

**MAHARSHI DAYANAND UNIVERSITY ROHTAK  
SHORT TERM TENDER NOTICE**

Sealed Tenders are invited from reputed Registered Agencies for outsourcing of the services/activities relating to Secretarial, Lab., Library, Loading and Unloading works on the University Campus initially for one year. Interested Agencies having experience and necessary support system may submit their bids to the office of the Registrar by **3 : 00 P.M.** on **30.06.2014** alongwith earnest money of Rs. 1,50,000/-. Tender form alongwith detailed specifications of the work and terms & conditions can be downloaded from the University Website [mdurohtak.ac.in](http://mdurohtak.ac.in).

  
9.6.14  
**REGISTRAR**

# MAHARSHI DAYANAND UNIVERSITY ROHTAK

## TENDER FORM FOR OUTSOURCING OF THE SERVICES/ACTIVITIES RELATING TO SECRETARIAL , LAB, LIBRARY, LOADING AND UNLOADING WORKS

Sr.No. \_\_\_\_\_ Advertisement No. \_\_\_\_\_

Tender Form issued to M/s. \_\_\_\_\_

\_\_\_\_\_

for outsourcing services.

**Signature and Stamp of Issuing Officer**

### General Terms and Conditions

1. The tender form is not transferable.
2. A copy of tender notice published in two daily newspapers is attached which constitutes a part of the tender form.
3. Request for issuance of tender form should be made on the letter head of the firm addressed to the Registrar. Telegraphic/faxed/telexed offers shall not be entertained.
4. The agency should have completed at least one work of similar nature in a Govt./Semi-Govt./PSU/Private Ltd. Organization of repute having a minimum turn over of Rs. One Crore annually providing a minimum of 30 Secretarial/Lab staff during each of the last three financial years **2012-13, 2011-12 and 2010-11** and should have adequately trained and experienced manpower to provide the services.
5. The agency must supply copies of the following documents attested by Ist class Magistrate/Notary Public with the tender:
  - (i) Experience certificate(s) of at least three years in providing similar services from its clients as defined in para 4 above.
  - (ii) Registration Certificate of the firm under appropriate Govt. authorities/Companies Act, 1956 as may be necessary for companies providing such services under Govt. rules.
  - (iii) PAN Card
  - (iv) Service Tax Number
  - (v) List of clients (Central/State Govt. Dept./Universities/PSU/Reputed Private Ltd. Organizations, etc.) having a minimum turn over of Rs. One Crore annually alongwith complete addresses and telephone numbers and satisfactory service certificates. Proof showing details of contracts executed during the last three years.
  - (vi) Latest Income Tax Returns filed.
  - (vii) Latest Labour Contract Licence issued by the respective Labour Commissioner/Govt. authority.
  - (viii) **Provident Fund / ESI Code Number.**

6. The agency shall append a certificate with the tender stating that the firm has never been debarred/blacklisted for any reason/period by the any Central/State Govt. Deptt./Agency, etc. If it has been so, particulars of the same may be furnished. Concealment of this fact shall not only lead to rejection/cancellation of the tender/contract, but may also warrant legal action.

In case the work of any contractor, who had worked in the University in the past had not been satisfactory during his contract period he will be debarred from entering into contract and his tender will be rejected without opening by the University.

7. In case a family member or close relative of the agency/service provider is serving in the University in any capacity then a certificate to this effect must be recorded on the offer document. Concealment of this fact will lead to the tender/contract being rejected/cancelled as and when such a fact comes to light.
8. The agency shall submit a copy of the registered partnership deed issued by Sub Registrar/Executive Magistrate. The tender shall be duly signed by the authorized representative. Proof of authorization of the authorized representative who has signed the tender documents will be produced.
9. Each page of tender including annexures must be serially numbered and signed.
10. Earnest money of Rs. 1,50,000/- in the shape of Demand Draft drawn in the favour of Registrar, Maharshi Dayanand University, Rohtak, shall accompany the tender failing which the tender shall not be considered. The earnest money in any other form shall also not be accepted. Earnest Money shall be forfeited if the agency backs out from its offer after opening of the tender. Earnest Money of the unsuccessful bidders shall be returned within 10 days after the date of its opening.
11. The sealed tenders, **having Technical & Financial Bids separately**, complete in all respects must reach the Registrar, Maharshi Dayanand University, Rohtak (Haryana) – 124001, latest by **30.06.2014** upto 3:00 P.M.. The tender shall be opened on the same day at 3:30 P.M. in the office of the Registrar, MDU, Rohtak. The agencies or their authorized representatives shall be allowed to attend the meeting of the Tender Opening Committee at their own cost.
12. The Tender Form Fee of Rs. 5000/- will be paid as Bank Draft/Uni. Receipt in favour of the Finance Officer, M.D.University, Rohtak at the time of submission of Tender Form. **The Tender Form can be had from the University Website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in) or the Deputy Registrar (Estt.N.T).**
13. The tender rates quoted in a foreign currency will not be accepted. Rates should be filled up carefully both in words and figures and without any cutting, erasure or overwriting.

