the fair and reasonable price.

10. The award of work order when issued to the successful bidder constitutes the contract with collateral support from terms and conditions of the “Tender”, invitation notices as well as formal agreement on stamped paper affixed with non-judicial stamps, all of which shall finally form the contractual obligations to be adhered to performed by the bidder and the known performance of any of such obligations make the bidder liable for consequential effects.

11. The bid shall not contain corrections erasures or over writing.

12. The successful bidder shall have to execute an agreement with Resident Commissioner, Govt. of Punjab, Punjab Bhawan, New Delhi on a non-judicial stamp paper of Rs.200/- (Rupees two Hundred only) only and commence the work within 2 (two) weeks from the date of award, failing which Department shall be at liberty to forfeit the earnest money and proceed to appoint another agency as it may deem fit and the bidder shall be liable for all consequential actions as indicated in this Tender and security and conditions.
13. The bidders are advised to refrain from stipulating any conditions etc. in violation of the terms of the Tender. Rights are reserved to reject such Tenders in which conditions are stipulated, without assigning any reason thereof.

14. Any matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Delhi.

15. The bidder shall submit the Tender document along with enclosed forwarding letter duly signed by the authorized signatory.
From


To,

Resident Commissioner,
Govt. of Punjab,
Punjab Bhawan,
Copernicus Marg,
New Delhi

Offer No.
Dated:

Subject: Submission of TENDER FOR AWARD OF CONTRACT FOR PROVIDING MANPOWER/PERSONNEL MANAGEMENT SERVICES ON OUTSOURCE BASIS IN THE OFFICE OF PRINCIPAL RESIDENT COMMISSIONER, PUNJAB BHAWAN NEW DELHI.

Dear Sir/Madam,

With reference to your above mentioned notice inviting Tenders, I/We hereby offer to provide subject cited services to Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for good conduct and behaviour of the deployed staff, any complaint regarding their quality of service. In case of any dispute the decision of the Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi shall be final and binding on me/us.

A Demand Draft No. .................. Dated.................. drawn on ......................... intended for the prescribed amount of Rs.6.00 lakhs (Rupees Six lakhs only) in favour of Principal Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi payable at Delhi is enclosed as earnest money. I fully, understand that in the event of my/our offer being accepted, you shall adjust the earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract. My/our Provident fund and ESI numbers are PF:..............................ESI:.............................(proof attached) respectively and I/We shall be responsible for paying the PF and ESI of our Workers.

I/We shall have no claim to the refund of earnest money/security prescribed against the Tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our Tender.

I/We further understand that my/our earnest 'Money shall stand forfeited in case of unsatisfactory services/violation of any term or if I/We withdraw my Tender at any stage during the period of validity.
My/Our Tender shall remain valid for a period of 90 days from the last date prescribed for submission of the Tender against the above-mentioned notice.

My/Our Tender along with terms and conditions with relevant column, and Annexure duly filled in under my/our attestation and with each page of the Tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favourable consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance. My/Our Tender constitutes a Firm Offer under the Indian Contract Act, 1872 and is open to an acceptance in whole/my/our offer, if accepted on the attached terms and conditions will constitute a legal binding or Contract Act 1872.

Thanking you,

Yours faithfully,
Signature (with name in capital letters)
(with Stamp designation & Full Address)

Place .............
Date .............
1. The Agency shall be responsible to provide the services of manpower in Unskilled/Skilled/non-matric/Matric/Graduate category to Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi.

2. The bidder must have:- (i). Registration under EPF, ESI-and GST etc (ii). Valid license under the laws. (iii). Minimum 5 years' experience in operation. (iv). Minimum 200 Personnel on its payrolls. (v). Minimum 3 running contracts for prestigious clients with more than 50 Personnel at one location. (vi). PAN number, TAN number and GST number. (vii). A turnover of at least Rs. 4 crore in year 2019-20 and annual turnover of at least Rs. 2 crore every year in 2018-19 & 2017-2018.

