

PUNJAB AGRI EXPORT CORPORATION LIMITED
Plot No.2-A, Sector 28-A, Madhya Marg, Chandigarh
Ph: 0172-5074210-15,
Email- gm.pagrexco@punjab.gov.in, anubha.garg28@punjab.gov.in
Website-www.punjabagro.gov.in
CIN: U51909CH1997SGC019321

E-TENDER NOTICE

For providing the labour Services on out sourced basis at various plants/ Units/ farms
(Hoshiarpur, Abohar, Sanghol, Ladhowal, Sirhind etc.) of Punjab Agri Export
Corporation Limited (PAGREXCO).

E-Tender is hereby invited via two bid system from labour contractors, capable of providing labour services according to terms and conditions given in e-tender document by PAGREXCO for providing all types of Labour as per requirement.

The e-Tender document comprises of detailed terms and conditions. E-Tender document can be downloaded from the official web site of PAGREXCO at <https://punjabagro.gov.in> and <https://eproc.punjab.gov.in>.

E-Tenders should be submitted through online portal i.e. <https://eproc.punjab.gov.in> from 22.09.2026, 09:00 AM (Tuesday) to 08.10.2026, 11:00 AM (Thursday) and will be opened on 08.10.2026, 04:00 PM (Thursday). The competent authority reserves the right to reject all or any of the bid(s) received, and to annul the tendering process without assigning any reason. The competent authority also reserves the right of negotiations with L1, if considered necessary.

Competent Authority

PAGREXCO

TENDER DOCUMENT CONTROL SHEET

Sr. No.	Particulars	Description and Schedule
1.	Tender ID	2026_PAIC_175822_1
2.	Date of issue of tender document	22.09.2026, 09:00 AM
3.	Tender Fees	Rs. 10,000/-
4.	Last date and time for receipt of bids	08.10.2026, 11:00 AM
5.	Last date and time of opening of technical bids	08.10.2026, 04:00 PM
6.	Date and time of opening of financial bids	Will be intimated after evaluation of technical bids
7.	Earnest Money Deposit (EMD) & mode of payment	Rs 2, 60,000/- (Rs. Two Lac and Sixty Thousand Only) through online mode
8.	Turnover	Average annual turnover of not less than Rs. 2.50 crore (Rs. Two Crores and Fifty Lacs Only) in similar business, in any 3 (three) out of the preceding 4 (four) financial years, viz. 2022-23, 2023-24, 2024-25 and 2025-26.
9.	Total annual cost of tender	Approximately Rs. 1.30 Crore
10.	Solvency certificate is required, issued by any of the commercial/ nationalized Bank	Worth Rs. 35 Lakh (Rs. Thirty Five Lakhs Only)
11.	Security Deposit	Rs. 6.50 Lakh (Rs. Six Lakh and Fifty Thousand Only) in the shape of Performance Bank Guarantee
12.	Contact Details (for portal related clarifications & difficulties in e-tendering process)	Helpdesk No.:- 0172-2970263, 2970284 & +91 6284884511
13.	PAGREXCO contact details (for technical clarifications in tender)	E-mail: gm.pagrexco@punjab.gov.in, anubha.garg28@punjab.gov.in Contact: 0172-5074210, 5074211
14.	Punjab government online portal for submission of bid	https://eproc.punjab.gov.in
15.	Method of selection	Least cost method
16.	Working Capital Requirement	Approximately Rs. 25 Lakh (Rs. Twenty-Five Lakh Only), certified by a Chartered Accountant
17.	Workmen Compensation Insurance – maximum number of labour to be covered (Floater Policy, all six locations exclusively for labour deployed at PAGREXCO)	The successful bidder shall obtain and maintain a Workmen's Compensation Insurance Policy on a floater basis covering the contract labour (tentative 425 workmen) deployed at all six locations of PAGREXCO

Note:- "In case a Central or State Government holiday is declared on the scheduled date, the event shall be held on the next working day at the same time and venue."

INSTRUCTIONS TO BIDDERS

1. The Interested Service providers/ bidders may visit official website <https://eproc.punjab.gov.in> to understand the process of bids.
2. The bidder has to sign the required bid documents as indicated in the tender document.
3. Tender Cost: The bidder should submit the tender cost as mentioned in e-tender Document Control Sheet on online portal of Punjab Government i.e. <https://eproc.punjab.gov.in>.
4. Earnest Money Deposit (EMD): The bidder should submit the EMD as mentioned in e-tender Document Control Sheet with technical bid in online mode on <https://eproc.punjab.gov.in> portal of Punjab Government.
5. The EMD of in-eligible bidders will be returned by e-proc portal after rejection of bid and EMD of unsuccessful bidder will be returned by e-proc Portal after award of contract to successful bidder. EMD of successful bidder will be returned after deposit of security amount.
6. The bidder is to quote service charges in percentage (%) for providing services.
7. PAGREXCO may issue corrigendum to the tender documents before due date of submission of e-tender. The bidders are required to read the tender documents in conjunction with amendments, if any, issued by the competent authority. The bidder is not supposed to incorporate any amendment/errata in the body of e-tender documents either in ink or pencil. In such cases the e-tender shall not be considered, and the amendment/errata issued by the competent authority shall only hold good. The amendments/errata issued to these Documents, if any, would be uploaded on website: <https://punjabagro.gov.in> and also <https://eproc.punjab.gov.in>.
8. The competent authority reserves the right to postpone/modify and/or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from PAGREXCO.
9. VALIDITY OF BID: Bid submitted online by Bidder shall remain valid for acceptance for a period of 180 days from the date of opening of the FINANCIAL BID. Bidders shall not be entitled during the said 180 days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to PAGREXCO.
10. The e-Tender will be opened on the date and time specified in the e-tender Document Control Sheet. In the event of the date of opening of e-tender being declared a holiday by the Govt., then the e-tender will be opened on the next working day at the same time and venue.
11. PAGREXCO does not bind itself to accept lowest or any other tender. PAGREXCO further reserves its right to reject all bids and null the bidding process at any time prior to award of contract, without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
12. In case of violation of any of terms and conditions as mentioned herein, Earnest Money/Security Deposit of the tenderer(s) shall be forfeited in full.

13. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer(s) with the officials/authority to whom he shall submit the e-tender or the e-tender accepting officials/authority be for the finalization of e-tender shall render the same liable for rejection.
14. All documents of Technical Bid to be uploaded on online portal of Punjab Government i.e. <https://eproc.punjab.gov.in> shall be duly stamped and signed by the authorized signatory of the bidder.
15. Bidder shall also prepare and enclose the INDEXING of bid comprising of page numbers of documentation attached with Technical bid.
16. Each bidder shall submit only one e-Tender for the entire scope of work. Bidder who submits more than one e-tender or part tender or conditional bid will be treated as non-responsive & rejected.
17. Individual signing the e-tender or other documents connected with the contract shall indicate the full name below the signature and must specify as to in what capacity he/she is signing.
18. PAGREXCO shall make payment to the successful bidder only towards the Service Charges, Employer's Contribution towards EPF, ESI & LWF, and applicable GST, as per the terms of the contract. No other charges, expenses, fees, or payments of any nature whatsoever shall be reimbursed or paid by PAGREXCO in connection with the deployment of labour under the contract.

MODE OF SUBMISSION

1. The bidder has to submit bids on online portal of Punjab Government <https://eproc.punjab.gov.in> as per schedule mentioned in e-Tender Document Control Sheet.
2. The following documents are to be uploaded on online portal along with technical bid:
 - a) Tender Fee deposited online: the receipt of tender fee of Rs. 10,000 shall be uploaded.
 - b) Earnest Money Deposit (EMD): The bidder should submit the EMD@2% i.e. Rs. 2,60,000/- (Rs. Two Lac and Sixty Thousand Only) as mentioned in e-tender Document Control Sheet with technical bid in online mode on online portal of Punjab Government i.e. <https://eproc.punjab.gov.in>
 - c) Bidder's General Information Annexure-1 along with the documentary proof shall be uploaded.
 - d) Bidder's Eligibility Criteria Annexure-2 along with the documentary proof shall be uploaded.
 - e) Affidavit as per Annexure-4.
3. Technical bid: Technical bid will be downloaded by the Committee and will be opened as per schedule mentioned in e-tender Document Control Sheet. The documents submitted online in the technical bid will be evaluated by the Committee. The bidder(s) who do not meet the eligibility criteria will not be considered for further evaluation. It shall include the Checklist as per Annexure-2 and the required documents.

4. The Financial bid must be filled in BOQ sheet uploaded in <https://eproc.punjab.gov.in> and upload the same.
5. If bidder quotes the rates in any other form or in technical bid, the bid of that bidder will straightway be rejected.

TERMS AND CONDITIONS

1. Scope & Period of Work: Contract for providing Labour at Various Plants/ units/ farms (Hoshiarpur, Abohar, Ladhawal, Sanghol and Sirhind etc.) of PAGREXCO as per company's requirements from time to time. The contract shall initially be valid for a period of one year, extendable on a year-to-year basis, subject to satisfactory performance and mutual consent, for a maximum period of three years in total.
2. The competent authority may allot the contract in full or part to the next firms out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working bidder or otherwise it is deemed fit to do so in the public interest in order to ensure the effective availability of these services.
3. The successful bidder shall be required to execute an Agreement on stamp paper of appropriate value. The cost of stamp paper will be borne by the Successful bidder.
4. Security Deposit or Performance Security - Successful bidder shall deposit Security Deposit or Performance Security in shape of bank guarantee equal to 5% of the cost of value of contract which is mentioned in the E-tender Document Control Sheet on award of contract.
5. PAGREXCO shall have absolute right and authority for the enforcement/encashment of the bank guarantee/other security, in case of any breach of clause of the Agreement by giving prior notice.
6. A penalty @ 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of allotment letter for every fortnight or part thereof. In case the authority competent to do so finds that the grounds given by the bidder are reasonable and satisfactory, the penalty may be relaxed.
7. The decision of the competent authority with regard to determining the quality of work/services provided by the bidder shall be final and acceptable to the bidder. The bidder shall, therefore, rectify the defect so pointed out without any extra payment. The competent authority reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the bidder after giving him a notice in writing and the expenditure incurred on this account shall be recovered from the bills of the bidder or any other outstanding dues or by enforcement/encashment of any or all parts of the security/bank guarantee, as he may think proper.
8. The successful bidder shall deploy the required number of labour and immediately communicate their names, father's name, residential address, age etc. along with copy of identity proof on the same day of deployment or any change about it from time to time.
9. Age of Labour: The Labour Contractor shall ensure that no person below 18 years of age is deployed under this contract. The age and identity of every person deployed shall be duly verified by the Labour Contractor through valid documentary proof before

deployment. Any violation shall constitute a material breach of contract and may attract removal of the person, penalty, recovery of loss and/or termination of the contract, as deemed appropriate by PAGREXCO.