(C) **TOTAL MANPOWER REQUIREMENT:**

The total approximate requirement of manpower to be deployed by the agency on each working day for different services/ activities as under :-

(i)	Courier Services	-	58
(ii)	Lab Attendant work	-	22
(iii)	Library Attendant work	-	10
(iv)	Labour services	-	20



- |        |                                |   |    |
|--------|--------------------------------|---|----|
| (v)    | Binding work in Press          | - | 03 |
| (vi)   | Clerical services              | - | 26 |
| (vii)  | Lady Aya/Attendant work        | - | 07 |
| (viii) | Hostel Supervisor work         | - | 08 |
| (ix)   | Skilled Labour                 | - | 04 |
| (x)    | Waiter/Helper                  | - | 02 |
| (xi)   | Tabla Player                   | - | 01 |
| (xii)  | J.E.(Civil)                    | - | 01 |
| (xiii) | Dispensary Attendant           | - | 01 |
| (xiv)  | Staff Nurse                    | - | 01 |
| (xv)   | Offset Machine Operator/Helper | - | 04 |
| (xvi)  | Lab. Technician/Instructor     | - | 07 |
| (xvii) | Lift Attendant                 | - | 02 |
14. Only energetic and physically fit persons having the qualifications prescribed for each service/activities by the university shall be provided. The university shall be at liberty not to accept or having initially accepted return any individual provided by the agency without assigning any reason.
15. **The number of manpower may be increased/decreased as per requirement as approved by the University authorities from time to time.**
16. The terms and conditions of work on rates of payment in case of increase or decrease in strength of the personnels will be the same as quoted in the tender.
17. Agencies will quote the rate of service charges with absolutely no hidden costs in any form or manner.
18. Initially the contract will be awarded for a period of one year and can be extended/renewed on year-to-year basis for the next two years subject to mutual consent of both the parties, provided the services of the agency are found satisfactory.
19. Tenders received after due date and time or incomplete are liable to be rejected out-rightly.
20. Agencies shall follow the two bid system **accordingly the Agency is requested to** submit technical and financial bids separately. Both the bids shall be sealed in separate envelopes and both the sealed envelopes containing technical and financial bids shall then be sealed in the third envelope. Following must be superscripted on the sealed envelopes:
- (i) Envelope containing technical bid only:  
**“TECHNICAL BID FOR PROVIDING MANPOWER FOR SECRETARIAL & OTHER OFFICE WORK”**
  - (ii) Envelope containing financial bid only:  
**“FINANCIAL BID FOR PROVIDING MANPOWER FOR SECRETARIAL & OTHER OFFICE WORK”**
  - (iii) Envelope containing both technical and financial bids:  
**“TECHNICAL AND FINANCIAL BIDS FOR PROVIDING MANPOWER FOR SECRETARIAL & OTHER OFFICE WORK”**

