

# **THE HARYANA BUILDING & OTHER CONSTRUCTION WORKERS WELFARE BOARD**

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## **EXPRESSION OF INTEREST**

Expression of interest is invited from reputed registered organizations such as N.G.O/Firms/Companies having three years' experience in labour welfare, social work, survey, registration of workers/public in any field. Preference will be given to those NGOs/Societies etc which will be having experience of registration of workers.

### **1. BACKGROUND**

With the object to provide safety, health and welfare measures for the building and other construction workers, which is most vulnerable segment of the unorganized labour sector in India after agriculture, The Central Government has enacted the legislation, namely-**"The Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996"**.

Further, the State Government under the said Act, has also framed the rules namely, **"The Haryana Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Rules, 2005"** as notified on 29.3.2005.

Under section 18 of above stated Act, the State Government constituted the Board, namely, **"Haryana Building and Other Construction Workers Welfare Board"** on 2.11.2006 under the Chairmanship of Hon'ble Labour Minister comprising representative of employers and workers in equal numbers. Further details regarding Building and Other Construction Workers Welfare Board can also be seen/ downloaded from our website [www.hrlabour.org](http://www.hrlabour.org) or [www.hrylabour.gov.in](http://www.hrylabour.gov.in).

### **2. OBJECT & PURPOSE**

With the on going infrastructure development, a large number of workers are engaged in the construction activities in the State. The aim of the Board is to register all these workers so that they may be able to receive benefits of various welfare schemes being run by the Board.

### **3. SCOPE & RESPONSIBILITY**

**(a) The selected N.G.O. Firm/Society/Company will perform the following services:**

1. To set-up registration centres for registration of workers in urban as well as in rural areas. To identify the construction workers and get them registered through Registering Officers of the Labour Department and to provide identity cards to all registered workers under the signatures of Registering Officers of the circle and also create a data base of the construction workers.

2. To assist the insurance company in issuing smart cards to the registered construction workers to avail the medical facility under the Health Insurance Plan on the pattern of RSBY on the basis of Identity Cards
3. To assist the registered workers in availing the benefits of all welfare schemes being run by the Board by filling the claim forms.
4. Publicize the welfare schemes of the Board by holding camps/seminars at various sites to create awareness amongst the workers about the welfare schemes
5. To set up crèches for the children of registered workers accommodating 25-30 children below the age of 6 years
6. Periodical medical check-up of children coming to crèches and also serve eatable/food under supervision/charge of a qualified and well trained woman in the care of infants.
7. Proper record/Register in respect of each service(s) shall be maintained by the NGOs/Firms/Societies etc.
8. To organize Safety Camps/Safety Workshops with the help of safety experts in Private Sector and create awareness among the construction workers regarding safety measures at work sites.

#### **4. ELIGIBILITY**

##### **The following would be the eligible to apply:-**

1. The Organization must be registered under the relevant Act as charitable or welfare or literacy, educational, social, cultural promotion etc. with non profiteering objectives. Firms/Companies/Societies must be registered under relevant laws.
2. The Organization must have a minimum experience of three year working on the project/job of similar nature.
3. Organization must have its office at District Headquarters. No charges with regard to rented building/office in the form of rent/electricity/vehicles etc. shall be paid by the Board.
4. Organization should have sufficient financial/human/ infrastructure/ resources to run such kind of project for the welfare of the Labour and their dependent children.
5. The organization, which has been black listed by any Government/ Board/ Corporation, need not apply.

#### **5. HOW TO APPLY**

- Technical Bid in Annexure – ‘A’ and Financial Bid in Annexure- ‘B’ will be given in 2 separate envelopes complete in all respects in sealed clear mentioning on cover “technical bid” or “financial bid”. It should reach to the Secretary, Haryana Building and Other Construction Workers Welfare Board, Labour Department, Haryana, 30-Bays Building, 1<sup>st</sup> Floor, Sector 17-B, Chandigarh, Tel.:2770081 Fax:2701266 upto 15.07.2011. Incomplete bids/documents will be rejected straight way.
- **The agency should quote rates for all proposed activities collectively as well as individually. Activities from A to F will be treated as one activity.**

## **6. PROCEDURE FOR SELECTION**

- (i) The applications received will be opened by giving advance notice to the organizations by a three members Committee, constituted by the Secretary of Haryana Building & Other Construction Workers' Welfare Board.
- (ii) The selection of organization will be sole discretion of the Board.
- (iii) An M.O.U. will be signed between Building & Other Construction Workers' Welfare Board and the selected organization, which will specify in detail the roles and responsibility of the parties.