3. a. The Agency shall ensure that before deputing the Personnel, they will verify the antecedents of all of them, police verification and provide a Complete dossier of particulars of each personnel proposed to be deployed.

b. Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi or any person authorized by him shall have the right to check, from time to time, the performance, Works, Uniforms of the deployed staff to their satisfaction.

c. According to prevalent standards for Hospitality and Hotel Industry, at least two uniforms must be provided by the contractor to each worker in a financial year, as prescribed by the department. Contract will also ensure usage of clean uniform in his work agreement.

4. Mere empanelment of agency does not entitle it for securing any work from Department. It is clarified that mere empanelment of agency shall not mean that the Department is obliged to outsource any service to the agency and the agency shall have no right to claim anything on this account. It shall be sole discretion of the Department whether it wants to outsource any service or not.

5. The salaries of the staff will be governed by minimum wages fixed by Minimum wages act N.C.T. Region Delhi. In case minimum wage for a particular category has not been fixed by the Minimum wages act N.C.T. Region Delhi then the salary/wage fixed by Department would be adopted and payable.

6. As per Instructions issued by the Department of Finance, service charges paid to the Service provider/contractor shall in no case be more than 2 1/2 % of the amount of contract.

7. Amount to be charged by bidder should be quoted as percentage of the actual salary component of the employees to be outsourced by it. The quoted
8. Agency shall comply with all statutory requirements existing or as promulgated from time to time viz. the payment of wages. act, Provident Fund Act, Employee State Insurance Scheme, Family Pension Fund Act, Bonus, Gratuity Act etc. Agency shall be held responsible, accountable, answerable, explainable, as the case may be. Further Agency shall not involve Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi or any of its official/employee in any way what-so-ever in case of any violation of any law. The Agency shall supply a certified copy of their registration under the Provident Fund Act, ESI, Labour Rules, GST and Income Tax etc.

8. A Worker should not be less than 18 years.

9. That the personnel deployed by the Agency shall be removed immediately if Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi considers such removal necessary on administrative grounds. In case of removal of such personnel, no claim shall be maintainable against Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi. Duration of contract shall be one year or as per instructions issued by government from time to time, subject to quarterly appraisal and review by the authorized officials of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi. In case the performance of the agency is not found to be satisfactory as per parameter, of contract or not in conformity with the terms & conditions of the contract and agreement, the contract can be terminated even prematurely and the security deposit shall be forfeited. The contract will be terminated after giving three month notice by both the parties. Contract may be further extended on yearly basis on same rates and terms & conditions at the sole discretion of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi

10. Contract will only be commercial agreement, not for joining any employment with State Government.

11. If Department incurs any expenses or any liability is put on them in connection with the deployment of the Personnel of Agency, the same shall be adjusted from the bill of Agency.

12. The Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them at the offices have been paid fixed wages, as per agreement and that all other statutory requirements and payments in this regard have been complied with.
13. Any Personnel so deployed shall remain on duty for the required time period. They shall be on duty in proper uniform as prescribed by the Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi. The uniform shall be in accordance with the prevailing weather. The uniform shall be provided to them by Agency without any extra cost. They shall perform such duties as assigned to them.

14. All the assets and articles, if any, provided by Department shall be the property of Department and Agency shall be merely the custodian of such assets and articles. On termination of contract any time earlier than the stipulated period or as Department may decide at its sole discretion or at completion of contract such property shall be handed over to the Department.

15. The payment for service under this agreement shall be made on monthly basis through A/c payee cheque /Bank draft/Online transfer, drawn in favour of the Agency and payable at Delhi after receipt of the bill for each calendar month, duly supported with the requisite details of the daily attendance and other records which shall be open for inspection. The final payment shall however be made only after adjusting all the claims, if any.

16. The Personnel employed by the Agency will be the employees of the Agency and Department shall have nothing to do with their employment or non-employment. The personnel employed by the Agency shall have no High whatsoever to claim employment from Department. In case of any loss to any personnel employed, that shall be responsibility of the Agency.