**Envelopes without the above superscription may be rejected.**



21. The agency appointed for providing above services shall enter into a binding agreement/MoU with the University for the Execution of services wherein all the obligations of both the parties shall be spelt out.
22. Agencies with a turnover of less than Rs. One Crore during each of the last three years (**2012-13, 2011-12, 2010-11**) for providing similar services will not be entertained. Proof of business shall be attached with the technical bid.
23. The price bids of only those tenderers will be opened who qualify the pre-qualification requirements as laid down in the tender documents.
24. Security deposit of **Rs. 20.00** lac including the earnest money of Rs. **1.5** lac will be deducted from the amount of the first five monthly bills and retained until three months after satisfactory completion of the service contract. **No interest will be paid on the earnest money and security by the University.**
25. Right of acceptance/rejection of any or all the tenders rests with the University without assigning any reason and the decision in all such matters shall be final and binding on all Tenderers.
26. The mere fact of having quoted the lowest rates shall not vest in an agency any right to be considered for award of this contract. Other important considerations such as financial viability, experience, possession of trained, qualified and experienced manpower and administrative structure required for efficient execution of services, etc. shall also be taken into account while considering each bid. An agency submitting a bid which is considered as unrealistically low and/or financially unworkable in view of the existing policy/instructions of the State Govt. relating to minimum wages, a reasonable margin of contractor profit etc. shall be out-rightly rejected.
27. The agency **being the Principal Employer** shall indemnify/compensate MDU and its properties for all losses/claims caused/ likely to be caused due to any omission/neglect/action, legal demand, proceedings, prosecutions, attachments, non payment of taxes, non-clearance of liabilities, non-observance of statutory law/rule of the local bodies/state/central government and the like arising due to agency's or its workmen's fault and/or on account of any deficiency on their part.
28. It must be noted that unsealed tenders and/or tenders not accompanied by EMD and those received after due date and time shall be rejected.
29. The tender must be valid for a period of at least three months from the date of its opening.
30. Agency shall be responsible for safe custody and service ability of any equipment, machine, tools and stores provided by the University to its the workmen for day-today use.
31. The Agency shall have to submit an indemnity bond to indemnify the University with regard to damage done/caused to any property of the University and with regard to any litigation whatsoever involving the rights and welfare of the personnels engaged by it in connection with this contract.
32. The workmen should have the qualification as prescribed by the University for the said activity/service.
33. The payment terms shall be as under:
  - (i) The agency shall make the payment of remuneration to the workmen through cheque/**Bank Transfer** on the basis of **DC Rates** fixed by the Govt. of Haryana by 7<sup>th</sup> of every preceding month alongwith proof **i.e. copy of ECR and Challan** of depositing contribution of EPF and ESI in respect of the each workman **provided**; and shall claim from the

university by enclosing the necessary supporting documents/proofs by 15<sup>th</sup>. In case the Agency does not make the payment by the 7<sup>th</sup> of every month a penalty of interest @ 10% p.a. may be imposed on the agency. This amount will not be reimbursed.

- (ii) Payments of the bills shall be made to the agency as early as possible after submission of bills and subject to satisfactory execution of the work as certified by the Concerned HODs/Branch officers of the University alongwith absentee reports. The certificate shall invariably be recorded on the bill itself.
  - (iii) Amounts towards Income Tax and any other statutory taxes/cesses/levies as applicable under govt. rules shall be deducted at source and deposited with the quarter concerned.
34. The University shall not be responsible for payment of any claim whatsoever made by any individual engaged by the agency. The Agency will ensure all the standard safety precautions required for the job and ensure that its workmen are insured to cater for any mishappening and/or injury sustained during discharge of duty in relation to this contract.
35. The University shall not be liable for discharging any financial, judicial and/or administrative commitments made by the agency to any entity whatsoever in relation to this contract. In respect of quantum of wages, procedure of payment and protection of other statutory rights of employees, the agency shall adhere to the instructions of the Govt. **to be received from time to time** in letter and spirit including the following:
- (i) The agency being the Principal employer of its workers, shall be solely responsible for fulfilling obligations towards its staff under various laws such as Minimum Wages Act, 1970 (Act 37 of 1970), Employee State Insurance Act 1948 (Act 34 of 1948). The Contractor/Agency shall be responsible for payment of wages of its staff (alongwith ESI, EPF, Maternity Benefits, etc.) at the rates notified by the Haryana Govt. under Minimum Wages Act from time to time. The Agency shall ensure the same and shall supply along with the bill monthly dossier in the format enclosed at Appendix - I to University. The tender rates will be based on these rates prevailing as on **01.03.2014**. Thereafter tender rates for persons will be adjusted to the extent of 100% of the percentage increase of wages of the workman **at DC rates**.
- Rates will be rounded off to the nearest rupee. No other increase in tender rates will be permissible on any other account except for variation in amount of statutory taxes/levies on services mentioned in the DNIT, which will be payable /deductible on actual basis.
- (ii) The Agency shall make payments of wages to its employees through account-payee cheques/**Bank Transfer** and in case of default, the University may consider terminating the contract.
  - (iii) In case of termination of employment due to reduction in requirement of staff, such workers who lose employment should be considered for re-employment by the contractor when he redeploys or engages staff to meet increased requirement of manpower.