## **7. MAINTENANCE OF ACCOUNTS AND AUDITING**

The organization will be required to maintain proper accounts of the expenditure by a duly appointed Accountant of the NGO/Company. The accounts of the project will be audited by a duly appointed chartered accountant (to be appointed by the Board) on quarterly basis in case of advance, if given.

## **8. MONITORING & SUPERVISION**

A Committee of officers of the Department as well as Board will monitor and supervise the work. The Committee will be formed by Secretary of the Board.

## **9. TERMS AND CONDITIONS OF THE PROJECT**

- 1. No advance will be released to the NGOs/Firms/Companies/ Societies etc. The payment will be made only against the work done by the NGOs/Firms/Societies etc. against their bills dully verified by the concerned registering officer.
- 2. The documents signed by duly authorized signatory only shall be accepted.
- 3. The Organization shall not entrust the implementation of the approved project to any other Organization.
- 4. Any tax liability in respect of payment to be received by the Organization under the scheme will be the responsibility of the Organization.
- 5. The cost of preparing proposal and of negotiating a contract including visits to the office shall not be reimbursable to the Organization.
- 7. Organization shall be bound by the directions given from time to time by the Competent Authority.

## **10. DURATION**

The duration of the Project shall be one year from the commencement of the project initially and subsequently extension on year to year basis might be given by the competent authority after reviewing the Project performance. The competent authority reserves the right to withdraw the project at any time, if the Organization/voluntary agency is found not adhering to the object and purpose/Terms and conditions on account of misrepresentation or fraud.

**Secretary, Haryana Building and  
Other Construction Workers'  
Welfare Board**

**THE FORMAT FOR TECHNICAL BID**

From:

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\_\_\_\_\_  
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To

The Secretary,  
Haryana Building & Other Construction Workers' Welfare Board,  
Labour Department, Haryana,  
30 Bays Building, 1st Floor, Sector 17-B,  
Chandigarh-160 017

**A. Profile of the Organization**

1. Name of the Organization .....
2. Address.....Street .....  
Village.....District.....  
State..... Pin.....
3. Phone No.....Fax No.....(with STD code)  
Mobile No.....of the Head of Organization.
4. Registration Number & Date of registration .....
5. Place of Registration .....(enclose the relevant document)
6. Address of Registration.....
7. E-mail .....
8. Enclose photocopies of experience certificate.
9. Name, qualifications and phone Nos. of chief functionaries

Sr. No.	Designation	Name	Qualifications	Address	Phone with STD-code	Mobile No.
1.	President					
2.	Vice-President					
3.	General Secretary					

4.	Secretary					
5.	Treasurers					
6.	Other Members					

10. **An affidavit to the effect be submitted that the NGO /Firm/ Society/ Company has never been blacklisted by any Government/ Board/ Corporation, duly attested by a Public Notary/ Executive Magistrate.**

11. Does the organization has its own building or rented building

**B. EXPERIENCE**

**a) Nature of labour welfare and social activities done by applicant Organization in the past.**

(Please tick appropriate category)

- 1. Health Care of children
- 2. Labour Welfare
- 3. Social Work
  - a. Survey
  - b. Registration
  - c. Child Development, literacy
- 4. Survey, Registration and welfare of workers
- 6. Any other (please specify)

**Please give the following details of your organisation:-**

Sr. No.	Sponsoring/ funding agency of the project implemented in the past	No. of centres	Places	Duration		No. of Beneficiaries	Funds utilized
				From	To		

Support your claim by attaching documents.