10. The bidder as well as the labour deployed at PAGREXCO, however, shall be bound to carry out the directions/instructions given to them in this regard by the authorized official of PAGREXCO. Any dereliction from such obligation shall be considered a breach of the terms of this contract.
11. The bidder will ensure that labour is medically fit and free from communicable disease. He shall be responsible for providing his labour the facility of timely immunization etc. and other required facilities at his own cost. The bidder at his own level will ensure the verification of the antecedents of the person to be provided, from the appropriate authority.
12. The labour so deployed shall be under the overall control and supervision of the bidder and the bidder shall be liable for payment of their wages as per stipulated rates and all other statutory dues within the stipulated time which the bidder is liable to pay as per the various Labour Regulations and other statutory provisions. PAGREXCO shall be absolved from any such liability in this regard.
13. Bidder shall endeavour to ensure that only such persons are deployed who are willing to work as per company's requirement from time to time.
14. Wages: The bidder shall pay monthly wages latest by 7th of the following month to all labour as per this tender document plus statutory charges (EPF/ESI/EDLI/LWF) and minimum wages fixed by the labour Department, Punjab. The bidder shall provide full information in respect of the wages etc. paid by him to labour so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under. Any changes may be communicated to the bidder in due course. The bidder will keep PAGREXCO informed of all such communication. The Labour Contractor may raise two invoices per month on PAGREXCO in respect of the wages and other admissible charges relating to the deployed labour, along with all requisite supporting documents and records.
15. The labour shall strictly refrain from carrying, consuming, or being under the influence of cigarettes, pan masala, tobacco, alcohol, or any other kind of intoxicant within the factory premises or workplace.
16. The bidder shall be responsible for fulfilling all these obligations towards the labour deployed under the Minimum Wages Act, ESI Act, Bonus Act, and other relevant Acts as applicable and amended from time to time.
17. PF/ESI and Statutory Compliance: The bidder shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF/EDLI/LWF with the concerned department/authorities at his own level and maintenance of such record as per rules. He will also arrange to open such EPF/ESI/EDLI account of all the labour deployed by him. The Labour Contractor shall ensure that all labour deployed under this contract are duly registered/enrolled under EPF/PF, ESI, EDLI, LWF and other applicable social-security schemes before entering the factory/farm/nursery premises and that all employee's and employer's contributions are correctly deducted and deposited within the prescribed statutory time. Existing UAN/ESI Insurance Numbers shall be used

wherever available. The Labour Contractor shall furnish attendance, wage records, statutory challans/ECR/returns and other proof of compliance along with the monthly bill or as and when required by PAGREXCO. In case of failure on the part of bidder to deposit EPF/ESI/EDLI/LWF with the concerned authorities within the stipulated period, the bidder shall be liable to pay penalty so imposed by such authority.

18. Default in PF/ESI Deposit – Withholding and Penalty: In the event of delay or failure by the Labour Contractor to deposit any statutory contribution towards EPF/PF, ESI, EDLI, LWF or other applicable statutory dues within the prescribed time, PAGREXCO shall be entitled to withhold the corresponding amount from the pending bills until satisfactory proof of deposit is furnished. Any interest, damages, penalty or other liability imposed by the statutory authority due to such default shall be borne exclusively by the Labour Contractor and shall not be reimbursed by PAGREXCO. In addition, for each such default, PAGREXCO may levy a contractual penalty of 0.5% of the delayed/non-deposited statutory contribution for every month or part thereof of delay, subject to a maximum of 10% of such contribution. Repeated/deliberate default, failure to rectify the default or submission of false/fabricated proof shall constitute a material breach and may result in recovery from the Performance Security, termination of contract and/or blacklisting/debarment, in accordance with applicable law and procurement rules.
19. The bidder will pay EPF/ESI/EDLI/LWF to all his labour as per statutory provisions prevailing from time to time, which will be reimbursed to him by PAGREXCO. However, no reimbursement of any penalties shall be made.
20. Payment of Wages through Bank Account: No payment of wages to the deployed labour shall be made in cash. The labour contractor shall ensure that 100% of wages/salary are paid directly into the respective bank accounts of the labour through a traceable banking channel. The labour contractor shall submit proof of direct transfer in the account of labour along with submission of invoice. The bidder will furnish the proof of payment of wages and the deposit of such contributions to the appropriate authority. PAGREXCO will reimburse the payment made by successful bidder to Labour deployed at various plants of PAGREXCO.
21. The bidder shall confirm to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction of TDS as per provision of the Income Tax Act, every month. Apart from this the bidder shall pay GST/any other tax/cess etc as applicable from time to time, if any.
22. Any obligation or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the bidder at his own expenses etc. The bidder shall be solely liable for violation of any provisions of the said Act or any other Act.
23. The bidder shall take all reasonable precautions to prevent any unlawful acts or disorderly conduct of his labour so deployed and for the prevailing of peace and protection of persons and property of PAGREXCO.
24. In case any of the persons so deployed by the bidder does not come up to the mark or performs his duties unsatisfactorily or indulges in any unlawful acts or disorderly conduct or indiscipline, the bidder shall take suitable action against such person on the direction of

the competent authority of PAGREXCO including lodging of an FIR against the person deployed.