- (iv) The agency shall also follow the guidelines for compliance of Labour & Laws received from Chief Secretary Govt. Letter No. 43/5/2001-3GS-II dated 20.02.2014.(Annexure-I)

36. The University shall have further right to impose penalty, adjust or deduct any of the amounts on account of damages or losses including loss of reputation caused to the University due to any act of omission or negligence by the contractor or his workers/employees from his running bills and/or his security deposit. The Registrar, M.D. University, Rohtak shall be the sole authority to decide the penalty in each such case.

- (a) **The required trained Manpower not employed as per terms of the contract:-**

**Penalty:**

Registrar will assess the deficiency in service and the cost saved by the contractor. The penalty shall be equal to the cost so saved plus 20% on each occurrence.

**In case the Agency does not make the payment of wages to the workmen by the 7<sup>th</sup> of every month a penalty of interest @ 10% p.a. may be imposed on the agency. This amount will not be reimbursed.**

- (b) **Service not provided properly:**

**Penalty:**

(i) Say a given job is not carried out properly or there is a complaint of rude behaviour by workmen engaged, etc. In such eventuality, the Registrar may impose a penalty on the agency @ Rs. 5000/- for each such occurrence and intimate the agency in writing immediately each time. Copy of all such letters shall be endorsed to the Finance Officer, and

(ii) In addition, the cost incurred by MDU in securing the deficient service to its satisfaction, if any.

(iii) **In case the Agency does not make the payment of wages to the workmen by the 7<sup>th</sup> of every month a penalty of interest @ 10% p.a. may be imposed on the agency. This amount will not be reimbursed.**

37. A register will be maintained in the office of the agency showing manpower deployed on each day at different Depts/Branches.

38. Terms and conditions printed on invoice of the agency if any shall not be binding on the University. Acceptance of the work order shall be construed as the agency's complete agreement to all the terms and conditions contained in the agreement to be signed by both the parties.

39. Any dispute arising with regard to any aspect of the contract shall be settled through mutual consultations and agreement between the contractor and the University. In case settlement is not arrived at, the dispute(s) will come under the purview of Indian Arbitration Act and the area of jurisdiction shall be Rohtak. The arbitrator shall be appointed by the Vice-Chancellor.

40. That the successful tenderer/contractor shall not engage overtly or covertly any sub-contractor or transfer the contract to any other person/firm either wholly or in part.

41. **Amendment to the agreement:**

The obligations of agency and of MDU will be spelt out in the agreement. However, during the operation of the agreement, circumstances may arise which may call for amendment or modification in the terms and conditions of



the agreement. In such a situation, the amendments/modifications as may be mutually agreed upon shall be incorporated in the agreement.

42. **Doubts/Ambiguities:**

If any doubt or ambiguity arises as to the meaning and/or effect of any provision(s) of the agreement, the same shall be referred to the Vice-Chancellor for clarification and his decision thereon shall be final and binding on both parties.

43. All instructions/directions of the Controlling Officer, HODs/Branch Officers and compliance reports thereof by the agency shall be in writing. There shall be no verbal communication in these matters.

44. Whenever there is duplication in any clause either in the terms and conditions of this tender or in those of the Agreement, the clause which is considered more beneficial to MDU, Rohtak will be taken to be final.

45. If the performance of the agency is not found to be satisfactory at any time during the contract period, the University shall be at liberty to terminate the contract without any liability on its part by giving one month's notice.

46. There shall be a prebid meeting in the office of the Registrar at **11: 00 A.M.** on **30.06.2014** which all prospective bidders may attend for seeking clarification on any matter relating to the tender.

**DECLARATION**

**On non-judicial stamp paper duly attested by Ist Class Executive Magistrate.**

I/We (Name) \_\_\_\_\_ do hereby solemnly affirm and declare that the facts stated in the Technical Bid No. \_\_\_\_\_ dated \_\_\_\_\_ and Financial Bid No. \_\_\_\_\_ dated \_\_\_\_\_ are correct and true to the best of my/our knowledge and belief and that nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable to legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place \_\_\_\_\_  
date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the quotee)  
Name \_\_\_\_\_  
\_\_\_\_\_



## ANNEXURE - I

No.43/5/2001-3GS-II

From

The Chief Secretary to Government of Haryana.