**b) Details of the funds taken for the above activities from concerned Board/ Corporation/ Department.**

<b>Sr. No.</b>	<b>Social sector</b>	<b>Year</b>	<b>Source of funds</b>	<b>Amounts of funds (Rs.)</b>	<b>Name of the Project</b>	<b>Objectives &amp; key strategies</b>	<b>Geographical Area</b>

**THE FORMAT FOR FINANCIAL BID**

From:

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To

The Secretary,  
 Haryana Building & Other Construction Workers' Welfare Board,  
 Labour Department, Haryana,  
 30 Bays Building, 1st Floor, Sector 17-B,  
 Chandigarh-160 017

**Following job services to be executed/ provided:-**

Sr. No.	Detail of the assignment	Rate in Rs. (individually as well as collectively)
1.	<p>(A) <b>TO SETUP REGISTRATION CENTRES</b> in urban as well as in rural areas</p> <p>(B) <b>TO IDENTIFY THE ELIGIBLE CONSTRUCTION WORKERS AND GET THEM REGISTERED</b> through Registering Officers of the Department.</p> <p>(C) <b>TO COLLECT REGISTRATION FEES AND CONTRIBUTION FROM THE WORKER BEING REGISTERED AND DEPOSIT THE SAME WITH THE REGISTERING OFFICER IMMEDIATELY.</b></p> <p>(D) <b>TO PREPARE AND DISTRIBUTE IDENTITY CARDS</b> to all registered workers under the signatures of Registering Officers</p> <p>(E) <b>CREATE A DATA BASE OF CONSTRUCTION WORKERS</b></p> <p>(F) <b>ASSIST THE INSURANCE COMPANY IN ISSUING SMART CARDS</b> to the registered construction workers for availing the medical facilities under the <b>Health Insurance Plan</b> on the pattern of <b>RSBY</b></p>	<p>Registration charges per worker including all the assignments given as A to F to be quoted</p> <p>.....</p>

	<p><b>Note:</b></p> <p>(i) <b>Format of all kind of Forms will be supplied by the Board and stationery will be arranged by the NGO/ Company/ Firm/ Society itself.</b></p> <p>(ii) <b>Printed (Blank) Identity Cards will be supplied by the Board.</b></p>	
2.	<p><b>(A) INSTALLATION OF ONE CRÈCHE (340 SQ. FEET)</b> accommodating 25-30 children below the age of 6 years including all facilities like electricity, water, beds, toys, cradles, etc.</p> <p><b>Note:</b> Material and labour for installation of crèche will be arranged by the employer / contractor/ builders engaged in construction activities.</p> <p><b>(B) SERVICE CHARGES FOR RUNNING ONE CRÈCHE FOR ONE MONTH</b> providing the facility of learning in play way to the children and serving food to 25-30 children twice (breakfast &amp; Lunch) under the supervision of a qualified well trained woman in the care of infants. Food served should have sufficient calories content in food like <i>daliya, khichri, milk, seasonal fruits, sabzi-roti, paranthas, meetha rice, vegetable, pulaw, etc.</i></p> <p><b>Note:</b> A register containing detail of children of registered workers with registration number will be maintained by the Organization.</p> <p><b>(C) SERVICE CHARGES PER CHILD</b> per month may also be indicated as the number of children can be increased or decreased payment will be made accordingly.</p>	<p>.....</p> <p>.....</p> <p>.....</p>

	(D) MEDICAL CHARGES FOR FORTNIGHTLY CHECK-UP OF CHILDREN BY A QUALIFIED DOCTOR.	.....
3.	(A) SPREAD AWARENESS AMONGST THE WORKERS ABOUT THE WELFARE SCHEMES OF THE BOARD  (B) HOLDING AWARENESS CAMPS/ SEMINARS WITH THE ASSISTANCE OF THE DEPARTMENTAL OFFICERS at various construction sites to create awareness and encourage the workers for availing the benefit of schemes being run by the Board for the welfare of construction workers.  Note:(i) Printed material i.e. hand-bills, posters, brochures will be supplied by the Board for spreading awareness amongst the workers.	Cost per camp/ seminar including charges of renowned/ good speakers etc.  Rate per Awareness Camp/Seminar .....
5.	Any other specific details not mentioned above	

Signature.....(with Stamp)

Name.....

Designation.....

**VERIFICATION:**

It is certified that all the information provided above is true to the best of my knowledge and belief.

Signature.....(with Stamp)

Name.....

Designation.....

- The authorized signatory on the behalf of the organization.

**Documents attached (Please tick)**

- i) Registration Certificate
- ii) By-laws and Memorandum of the Association
- iii) Audit Statement of Accounts for the last three years.
- iv) Affidavit as per Sr.No. (10)
- v) Any other documents not mentioned above.