25. In case of any complaint/defect pointed out by the competent authority of PAGREXCO, the bidder shall immediately replace the particular person so deployed.
26. The bidder shall deploy his labour in such a way that there is no breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour (Regulation & Abolition) Act 1970 as amended from time to time. If bidder commits a breach of the law to furnish any information, he shall be responsible to the concerned authority for the same.
27. The bidder shall keep the assets of PAGREXCO indemnified against all the loss caused to PAGREXCO's property/data by way of theft, mishandling or otherwise and the claims whatsoever in respect of the labour deployed by the bidder at various points. He shall be responsible for paying the amount of any loss caused to PAGREXCO's property by the labour.
28. PAGREXCO shall have further right to adjust or readjust or deduct any of the amounts aforesaid from the payment to be made to the bidder under this contract or out of the security deposits/bank guarantee of the bidder.
29. In order to ensure timely payment of wages to the labour, monthly wages bill shall be raised by the Bidder and submitted to the respective Plant Admin/HR/Incharge on the basis of original attendance not later than 10th of each month.
30. In case of deficiency in services by the bidder or labour so deployed or in the case of disobedience by the labour so deployed on duty, the authorized official from PAGREXCO shall be at liberty to impose penalty as may be deemed fit up to a maximum of Rs. 10,000/- or the value of loss suffered by PAGREXCO whichever is higher, for each such occasion after giving him an opportunity of being heard in person. The decision of the competent authority shall be final and binding on the bidder.
31. Event of default: The Agreement with Successful Bidder/Labour Contractor may be terminated in either of the following situations:
 - a) On the expiry of the contract period.
 - b) For committing breach of any of the terms and conditions of the Contract/Agreement by the Successful Bidder/Labour Contractor.
 - c) Providing unsuitable labour by the Successful Bidder/Labour Contractor.
 - d) Acts of disobedience committed by the labour so deployed by Successful Bidder/Labour Contractor is not satisfactory and Successful Bidder/Labour Contractor has not replaced such labour for continuous period of three days.
 - e) Assignment of either full Agreement/Contract or any part thereof to the third party.
 - f) Assignment of any benefit or interest in the Agreement/contract by the Successful Bidder/Labour Contractor to any third person or sub-letting the full or a part of the contract to any third party.
 - g) The Successful Bidder/Labour Contractor being declared insolvent by the Competent Court of Law.

32. The Successful Bidder/Labour Contractor makes defaults in making disbursement of wages to labour or default in making statutory payments like EPF, ESI, LWF & GST to concerned authorities, for the continuous period of three months, the agreement may be terminated on completion of such three months after serving of 2 days' notice. Provided that during the notice period for termination of the contract due to the event of default mentioned above, the Successful bidder/Labour Contractor shall keep on discharging his duties as before till his services are terminated.

33. Termination of Agreement and Blacklisting:

- a) The Agreement/Contract will be initially for a period of one (1) year from the date of signing of agreement. The Agreement/Contract can be extendable with the mutual consent of both the parties for a further period of one (1) year subject to satisfactory performance on the part of Successful bidder/Labour Contractor.
- b) PAGREXCO may take such action as it may deem fit by giving 15 days' notice in case of event of default. Such notice will specify the event of default for which the notice is served. If the event of default is rectified within the notice period, then notice will be withdrawn by PAGREXCO. If the event of default is not rectified within a period of 15 days from the date of Notice, then PAGREXCO reserves the right to terminate the agreement/contract and Performance Security submitted by Successful Bidder/Labour Contractor will be forfeited. For every event of default PAGREXCO will have the right to issue the notice.
- c) Notice of three (3) months is mandatory by bidder in case of termination of contract by successful bidder. In case of termination of agreement by Successful Bidder/Labour Contractor without written notice, PAGREXCO shall have the right to forfeit the Performance Security submitted by Successful Bidder/Labour Contractor.
- d) The Successful Bidder/Labour Contractor has right to prefer an appeal against such blacklisting to competent authority of PAGREXCO within a period of 21 days from the date of such blacklisting. Competent authority will dispose of such appeal within the period of 30 days from the date of such appeal.

34. All the conditions mentioned in the tender document are deemed to be accepted as part of the agreement to be signed with Successful Bidder/Labour Contractor. All the forms, annexure, documents formats etc. as submitted to the Successful Bidder/Labour Contractor will form part of the Agreement to be signed with Successful Bidder/Labour Contractor.

35. Force Majeure Clause: A party to agreement/contract (to be signed between PAGREXCO and Successful Bidder/Labour Contractor) who becomes aware of a Force Majeure event which gives rise to, or which is likely to give rise to, any failure of delay in performing its obligation under this agreement, will -

- a) Forthwith notify the other within a period of 30 days from such Force Majeure event, and
- b) Inform the other of the period for which is estimated that such failure or delay will continue.
- c) A party may also be obliged to mitigate the effect of the event. The affected party will take reasonable steps to mitigate the effects of the force majeure event.

- d) PAGREXCO will be the final authority to decide regarding the force majeure event and interpretation of terms and conditions of agreement in case of any ambiguity.
36. In case of any dispute as to interpretation of provisions of this contract, the interpretation as per the bid document published by PAGREXCO shall be final.
37. In the event of any provision of this contract being held as invalid or unenforceable under the applicable laws, the remaining provisions of this contract shall remain in full force and effect.
38. In the event of exigencies arising due to the death, infirmity, insolvency of the bidder or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the competent authority may further deem fit in public interest, namely: (a) Legal heirs in case of sole partnership; (b) Next partners in case of company or firm. Otherwise the competent authority shall reserve the right to settle the matter according to the circumstances of the case, as he may think proper, including revocation of the contract.
39. Mere empanelment of bidder does not entitle it for securing any work from PAGREXCO. It is clarified that mere empanelment of bidder shall not mean that PAGREXCO is obliged to outsource any service to the bidder and the bidder shall have no right to claim anything on this account. It shall be sole discretion of PAGREXCO whether it wants to outsource any service or not.
40. The person deployed by the Bidder shall be removed immediately if PAGREXCO considers such removal necessary on administrative grounds. In case of removal of such person no claim shall be maintainable against PAGREXCO.
41. Duration of contract shall be one year, subject to annual review by the authorized officials of PAGREXCO. In case the performance of the bidder is not found to be satisfactory as per parameters of contract or not in conformity with the terms & conditions of the agreement, the contract can be terminated even prematurely and the security deposit shall be forfeited. The contract will stand terminated without any prior notice on the expiry of contract period. Contract may further be extended on yearly basis on same terms & conditions and rates at the sole discretion of the competent authority.
42. If PAGREXCO incurs any expenses or any liability is put on them in connection with the deployment of the Personnel of Bidder, the same shall be adjusted from the bill of Bidder.
43. The bidder shall undertake, at their own expense to the satisfaction of PAGREXCO, a continual updating of skills and procedures followed by the personnel employed by organizing suitable training programs for them from time to time.
44. Accident, Medical Treatment and Compensation: The Labour Contractor shall be responsible for the safety and medical welfare of the labour deployed by it, and for all injuries and accidents to persons employed by them while on duty. In the event of any accident, injury, illness or medical emergency involving such labour during or in connection with the performance of duty, the Labour Contractor shall immediately arrange necessary first aid, ambulance/transportation, hospitalisation and medical treatment, as applicable. Where ESI or any other statutory social-security/insurance scheme is applicable, the Labour Contractor shall ensure timely reporting and availment of all benefits available to the worker. Where such coverage is not applicable or is unavailable due to any default attributable to the Labour Contractor, the Labour Contractor shall bear