To

1. All the Additional Chief Secretaries/ Principal Secretaries to Government, Haryana.
2. All Heads of departments, Haryana.
3. The Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
6. All the Managing Directors of Boards/Corporations/Public Undertakings in Haryana.

Dated, Chandigarh the 20<sup>th</sup> February, 2014.

Subject:- Policy for engaging/outsourcing of services/activities- Guidelines for compliance of labour laws.

Sir/ Madam,

I am directed to invite your attention to the Haryana Government circular letter No. 43/5/2001-1GSI, dated 1.9.2006 and Circular bearing same No. dated 16.2.2009 and to say that with these circulars, a draft of the service agreement with the service providing agencies was also given. It was inter alia specified that the compliance of various Labour Laws and Rules etc relating to the workers employed for the services will be the sole responsibility of the Service Provider/Agency.

It has been observed that in the past some time, that labour laws are not followed by Government Departments and other Govt. Bodies/Corporations/Public Undertakings while engaging manpower under outsourcing through service provider/agency; it is not being ensured that the service providers comply with all the labour laws; which in the event of any litigation/dispute etc can result in an uncalled for/embarrassing situation for the principal employer/ department. It is felt necessary to impress upon all concerned to ensure the compliance of the various labour laws. For the sake of convenience, the following points are given for compliance:-



1. Primarily it has to be ensured that the contract for service with the service provider should be such, on paper and in practice that it may not be construed or proved as a sham contract or exercise of name lending of the contractor. The formalities of registration and license under the Contract Labour (Regulation & Abolition) Act, 1970 have to be essentially complied with if there are 20 or more workers employed in an establishment. The principal employer has to obtain a Registration from the Registering Authority and the Contractor/ Service provider must obtain a license for that particular contract for service as per the said Act. Non compliance of these provisions can invite punitive proceedings under the said Act.
2. It is important to note that the facilities for welfare and Health under section 16 to 19 of the above Act *ibid*, wherever applicable have to be provided by the Contractor and in the event of deficiency, the Principal Employer is liable to provide the same at the cost of Service provider. Therefore, the Principal employer is ultimately responsible for the compliance of the law by the service provider/contractor.
3. It is important to note that the contractor is responsible for the payment of wages but in the event of default, it is the specific liability of the Principal employer under section 21 of the Contract Labour (Regulation and Abolition) Act 1970. Therefore, as per law the disbursement of wages has to be supervised by the principal employer, it should be a deliberate decision to ensure the payment of wages to the employees of the Contractor through cheque.
4. The service provider must pay at least minimum rates of wages notified by the Government under the Minimum Wages Act, 1948, without any illegal deduction as specified in the Payment of Wages Act, 1936. The minimum wages notified by the Government under the Minimum Wages Act comprises of a basic rate revised from time to time and the DA which is recalculated after every six months on the basis of increase or decrease of consumer price index-this minimum rate of wages is not permitted to be segregated further in any other manner. It is clarified that bonus is payable to the workers of the contractors as per the Payment of Bonus Act 1965. The payment of wages by cheque as mentioned above will ensure the proper payment of wages.

5. The service provider must maintain record of wages and leave etc., not only for compliance of the wage laws but also as a proof which can be audited by the Principal Employer/Department. If the worker is made to work overtime by the service provider then the overtime wages have to be paid extra/other than normal wages at double the rate of the wages as per section 14 of the Minimum Wages Act, 1948. The Principal employer is legally responsible for any deficiency in this regard.
6. It has been observed that the Service providers are not implementing the provisions of Employees provident Fund & Miscellaneous Provisions Act, 1952. Service providers are not depositing the money deducted along with employees share in the relevant account. This is a very serious offence under the Act. It should be ensured at the time of contract that the service provider is registered with the department and has been allotted a proper code number. The copy of the said registration and code number must be obtained for record. It is very necessary that the contractor deposits the PF contribution with the Authorities regularly every month. He must deposit the amount necessarily along with the list of workers in whose account it has to be deposited. The principal employer must obtain the copy of the deposit and the corresponding list of workers every month for record; this is besides the copy of the half yearly return in form 3A and annual return in form 6A. It must also be noted that in the event of non deposit of the amount by the contractor it will be the liability of the principal employer to do so. The non deposit of the amount deducted entails criminal liability under law. It must be ensured by the principal employer that the statement of deposits are given to the workers regularly by the contractor.
7. Similarly, it has been observed that very often the provisions of Health Insurance under the Employees State Insurance Act, 1948 are not being implemented. The Service Provider is not depositing the money deducted along with employees share in the relevant account. This is a very serious offence under the Act. The copy of the said registration must be obtained for record. It is very necessary that the contractor deposits the ESI contribution with the Authorities regularly every month. He must deposit the amount necessarily with the list of workers in whose account it has to be deposited. The principal employer must obtain the copy of the deposit and the corresponding list of workers every month for record. It must be noted that in the event