17. The personnel employed by the Agency will not join any union and shall have absolutely no claim for employment in State Department or any other claim on service matter.

18. The Agency shall undertake, at their own expense to the satisfaction of Department a continual updating of skills and procedures followed by the personnel employed by organizing suitable training programs for them from time to time.

19. Any payment required to be made by the agency to its personnel, compliance with any of the laws of the land, shall be the sole responsibility of Agency. This would include specific responsibility with regard to the provisions of the minimum wages act and/or any other law, which may be applicable in the instant case. Department will in no case be responsible for default, if any, in this regard. Department’s liability towards personnel will be limited to the extent of the contract price accepted.

20. The Agency while discharging its duties will be bound by operational parameters given by authorised officials of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi from time to time.
21. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Delhi.

22. The contractor shall submit the following documents along with the Tender:-
   i) Up-to-date Income tax clearance certificate/latest income tax return duly attested by a gazetted officer.
   ii) Earnest Money Deposit of Rs. 6.00 Lacs (Rupees Six lakhs Only) shall be accepted in the form of Demand draft drawn in favour of Principal Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi payable at Delhi.
   iii) The Earnest Money of the unsuccessful bidders shall be refunded within a month after the written acceptance of Tender without any interest. However, the EMD of the successful bidder shall be converted into security deposit and held as performance guarantee.

23. Offer will be accepted in two sealed envelopes super scribed as "Original Tender Document containing Price schedule" (Financial bid*) and "Commercial Document containing Earnest Money and other documents" (Technical bid") respectively.
   Both the envelopes should be enclosed in a separate sealed envelope, prescribed suitably with "Tender for proving services of manpower in Unskilled/Skilled/non-matric/Matric/Graduate category to Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi.

*Financial bid should consist of Tender document duly signed by the bidder on every page and price schedule.

** Technical bid consist of the following:-
   a) Earnest money in the shape of bank draft only
   b) Updated income clearance certificate/updated income tax return alongwith PAN No.
   c) Registration under, PAN,TAN,EPF, ESI and GST etc.
   d) Certificate regarding five years in operation.
   e) Certificate regarding minimum 200 persons on company's pay role.
   f) Certificate regarding minimum 3 running contracts with more than 50 persons at one location.
   g) Undertaking for Labour License.

The financial bid of only those bidders will be opened who qualify in technical bid. But government has reserved right to give relaxation to bidders according to public interest.

24. The Agency shall be responsible for all injury and accidents to persons employed by them while on duty.

25. The Agency shall be responsible for the good conduct and behaviour of its Personnel. If any Personnel of the agency is found misbehaving with State Govt employees, the Agency shall terminate the service of such employee at
their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instructions given by Department or the Supervisory staff deployed by them.

26. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify in that capacity he is signing and also certify that he is fully empowered and competent to do so.

27. In the event of any loss being caused to Department on account of the negligence of the employee of the agency, the agency shall make good the loss sustained by the Department, either by the replacement or on payment of adequate compensation.

28. The Agency shall not appoint any sub-agency to carry out an obligation under the contract.

29. None of the Personnel of the agency shall enter into any kind of private work.

30. The Worker may be substituted if his work & conduct does not become satisfactory even after repeated warning.

31. The Candidates deployed by the agency shall be of good character and of sound health.

32. The agency shall maintain complaint Book which will be made available to the supervisory staff of Department.

33. TDS/Service/GST tax as applicable will be deducted/paid as per rules.

34. The Tender shall remain valid for a period of at least 90 days from the date of submission. If bidder withdraws or modifies the offer within this period, his Tender shall be cancelled and 50 (fifty) % of the Earnest Money shall be forfeited.

35. In exceptional circumstances, Department may request the bidders' consent for an extension of the period of bid validity. A bidder may however, be at liberty to refuse the request without risking forfeiture of his earnest money. The bidder agreeing to extend the validity of bid will not be allowed to modify his bid.