the treatment expenses and statutory liabilities to the extent legally applicable. Any emergency medical expenditure incurred by PAGREXCO on behalf of such labour, which is legally recoverable from the Labour Contractor, shall be reimbursed by the Labour Contractor and may be recovered from its pending bills or Performance Security. The Labour Contractor shall promptly report every serious accident, hospitalisation, permanent disablement or death to PAGREXCO and comply with all statutory reporting and compensation requirements. The Labour Contractor shall indemnify and keep indemnified PAGREXCO against all legally recoverable claims, liabilities, compensation, expenses, interest, damages and penalties arising from its failure to comply with its obligations in respect of the labour deployed by it.

45. The Courts at Chandigarh only shall have the jurisdiction for the purpose of this agreement.

46. Arbitration and Jurisdiction:

- a) In case of any dispute arising between the Successful Bidder/Labour Contractor and PAGREXCO the same shall be first taken up for discussion.
- b) In the event that the Successful Bidder/Labour Contractor and PAGREXCO are unable to resolve the dispute the parties shall submit the dispute for arbitration to the sole arbitrator appointed in accordance with the Arbitration and Conciliation Act, 1996.
- c) Any legal proceedings arising between Successful Bidder/Labour Contractor and PAGREXCO if it is must, shall be subject to the Jurisdiction of Courts at Chandigarh only including the Arbitration case.

47. The terms of Punjab Transparency and Punjab Procurement Rule 2022 will be applicable.

48. Workmen Compensation Insurance: The labour contractor shall obtain and maintain a workmen Compensation Insurance Policy (Floater Policy) covering minimum **425** labour deployed at PAGREXCO, as per the applicable statutory requirements, covering all six locations. The policy shall remain valid throughout the contract period. Maximum deployed labour at all the locations for the year from 01.12.2026 to 30.11.2027 should be taken as the basis for the cover. The above number shall be revised and the WCC renewed in case the contract with the labour contractor is extended. Further, if the labour deployed is increased during the year, the labour contractor has to increase the cover within 2 working days after information is sent by the Company. Failing this, PAGREXCO reserves the right to terminate the contract or impose a penalty of 1% of the value of the contract, and in case any claim arises that is not covered due to the labour contractor's default, the same shall be fully borne by the labour contractor to the extent of the value of benefits that would otherwise have been available to the labour.

49. Designated Executive/Single Point of Contact (SPOC) for Labour Compliance and Coordination: The Labour Contractor shall designate at least one Executive/authorized representative, stationed at the Labour Contractor's office, who shall act as the single point of contact (SPOC) for PAGREXCO in respect of all labour deployed by the Labour Contractor at the various locations of PAGREXCO. The designated Executive shall be responsible for day-to-day coordination and communication with PAGREXCO and shall facilitate and ensure timely compliance by the Labour Contractor in respect of all statutory and labour-law requirements relating to the deployed workers, including, but not limited to, addition/deletion of workers, PF, ESI, statutory registrations, generation/updation of

UAN/ESI details, submission of statutory returns, maintenance and furnishing of records, and other applicable labour-law compliances. The designated Executive shall be readily accessible to the HR/Admin/authorized officers of PAGREXCO posted at different locations for verification, clarification and confirmation of the statutory compliance status of the workers deployed at such locations, including confirmation of PF/ESI registration, contribution, UAN/ESI details and other related records, and shall coordinate with the concerned officers of PAGREXCO for deployment, replacement, addition or withdrawal of workers and resolution of day-to-day administrative and compliance-related issues.