of non deposit of the amount by the contractor it will be the liability of the principal employer to do so. The non deposit of the deducted amount entails criminal liability under law. It must be ensured by the principal employer that the ESI identity card is given to the workers by the contractor.

8. It has been observed that some of the service providers are offering services at zero margins which is practically not possible and they indulge in malpractice of not paying minimum wages and also not depositing the ESI and PF contributions of workers to make up for their margins. A Service provider, who offers services at zero margins, should not be given the contract. As mentioned above, it is necessary that the payment of wages be ensured by cheque to reduce these malpractices and similarly the ESI and PF contributions should be paid by the Department/principal employer in the relevant account or verified physically; besides verifying the delivery of PF statements/ESI Cards to the workers. The provident fund is to be deducted @ 12% and the Employer's contribution is 13.61%, similarly the ESI deduction from wages is @ 1.75% and the Employer's contribution is @ 4.75%. Therefore, as mentioned above, if any Service provider is submitting a tender for less than these amounts besides his service charges and service tax @ 12% and TDS @ 2% then the tender is liable to be rejected.
9. The Maternity Benefit Act, 1961 will apply in every establishment where ten or more persons are employed or were employed on any day of the preceding twelve months and a woman must have actually worked in establishment of the employer for a period of not less than eight days in the twelve months immediately preceding the date of her expected delivery to enable her to claim the benefit from the said employer.

Guidelines to follow the procedure regarding payment to the contractors and their workers

Procedure for making payment of EPS/ESI/Wages/Service Tax/Premium etc:-

- Separate ESCROW accounts be got opened by all.
- Deposit of ESI and PF should be validated only if the dossier of workers and their account numbers is provided as per the performa circulated by the State Government Department/Corporation/Board/ Public undertaking as to verify the



respective deposits. No bill of the contractor should be paid unless he has provided a copy of such dossier of details of payments.

### Payment of Service Tax

#### i) In case amount exceeds Rs. 10 lac per annum-

Contractor is depositing the service tax through net banking/ e-payment from their current account and get it re-imbursed from the concerned department/Board/Corpn/ public undertaking, as the deposit of service tax through e-payment for more than Rs. 10 lacs per annum is mandatory. The reimbursement is being verified by the concerned office before releasing the payment of service tax.

#### ii) In case account remains less than Rs. 10 lac per annum-

- Demand Draft is being issued office-wise through ESCROW account for the service tax to service tax department.

### Payment of ESI:-

Single challan will be generated by the contractor in respect of all the persons supplied by him to various organization in a month as separate challan is not possible in case of ESI.

### Payment of EPF:-

- The contractor will submit the generated challan alongwith the bills for verification by the concerned office.
- The concerned office will verify the details as per record before processing the bill for making advance payment to the engaged Contractor.
- Payment will be made office -wise through ESCROW account for the EPF payment to the EPF department.

### Payment of Wages:

- The contractor will submit the details of each and every workers indicating the wages, EPF and ESI nos. etc. as per the performa issued by the State Government vide letter dated 12.01.2011.

- ii) The concerned office will verify the details as per the record before making advance payment to the engaged Contractor.
- iii) Thereafter, the cheque will be issued in favour of the contractor by the division office indicating the ESCROW account for depositing in the ESCROW Account for making payment of wages to the workers through their saving accounts.

It is requested that the above guidelines be strictly adhered in addition to the guidelines issued by the Government vide Circular letter Nos. as mentioned above.

Yours faithfully,



etc  
(Bhim Singh Negi)  
Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana. 