36. Any one or more of the following action/Commission/omission are likely to cause rejection of bid.

i) Any bid received late without conclusive proof that it was delivered before the specified closing time.

ii) Any bid not accompanied by required Earnest Money Deposit (EMD)

iii) Any bid received unsealed or improperly sealed.
iv) Any conditional bid and unsigned bid.

v) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Document.

vi) Any bid received without documents mentioned in this Tender notice.

vii) Any effort by a bidder to influence any official in the bid evaluation, bit comparison or contract award decision.

viii) Any bid received with period of validity of bid shorter than 90 days.

37. Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected bidder or bidders on the grounds of Department's action.

(A) On action being taken by the above quoted upon continuous discrepancies in services of workers provided by service providers, cancellation of contract prior to time and security money, forfeitures etc related rights will be reserved to Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi.

38. Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi is not bound to award contract at the lowest price received in the Tender if they are not substantially responsive.

39. The award of work order, when issued to the successful bidder, constitutes the contract with collateral terms and conditions of the Tender notices as well as formal agreement on stamped paper affixed with non-judicial stamps, all of which will finally form the contractual obligations to be adhered to/ performed by the bidder and the non-performance of any of such obligations make the bidder liable for consequential action.

40. The bid shall not contain corrections, erasures or over writing.

41. The successful bidder shall have to execute an agreement with State Department or its authorized representative on a non-judicial stamp paper of Rs. 200/- (Rupees Two hundred only) and commence the work within 2 (two) weeks from the date of award, failing which the Department shall be at liberty to forfeit the earnest money and proceed to appoint another agency as it may deem fit.

42. The bidders are advised to refrain from stipulating any conditions in violation of the terms of the Tender. Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi reserves the right to reject such Tenders in which condition(s) is stipulated, without assigning any reason thereof.

(B) Worker should be qualified as per the Punjab Govt rules. Relaxation in educational qualification can be given in case worker has exceptional practical experience records. Capability for in Punjabi speaking language is mandatory
43. **Arbitration:**

(a) Except otherwise provided else-where in the contract, if any dispute, difference, question or disagreement or matter whatsoever, before/after completion or abandonment of work or during extended period, arises between parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or the breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi.

(b) If the arbitrator to whom the matter is originally referred, dies or refuses to act or resigns/withdraws for any reason from the positions of arbitration, it shall be lawful to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect, failing which the arbitrator shall be entitled to proceed denovo.

(c) The venue of arbitration shall be at O/o Principal Resident Commissioner, Govt of Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

(d) The provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications, re-enactment thereof, rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

(e) Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi reserved the right to accept or reject any Tender without assigning any reason.

44. **FORCE MAJEURE:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party, or any obligation under this contract, prevented or delayed by reason of floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided a notice of happenings of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi as to whether the operation have been so resumed not shall be final and conclusive, provided further that if the performance in whole or in part of any
obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may at its option terminate Contract. Provided also that if the contract is terminated under this clause, Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi will be at liberty to take over from the Agency, the Personnel deployed in the offices until a new agency commences the operation.

Resident Commissioner,
Govt of Punjab, Punjab Bhawan,
New Delhi.
Percentage of rate to be charged on the amount of salary (actual) payable by tenderer for providing the service (including all charges. Service/GST tax at the rate payable as per Government rule shall be extra).

Note:
1) The quoted rates are inclusive of all taxes, levies, statutory liabilities, cost of consumable and non-consumable items and any other known and unforeseen expenses. The rates shall be net and nothing extra shall be payable over & above the accepted rates.

(Signature of the Contractor)
(Seal)
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<tr>
<th>Monthly package is lump sum</th>
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<td>Rs..............................................................(including all charges. Service/GST tax as per Government rule shall be extra).</td>
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Total monthly package in words:--

1. The quoted rates are inclusive of all taxes, levies, statutory liabilities, cost of consumable and non-consumable items and any other known and unforeseen expenses. The rates shall be net and nothing extra shall be payable over & above the accepted rates.