50. The Labour Contractor shall ensure that the designated Executive/SPOC (along with an alternate, if required) shall be stationed at contractor's office located within the Chandigarh Tricity (Chandigarh, Mohali, or Panchkula) or at any other location within a maximum distance of 25 km from the Head Office of PAGREXCO at Sector 28-A, Chandigarh, and shall be readily available to PAGREXCO during normal working hours, and on a round-the-clock basis (including nights, Sundays, and holidays) during the seasonal/processing period when the plant operates 24 hours and provides prompt assistance, information and documentary evidence sought by PAGREXCO.
51. The Labour Contractor shall intimate PAGREXCO in writing of the name, designation, contact number and email address of the designated Executive and shall promptly notify PAGREXCO of any change in the designated representative. The designated Executive shall be a representative of the Labour Contractor and shall not be construed as an employee or representative of PAGREXCO.
52. Local Availability of Designated Executive/SPOC: The designated Executive/SPOC referred to above shall be stationed at the Labour Contractor's office located within the Chandigarh Tricity (Chandigarh, Mohali or Panchkula) or at any other location within a maximum distance of 25 km from the Head Office of PAGREXCO situated at Sector 28-A, Chandigarh, and shall attend the Head Office of PAGREXCO as and when called upon for any matter relating to the contract, including deployment/addition/deletion of labour, wage payment, PF/ESI, statutory registrations and compliances, documentation, records and other day-to-day coordination requirements. The bidder shall furnish, along with the bid, an undertaking to provide and maintain such local availability of the designated Executive/SPOC throughout the contract period. The name, designation, contact number and email address of the designated Executive/SPOC shall be furnished to PAGREXCO upon award of the contract. The requirement of local availability shall be a mandatory condition of the contract.
53. Working Capital Requirement: Since the Labour Contractor shall be required to make timely payment of wages and applicable statutory dues to the labour deployed under the contract from its own funds before raising/receiving payment against the corresponding invoices from PAGREXCO, the bidder shall have adequate working capital to meet such obligations. The bidder shall have available for this contract a minimum working capital of approximately Rs. 25 Lakh (Rs. Twenty-Five Lakh Only). The bidder shall submit, along with its bid, a Working Capital Certificate issued by a Chartered Accountant, certifying the working capital available to the bidder as per the latest audited financial statements, clearly indicating the amount of working capital as on the date of the latest audited financial statements.

Annexure-1

Bidder's General Information

Bidder should fill the following information and attach the self-attested photocopies of supporting documents:

S No.	Particulars	Details to be filled by bidder
1	Name of Bidder	
2	Number of Years in Operation	
3	Registered Address	
4	Operational Address (if different from above)	
5	PAN No.:	
6	GSTIN No.:	
7	Telephone No. (Landline)	
8	Mobile No.	
9	Official Email Address:	
10	Name and Address of Brand (if any)	
11	Type of Organization (whether Private Limited/ Partnership/ Sole Proprietor/ HUF) as per attached proof	
12	Name of Proprietor/ Partners/ Designated Partners/ Directors of the Organization/ Firm	
13	Address of the bidder's office in Punjab.	
14	Address of the bidder's Local/ Registered Office at Chandigarh/ Panchkula/ Mohali/ (if any) along with proof or Address of the bidder's Local/ Registered Office within 25 km of PAGREXCO Head Office, Sector 28-A, Chandigarh, if outside Tricity (Yes/No, with distance).	

(Signature of Bidder with seal)

Annexure-2
Bidder's Eligibility Criteria

S.No.	Description	Confirmation (Yes/No)	Proof Attached at Page No.
1)	The bidder must have rendered services for a minimum of atleast 03 years either as a Sole Proprietor/Partnership Firm/HUF/Company/LLP. The Bidders should provide a copy of their Registration Certificate as under: (a) In case of Partnership firm - Copy of Partnership Deed or If Registered, Certificate of Registration. (b) In case of Company/LLP - Copy of Registration certificate. (c) In case of Sole Proprietorship - Copy of PAN Card of Proprietor. (d) In case of HUF - Copy of PAN Card of Karta of HUF.		
2)	Bidder must have a valid GST Number. A copy of GST Registration Certificate should be attached.		
3)	Bidder must have a valid PAN Number. A copy of PAN Number should be attached.		
4)	Bidder should have a valid Labour Licence/Registration from the competent licensing authority under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, covering a minimum deployment of 250 workers/labourers, as applicable under the prevailing statutory provisions. A copy of the licence should be attached. (in any state)		
5)	The bidder should have been registered with the Provident Fund and Employees State Insurance. A copy of Registration Document issued from the Provident Fund authorities and Employees State Insurance should be attached.		
6)	The tender should be signed by the authorized signatory of the bidder. Complete name, address, mobile/telephone number & email Id and specimen signatures of the authorized signatory be provided. The letter of authorization should be on the letterhead of the bidder and should be signed by a person with the proper authority to sign documents that are binding on the bidder: a) In case of sole proprietor, tender should be signed by Sole Proprietor. b) In case of HUF, tender should be signed by Karta of HUF. c) In case of Partnership Firm/LLP: The letter of authorization should be on the letterhead of the Partnership Firm/LLP and should be signed by all the partners. d) In case of Company: A copy of Resolution of Board of Directors specifying the Authorized Signatory alongwith the authorization letter on the letterhead of the Company.		
7)	The Bidder should submit the no dues cum satisfactory performance Certificate from his previous 3 clients to which		

	the labour services were provided during any of the last 3 financial years.		
8)	Bidder must have average annual turnover of not less than Rs. 2.50 crore in similar business, in any 3 (three) out of the preceding 4 (four) financial years, viz. 2022-23, 2023-24, 2024-25 and 2025-26, from one or more completed works. The turnover of the bidder should be authenticated by practicing CA/CS with his UDIN.		
9)	The Bidder should submit a Solvency Certificate worth ₹35 Lakhs issued by any of the commercial/ Nationalized Bank.		
10)	Working Capital Requirement: The bidder shall have a minimum working capital of approximately Rs. 25 Lakh (Rs. Twenty-Five Lakh Only) available for deployment on this contract. The bidder shall submit, along with its bid, a Working Capital Certificate issued by a Chartered Accountant, certifying the working capital available as per the latest audited financial statements.		
11)	The Tender of the Bidder who has been black listed due to any reason by Central Government or any State Government or any other organization will not be entertained. An affidavit on the non-judicial stamp paper of required value of Rs. 25/- in Annexure 4 of this tender will be given by the Bidder. The Tender of such Bidder will be rejected as and when it comes into the notice of PAGREXCO. And, in case of time loss to PAGREXCO owing to representation of wrong information by such a Bidder, the loss occurred shall be recoverable from any pending/releasable payment, earnest money and security deposits etc. of such Tenderer(s) as deemed fit by the Competent Authority.		
12)	The Bidder should not have any dispute/litigation of any type with any of its labour or any of its previous clients for withholding of payment, in part or in full, to be made to EPF/ESI/LWF or both in respect of its labour (employed by him or provided to its clients) or any other statutory dues under EPF/ESI/LWF authorities.		
13)	The bidder shall provide along with the address of office in Punjab with any valid proof.		
14)	The bidder shall provide along with the bid the address of Local/ Registered Office at Chandigarh/ Panchkula/ Mohali/ (if any) along with proof or Address of the bidder's Local/ Registered Office within 25 km of PAGREXCO Head Office, Sector 28-A, Chandigarh, if outside Tricity with any valid proof.		
15)	The bidder shall submit, along with the bid, an undertaking to obtain and maintain a Workmen Compensation Insurance Policy (Floater Policy) covering the maximum 450 number of labour that may be deployed at PAGREXCO (all six locations) as per the applicable		

	statutory requirements, and to revise the cover and renew the WCC in case the contract is extended or the deployed labour strength increases (within 2 working days of intimation by the Company). (Annexure-5)		
16)	The bidder shall submit, along with the bid, an undertaking to designate at least one Executive/authorised representative as Single Point of Contact (SPOC), stationed at the Labour Contractor's office within the Chandigarh Tricity (Chandigarh, Mohali or Panchkula) or at any other location within a maximum distance of 25 km from PAGREXCO's Head Office at Sector 28-A, Chandigarh, for coordination of all labour-compliance matters. This shall be a mandatory condition of the contract. (Annexure-6)		
17)	The bidder shall submit an undertaking that no person below 18 years of age shall be deployed under this contract, and that the age and identity of every person deployed shall be duly verified through valid documentary proof before deployment. (Annexure-7)		
18)	The bidder shall submit an undertaking for having an adequate financial capacity and working capital to meet obligations under the contract, including timely payment of wages and applicable statutory dues to the labour/workmen deployed under the contract from their own funds before receipt of corresponding payments from PAGREXCO (Annexure-8)		
17	The bidder shall submit an undertaking to deploy the required labour in accordance with the tender and shall comply with all applicable statutory and contractual requirements relating to such labour, including applying for the labour license in Punjab immediately after the award of contract for minimum 250 workers, which shall be increased as per the increase in deployment of labour in future. (Annexure-9)		

Note: Enclose copies of the relevant documents.

Date:

Signature and Seal of Bidder

Annexure-3
Format of the Financial Bid
Punjab Agri Export Corporation Limited

Financial Bid

Name of the Bidder: _____

Address & Contact of the Bidder: _____

S. No.	Particulars	Rate quoted in (%) (Exclusive of all taxes)
1	Service Charges on wages	

(Signature of Bidder)

With sealed stamp

Annexure-4

AFFIDAVIT-CUM-UNDERTAKING

(To be furnished by the bidder along with the bid on non-judicial stamp paper of Rs. 25/-)

I/We, _____, son/daughter/wife of
_____, being the Proprietor/Partner/Designated
Partner/Director/Authorised Signatory of M/s _____, having
its registered office at _____, do
hereby solemnly affirm and declare as under:

(a) I/We have carefully read and understood the complete tender document, including all terms, conditions, specifications, annexures and requirements, and agree to abide by the same.

(b) I/We confirm that I/We am/are duly authorised to submit the bid and make this declaration on behalf of the bidder.

(c) The bidder has not been blacklisted, debarred or declared ineligible by the Central Government, any State Government, any Government Department/Agency, Board, Corporation, Public Sector Undertaking or other Government/Statutory organisation as on the date of submission of the bid.

(d) The bidder has not been involved in any dispute or litigation of any kind with any of its labour/workmen or previous clients concerning withholding, non-payment or short payment of EPF/PF, ESI, LWF or other statutory dues payable in respect of its labour/workmen.

(e) I/We undertake that, if awarded the contract, the bidder shall deploy the required labour in accordance with the tender and shall comply with all applicable statutory and contractual requirements relating to such labour, including applying for the labour license in Punjab immediately after the award of contract for minimum 250 workers, which shall be increased as per the increase in deployment of labour in future.

(f) I/We undertake that no person below 18 years of age shall be deployed under the contract and that the age and identity of every person deployed shall be verified through valid documentary proof before deployment.

(g) I/We undertake that the bidder shall make timely payment of wages and statutory dues relating to the deployed labour/workmen and shall furnish documentary proof of such payment/compliance whenever required by PAGREXCO.

(h) I/We confirm that no condition, deviation, qualification or exception has been included in the bid contrary to the tender requirements, except those expressly permitted in the tender document.

(i) I/We understand that any false, misleading or materially incorrect declaration or suppression of material information may result in rejection of the bid and/or termination of the contract, without prejudice to PAGREXCO's other rights and remedies, including forfeiture/recovery and blacklisting/debarment in accordance with applicable rules.

VERIFICATION

I/We, _____, do hereby verify that the contents of the above affidavit-cum-undertaking are true and correct to the best of my/our knowledge and belief and that no material fact has been concealed therefrom.