(Signature of Contractor)

(Seal)
SERVICE AGREEMENT  
This AGREEMENT is made on this day of 2020

Between

Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi  
(hereinafter referred to as "the "Department", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors in office and assignees) of the first and second part

AND

M/S..............................................

......a Company registered under the Companies Act, 1956 having its place of business or registered acting through its Managing Director (hereinafter referred to as "Service Provider" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its/his/her/their respective heirs, executors, administrator and successor/ the partner(s) or the time, being of the said firm the survivor(s) of them and the executors, administrators and successors of the surviving partners. as tile case may be of the second part.

WHEREAS the Service Provider is engaged in the business of providing Services.

AND WHEREAS on the aforesaid representation made by the Service Provider to the Department. The parties hereby enter into this agreement on the terms and conditions appearing hereinafter.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:

1. SERVICE PROVIDER'S REPRESENTATIONS AND WARRANTIES

The Service Provider hereby represents warrants and confirms that the Service Provider:

1.1 has full capacity, power and authority to enter into this agreement and during the continuance of this agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated herein and has already taken and shall and continue to take all necessary and further actions including but without limiting to the obtaining of necessary approval/consents in all applicable jurisdictions to authorize the execution, delivery and performance of this agreement.

1.2 has the 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 agreement and to the satisfaction of the Government.

1.3 Shall, on the execution of this agreement and while providing services to Punjab Bhawan not violate, breach and contravene any conditions of any agreement entered with any third party:
1.4 has complied with and obtained necessary permissions/ licences / authorisations under the Laws of Central, State and local authorities and obtained all required permissions licences for carrying out its obligations under this agreement.

2. OBLIGATION OF THE SERVICE PROVIDER

(a) The Service Provider shall operate and provide services of various categories of employees such as T.O., Clerical, Technical, non-technical, skilled, semiskilled, unskilled, Drivers and Peons etc as demanded from time to time by the Department (as required from time to time) in its various offices located at Delhi during this service agreement period. At present only services of 107 personnel(Table-A) to be provided. However, this may change in future from time to time and any change shall not require a separate/new agreement and only an official communication by the department to service provider shall suffice.

(b) The regularity of the performance of the service will be the essence of this agreement and shall form a central factor of this agreement. The Service Provider shall take all possible steps to ensure to maintain its performance as determined by the Department from time to time.

(c) If the Department notices that the personnel of the Service Provider has/ have been negligent, careless in rendering the said services, the Service Provider will take corrective steps immediately to avoid recurrence of such incidents and reports to the Department.

(d) If any of the personnel of the Service Provider indulges in theft, negligence or any illegal/irregular activity, misconduct, the Service Provider shall take appropriate action against its erring personnel and intimate accordingly to the Department and shall on its own take action in accordance with law.

(e) The Service Provider shall furnish a personal guarantee of its Managing Director/ Board of Directors, granting the due performance by the Service Provider of its obligations under this agreement.

(f) In the event manpower are found deficient in services including their engagement in unlawful activities, participation in strike etc., the Service Provider would have to immediately replace the workers found as such within 48 hours and provide the substitute possessing the required Qualification/Experience in his/her place without delay else penalty of Rs. 1000/-per person per day will be levied on him.

(g) That the Service Provider would not charge any Service/Placement charges or any other charges from a worker at the time of their recruitment/deployment or during the course of the contract.

(h) The Affidavit on non-judicial stamp paper of Rs. 15/- duly attested by the Executive magistrate that the tenderer has never been Blacklisted to he submitted.
3. **TERMS OF PAYMENT**

a) The service charge for the services to be rendered shall be [ ] of the amount of contract as agreed upon between the parties.

b) All payments made by the Department shall be after deduction of tax at source wherever applicable as per the provisions of the Income Tax laws and other relevant laws. The GST TDS will also be deducted by the Department as per the guidelines of Department of Revenue, Ministry of Finance, and Government of India, issued from time to time.