Signature: _____

Name: _____

Designation: _____

Name of Bidder/Firm: _____

Seal: _____

Date: _____ Place: _____

Witnesses:

1. Signature: _____

Name& Address: _____

2. Signature: _____

Name& Address: _____

Annexure-5
UNDERTAKING FOR WORKMEN COMPENSATION INSURANCE

UNDERTAKING
(On the letterhead of the Bidder)

To,
Tender Inviting Authority
PAGREXCO

Subject: Undertaking regarding Workmen Compensation Insurance Policy (Floater Policy)

I/We, [-----], having its registered office at -----
-----, being the bidder for the above-referenced tender, do hereby solemnly affirm and undertake as follows:

1. That in the event the contract is awarded to us, we shall obtain a valid Workmen Compensation Insurance Policy (Floater Policy) covering a maximum of 450 (Four Hundred Fifty) labourers proposed to be deployed at PAGREXCO across all six (6) locations, in accordance with the applicable statutory requirements under the Employees' Compensation Act, 1923 (and any other applicable law), prior to commencement of work/deployment of labour.
2. That the said Workmen Compensation Insurance Policy shall be maintained in full force and effect throughout the currency of the contract, including any extension(s) thereof, without any break or lapse in coverage.
3. That in case the contract period is extended by PAGREXCO, or the strength of deployed labour is increased beyond the covered number at any point during the contract, we shall revise/enhance the insurance cover and renew the Workmen Compensation Insurance Policy accordingly, within 2 (two) working days of receipt of intimation from the Company in this regard.
4. That we shall submit a copy of the valid Workmen Compensation Insurance Policy, and subsequently all renewed/revised policies, to PAGREXCO as and when required.
5. That in the event of any failure on our part to obtain, maintain, revise, or renew the said policy as undertaken above, we shall be liable for all consequences thereof, including but not limited to any statutory liability, compensation claims, penalties, or action as

PAGREXCO may deem fit, including forfeiture of EMD/Security Deposit and/or termination of contract.

This undertaking is submitted in good faith and forms an integral part of our bid.

Yours faithfully,

For _____

Signature: _____

Name: _____

Designation: _____

Seal/Stamp:

Date: _____

Place: _____

Annexure-6

UNDERTAKING FOR DESIGNATED EXECUTIVE / SINGLE POINT OF CONTACT (SPOC)

(To be submitted on the letterhead of the bidder along with the bid)

I/We, M/s _____, hereby undertake that, if awarded the contract, we shall designate at least one Executive/authorised representative as the Single Point of Contact (SPOC) for PAGREXCO in respect of all labour deployed by us at the various PAGREXCO locations.

I/We undertake that the designated Executive/SPOC (along with an alternate, if required) shall be stationed at our office located within the Chandigarh Tricity (Chandigarh, Mohali, or Panchkula) or at any other location within a maximum distance of 25 km from the Head Office of PAGREXCO at Sector 28-A, Chandigarh, and shall be readily available to PAGREXCO during normal working hours, and on a round-the-clock basis (including nights, Sundays, and holidays) during the seasonal/processing period when the plant operates 24 hours.

The designated Executive/SPOC shall attend the PAGREXCO Head Office as and when called upon and shall coordinate matters relating to deployment/addition/deletion of labour, wage payment, PF/ESI, statutory registrations and compliances, records, documentation and other day-to-day requirements.

I/We undertake to maintain such local availability throughout the contract period and to promptly intimate PAGREXCO of the name, designation, contact number, email address and any subsequent change in the designated Executive/SPOC.

Signature: _____

Name: _____

Designation: _____

Name of Bidder/Firm: _____

Seal: _____

Date: _____ Place: _____

Annexure-7

UNDERTAKING REGARDING AGE AND IDENTITY OF DEPLOYED LABOUR

(To be submitted on the letterhead of the bidder along with the bid)

I/We, M/s _____, hereby undertake that no person below 18 years of age shall be deployed by us under the contract with PAGREXCO.

I/We further undertake that the age and identity of every person proposed to be deployed shall be duly verified through valid documentary proof before deployment and that appropriate records of such verification shall be maintained and furnished to PAGREXCO whenever required.

I/We understand that deployment of any person below 18 years of age shall constitute a material breach of the tender/contract and shall invite action as per the terms of the tender and applicable law.

Signature: _____

Name: _____

Designation: _____

Name of Bidder/Firm: _____

Seal: _____

Date: _____

Place: _____

Annexure-8

UNDERTAKING REGARDING WORKING CAPITAL

(To be submitted on the letterhead of the bidder along with the bid)

I/We, M/s _____, hereby confirm that we have adequate financial capacity and working capital to meet our obligations under the contract, including timely payment of wages and applicable statutory dues to the labour/workmen deployed under the contract from our own funds before receipt of corresponding payments from PAGREXCO.

I/We further confirm that the working capital available to us for this contract meets the minimum requirement prescribed in the tender and that the Working Capital Certificate issued by a Chartered Accountant, as required under the tender, is enclosed with our bid.

Signature: _____

Name: _____

Designation: _____

Name of Bidder/Firm: _____

Seal: _____

Date: _____

Place: _____

Annexure–9

UNDERTAKING FOR DEPLOYMENT OF LABOUR AND COMPLIANCE WITH LABOUR REQUIREMENTS

(To be submitted on the letterhead of the bidder along with the bid)

I/We, M/s _____, having its registered office at _____, being the bidder for the tender floated by Punjab Agri Export Corporation Limited (PAGREXCO), hereby undertake and confirm that:

1. I/We shall deploy the required number of labour/workers in accordance with the requirements and terms & conditions of the tender.
2. I/We shall comply with all applicable statutory, labour and contractual requirements in respect of the labour deployed under the contract.
3. I/We undertake to apply for and obtain the required Labour License in the State of Punjab immediately after award of the contract, for a minimum deployment of 250 workers.
4. In case the deployment of labour is increased during the contract period, I/We shall ensure that the Labour License is suitably increased/updated to cover the additional number of workers deployed, as required under applicable laws.
5. I/We shall remain responsible for ensuring compliance with all applicable statutory requirements relating to the labour deployed throughout the contract period.

I/We hereby confirm that the above undertaking is true and binding upon us and shall be complied with in letter and spirit.

Place: _____

Date: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm/Company: _____

Seal: _____