c) The Service Provider, being the employer in relation to persons engaged /employed by it to provide the service tender this agreement shall alone be responsible and liable to pay monthly wages at Minimum wages fixed by the Minimum wages act N.C.T.region Delhi as amended from time to time. At the time of submitting monthly claims of wages of the personnel deployed. The Service Provider will provide a bank Certificate that they amount of salary for the previous month has been credited into the accounts of Personnel provided by the agency to Department. The Service Provider shall also be liable to pay all the statutory dues to his employees deputed in the Department i.e. EPF, ESI and Bonus on prevailing rates as per the requirements of the relevant laws. In addition to above he shall also pay GST to the concerned authorities. The actual amount paid as wages, Bonus, EPF & ESI as mentioned shall be reimbursable by the department to the Service Provider. In addition the GST etc paid by the Service Provider will be reimbursed by the department. The service provider will also observe compliance of all the relevant labour laws. The Service Provider will pay the monthly wages to all persons from his own resources and which will be reimbursed.

d) Service provider will provide a receipt every month for the amount of Bonus, ESI and contributions made in the accounts of Personal as per prevailing rates.

e) The Service Provider will have to attach the copy of attendance register received from Department of the of the preceding month along with the bill to be submitted on the 7th day of every calendar month for verification to the nominated official of Department. The Service Provider shall ensure that payment to the deployed staff is transferred electronically direct in their bank accounts upto the 10th of the following month under intimation to the Department.

4. **SUBMISSION AND VERIFICATION OF BILLS.**

The Service Provider shall submit on a monthly basis the bills for the services rendered to enable Department to verify and process the same.
5. **DISCIPLINE**

(a) The Service Provider shall issue identity cards, uniforms as prescribed by the department to its personnel deputed for rendering the said services. All personnel must come to work in prescribed uniform. Nothing extra will be paid for this.

(b) It is understood between the parties hereto that the Service Provider alone shall have the right to take disciplinary action against any person(s) to raise any dispute and/or claim whatsoever. Department shall under no circumstances is to be deemed or treated as the employer with respect to any person (s) engaged / employed by the Service Provider for any purpose, whatsoever nor would Department be liable for any claim (s) whatsoever, of any such person (s)

6. **NATURE, OF AGREEMENT**

The parties hereto have considered and agree to and have a clear understanding on the following aspects:

a) This agreement does not create and shall not deem to create any employer-employee relationship between the Department and the Service Provider or its Personnel i.e., service Provider shall not by any acts, deed or otherwise represent that the Service Provider is representing or acting as agent of Department, except to the extent and purpose permitted herein.

b) This agreement is for providing the aforementioned services and is not an agreement for supply of contract professionals. It is clearly understood by the Service Provider that the persons employed by the Service Provider for providing services as mentioned herein shall be the employees of the Service Provider only. The Service Provider shall be liable to make payment to its said employees towards their monthly salaries and other statutory dues like Employees Provident Fund, Employees State Insurance, minimum wages, bonus etc.

c) Department shall not be liable for any obligations/ responsibilies, contractual. legal otherwise, towards the Service Providers employees/agents directly and/or indirectly in any manner whatsoever.

7. **STATUTORY COMPLIANCES**

a) Service Provider shall obtain all registration (s)/permission(s) license (s) etc. which are/may he required under any labour or other Laws for providing the services under this agreement.

b) It shall be the responsibility of Service Providers to ensure compliance of all the Central and State Government Laws, Rules and Regulations with regard to the provisions of the services under this agreement. The Service Provider indemnifies and shall always keep Department indemnified against all losses, damages and claims actions taken or contemplated against Department by any authority/office in this regard.

c) The Service Provider undertakes to comply with the applicable provisions of all legislations including 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 Service Provider shall
further observe and comply with all Government laws concerning employment of staff employed by the Service Provider 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 Service Provider is fully responsible to ascertain and understand the applicability of various Laws and take necessary action to comply with the requirements of laws.

The Service Provider shall give an undertaking by the 22nd of each month to Department that service provider has complied with his statutory obligations. A draft of the said undertaking is attached herewith as Annexure ‘A’ to this agreement.

8. ACCOUNTS AND RECORDS

a) The Service Provider shall maintain accurate accounts and records, statements of all its operations and expenses in connection with its functions under this agreement in the manner specified by the Minimum wages act Govt.of NCTR OF DELHI.

b) The Service Provider shall forthwith upon being required by the Department allow authorized official of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi to inspect audit or take copies of any records maintained by the Service Provider. The Service Provider shall cooperate in good faith with officials of Department of 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 Department. However, upon discovery of any discrepancies or under payments the Service Provider shall immediately reimburse Department such discrepancies or overcharge.

9. INDEMNIFICATION

a) The Service Provider shall at its own expenses make good any loss or damage suffered by Department 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 Department or any other location.

b) The Service Provider shall at all times Indemnify and keep indemnified the Department against any claim on account of disability/ death of any of its personnel caused while providing the service within/ outside the site or other premises of the Department which may be made under the workmen’s Compensation Act, 1923 or any other laws 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 personnel of the Service Provider in respect of any claim, damage or compensation under labour laws or other laws or rules made there under.

c) The Service Provider shall at all times indemnify and keep indemnified the Department 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 or before and after that.

d) If at any time during the operation of this agreement or thereafter the Department is made liable in any manner whatsoever by any order, direction or otherwise of any
authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or Ex-personnel of the Service Provider or to any Third Party in any event not restricted but including as mentioned in clauses No. (a), (b) and (c) hereinabove, the Service Provider shall immediately pay all such amount and costs also and in all such cases/ events the decision of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi shall be final and binding upon the Service Provider. Department shall be entitled to deduct any such amount as aforesaid from the security and /or from any pending bills of the Service Provider.

10. LIABILITIES AND REMEDIES

In the event of failure or the Service Provider to provide the services or part thereof as mentioned in this agreement for any reasons whatsoever. Department shall be entitled to procure services from other sources at the risk and cost of Service Provider.

11. LOSSES SUFFERED BY SERVICE PROVIDER

The Service Provider shall not claim any damages, costs, charges, expenses, 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 agreement.

12. TERM

The contract shall be valid for a period of two years from the date of award of the contract subject to satisfactory performance of the firm/agency. In case services provided by the company, firm or agency to which the contract is awarded, are found satisfactory during the period of contract, competent authority in this office may at his/her discretion may decide to extend the same for another period of two years, on year to year basis, on the existing terms and conditions, which shall be binding and final on the company, firm and agency.

13. TERMINATION

a) Either party can terminate this agreement by giving Three month's written notice to the other without payment of any compensation thereof. However, Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi shall give only a 24 hours notice of termination of this agreement to the Service Provider when there is a major default in compliance of the terms conditions of this agreement or the Service Provider has failed to comply with its statutory obligations.

b) If Service Provider commits breach of any covenant or any clause of this agreement, authorised official of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi may send a written notice to Service Provider to rectify such breach within the time limit specified in such notice. In the event Service Provider fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and Service Provider shall be liable to Department for losses or damages on account of such breach.
c) Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi shall have the right to immediately terminate this agreement if the Service Provider becomes insolvent, stop its operation, dissolves files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an agreement for the benefit of creditors.

14. ASSIGNMENT OF AGREEMENT
This Agreement is executed on the basis of the current management structure of the Service Provider, Henceforth any assessment of this agreement in part or whole, without the prior written consent of the Department shall be a ground for termination of this agreement forthwith.

15. COMPOSITION AND ADDRESS OF SERVICE PROVIDER
a) The Service Provider shall furnish to the Department all the relevant papers regarding its constitution names and addresses of the management and other key personnel of the Service Provider and proof of its registration with the concerned Government authorities required for running such a business of Service Provider.
b) The Service Provider shall always inform the Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi in writing about any change in its address or the names and addresses of its key personnel. Further, the Service Provider shall not change its ownership without prior approval of the Department.

16. SERVICE OF NOTICES
Any Notice or other communication required or permitted to be given between the parties under this agreement shall be given in writing at the following address or such other addresses as may he intimated from time to time in writing.

| Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi | Service Provider |

17. CONFIDENTIALITY
It is understood between the parties hereto that during the course of business relationship, the Service Provider may have access to confidential information of Department and it undertakes that it shall not, without prior written consent provide of make available any information in any form to any entity or make use of such information. this clause shall survive for a period of 5 years from the date of expiry of this agreement of earlier termination thereof.

18. ENTIRE AGREEMENT
This agreement represents the entire agreement, the parties and supersede: all previous other writings and understanding, oral or written, and further any modifications to this agreement, if required shall only be made in writing.
The parties can amend this agreement at any time. However, such amendment shall be effective only when it is reduced in writing and signed by the authorized representatives of both parties hereto.

SEVERABILITY

If, for any reason, a Court of competent jurisdiction finds any provision of this agreement, or portion thereof, to be unenforceable, that provision of the agreement will be enforced to the maximum extent permissible so as to effect the intent of parties, and the remainder of this agreement shall continue in full force and effect.

CAPTIONS

The various captions used in this agreement are for the organizational purpose only and may not be used to interpret the provisions hereof. In case of any conflicts between the captions and the text, the text shall prevail.

WAIVER

At any time if any concession is granted by Punjab Government that shall not alter or invalidate this agreement nor constitute the waiver of any of the provisions. Waiver if any, has to be in writing.

FORCE MAJEURE

If at any time, during the continuance of this contract, the performance in whole or in part by either party, or any obligation under this contract, is prevented or delayed by reasons of floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events) provided a notice of happenings of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall due to reason of such event he entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may at its option terminate Contract.

Provided also that if the contract is terminated under this clause, Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi be at liberty to take over from the Agency. The Personnel equipments etc. deployed in the offices until a new agency commences the operation.
24. DISPUTE RESOLUTION

This agreement shall be deemed to have been made/executed at DELHI for all purposes. In the event of any dispute related to the interpretation or rights or liabilities arising out of this agreement the same shall, at first instance, be amicably settled between the parties. If any dispute is not settled amicably the same shall be referred to the sole arbitrator as indicated in terms and conditions to be appointed by Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi. The award given by the arbitrator shall be final and binding on the parties. The Venue of arbitrator shall be DELHI.

25. JURISDICTION

The applicable law governing this agreement shall be the laws of India and the courts at DELHI shall have the exclusive jurisdiction to try any dispute with respect to this agreement.

26. TWO COUNTERPARTS

This agreement is made in duplicate. The Service Provider shall return a copy of this agreement duly signed and stamped as a token of acceptance of all terms and conditions mentioned above. In the event of commencement of such acceptance It will be taken that all terms are acceptable.
Annexure ‘A’

In Witness Where of Resident Commissioner, Govt of Punjab, Punjab Bhawan, New Delhi and the service provider have subscribed their hands on the Day month and year first mentioned above in the presence of the following witnesses:-
Signed, Sealed and Delivered

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<th>Witnesses</th>
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<tr>
<td>1. Signature Name Date Designation</td>
<td>Signature Name Date Designation</td>
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<tr>
<td>2. Signature Name Date Designation</td>
<td>For and on behalf of Department</td>
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<tr>
<td>2. Signature Name Date Designation</td>
<td>For and on behalf of the Service Provider</td>
</tr>
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</table>
Annexure-A

I..................................................Designation..............................................authorized
signatory of M/s ____________________________________________________________(with address) give
undertaking that the company has fulfilled all the legal & statutory, Financial and other
obligation with regard to service providing contract entered with Resident Commissioner,
O/o Principal Resident Commissioner, Punjab Bhawan, New Delhi
till...........................................(month)..........................................................(years).

Dated:

Sd/-
Signatory of the authorized signature
With Seal