जीवाजी विश्वविद्यालय, ज्वालियर

क्रमांक/भण्डार/50/2014/       दिवाक 28.05.2014

// निविदा //</br>

जीवाजी विश्वविद्यालय, ज्वालियर द्वारा प्रतिष्ठित मेनपावर एजेंसियों से कुशल, अदरकुशल एवंअदरकुशल मेनपावर कान्टेक्ट आधार पर प्रदाता करने के लिए निविदा आमंत्रित करती है। विश्वविद्यालय की संख्या वास्तविक आवश्यकता के अनुसार कम या अधिक हो सकती है। निविदा प्रपन्न कुलसचिव, जीवाजी विश्वविद्यालय, ज्वालियर के नाम से देय ₹1000/- के डी.डी.सैक्सी बैंक के द्वारा भुगतान करके विश्वविद्यालय के भण्डार विभाग से प्राप्त किया जा सकता है। विस्तृत शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट www.jiwaji.edu पर किया जा सकता है। यदि निविदा प्रपन्न विश्वविद्यालय की वेबसाइट से डाउनलोड किया जाता है तो निविदा प्रपन्न की कीमत देना एक डी.डी. पृथक न हो जिविदा के साथ संलग्न करना होगा, अन्यथा स्थिति में निविदा लिस्त की जायेगी।

पूर्ण रूप से भारी हुई सीटेड निविदा कुलसचिव, जीवाजी विश्वविद्यालय, ज्वालियर के पते पर दिवाक 11.06.2014, सार्व 5:30 बजे तक प्राप्त हो जाती चाहिए।

कुलसचिव
TENDER FOR SKILLED/SEMISKILLD AND UNSKILLED MANPOWER

JIWAJI UNIVERSITY GWALIOR

Website:
www.jiwaji.edu
(Technical Form)

JIWAJI UNIVERSITY, GWALIOR (M.P.)
(Format for submission of the tender on letter head of the Agency)

To,

The Registrar,
Jiwaji University, Gwalior

Sub.: Tender for outsourcing of skilled/Semiskilled and unskilled Manpower on contract basis.

Sir,

In response to the tender notice published in .............................................
on ............................................., I had purchased tender no. .............................................
from your Jiwaji University, Gwalior.

I am sending herewith my tender documents in a sealed cover alongwith the following documents:

1. Name of the Agency..........................................................
2. Office Address ............................................................
3. Tele/ Mob. No. ..............................................................
4. E-Mail Address ............................................................
5. Crossed Bank Pay Order No.( DD No.) ...................... dated .............................................
   for EMD of Rs.10,000/-
6. Tender cost of Rs. 1000/- if downloaded from the website DD No. .............................................
7. Technical form along with general tems and condiions duly signed by the tenderer .
8. Certificate of Registration of firm under the contract labour (Regulation and Abolition) Act, 1970/labour licence ..............................................................
9. Photocopy of EPF registration. ..............................................................
10. Photocopy of ESI registration. ..............................................................
11. Photocopy of PAN card. ..............................................................
12. Photocopy of Registration of Service Tax with copy of service tax returns for the last two financial years 2011-12 and 2012-13 ....

13. Photocopy of Shop Establishment Registration or registration under other relevant act .........................


15. Balance Sheet, trading and profit loss account of last two financial years 2011-1012, 2012-2013 duly certified by a Chartered Accountant.

16. A certificate from chartered accountant must be attached with the tender to verify the turnover of the firm from supply of manpower only for the financial year 2011-2012 and 2012-2013

17. List of clients (Govt./Semi Govt./Autonomous body) along with work orders as proof.

I hereby accept all the terms and conditions laid down in the tender form.

Date: ____________________________
Encl.: As above
Signatory
(Name in Block Letters)

Authorized

Signature of the Tenderer
(Seal & Sign of the Tenderer)
Jiwaji University, Gwalior (M. P.)

General Terms & Conditions and Instructions of the tender are as follows:

The Registrar Jiwaji University Gwalior invites tender from man power agencies for providing skilled, semiskilled and unskilled manpower for Jiwaji University Gwalior.

List of required manpower along with qualification is given below

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Detail of the worker</th>
<th>Number</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data entry operator</td>
<td>75</td>
<td>Graduate with at least two years experience and shall be able to work in computers and similar automations and having a good speed of typing in English &amp; Hindi 40 word per minute.</td>
</tr>
<tr>
<td>2</td>
<td>Driver</td>
<td>04</td>
<td>Minimum 10th standard pass, 02 year experience in light/ heavy vehicles</td>
</tr>
<tr>
<td>3</td>
<td>Electrician</td>
<td>02</td>
<td>Minimum 8th standard pass, 02 year experience</td>
</tr>
<tr>
<td>4</td>
<td>Plumber</td>
<td>02</td>
<td>Minimum 8th standard pass, 02 year experience</td>
</tr>
<tr>
<td>5</td>
<td>Carpenter</td>
<td>02</td>
<td>Minimum 8th standard pass, 02 year experience</td>
</tr>
<tr>
<td>6</td>
<td>Meson (Mistri)</td>
<td>02</td>
<td>Minimum 8th standard pass, 02 year experience</td>
</tr>
<tr>
<td>7</td>
<td>Peon</td>
<td>10</td>
<td>Minimum 8th standard pass</td>
</tr>
<tr>
<td>8</td>
<td>Helper/Labour</td>
<td>15</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Mali</td>
<td>05</td>
<td>Minimum 8th standard pass, 02 year experience</td>
</tr>
</tbody>
</table>

Number of manpower may increase or decrease as per the actual requirement. The scope of work and general instructions for submitting Tenderer are given below:

1. Manpower services for office work are required from 10.30 AM to 5.30 PM. on working days and may also be required on holidays and weekends.
2. **Period:** The contract will be initially for one year from the date of taking up the supply of manpower. The period of contract may be further extended on mutually agreed terms and conditions, provided the requirement of the services from the agency persist at that time or, may be curtailed/terminated at any time before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. The University, however, reserves the right to terminate the contract at any time even before the expiry of one year period after giving 10 days notice to the selected service provider.

3. **Eligibility Criteria & Qualification of the service provider**

   a. The agency must have been registered under the Contractor Labour (Regulation and Abolition) Act, 1970 and have a valid labour License;
   
   b. The agency must pay salary to its employees as per the payment of Minimum Wages Act. Copy of acquaintance should be attached along with the bills for claiming payment monthly.
   
   c. Wages as per the Minimum Wages Act would be payable to the security personnel. Since, the wages are variable in nature, and would be made applicable as per the circular issued by the competent authority to this effect from time to time therefore the Agency should submit a copy of the Circular while claiming the increased wages as per the circular.
   
   d. Must have experience in providing such services earlier atleast to 2 Govt./ Semi Govt./ Autonomous bodies. The list of clients along with work order for whom the agency is providing similar services must be attached with the tender
   
   e. The service provider agency must have annual turnover of at least Rs.50,00,000/- only from supply of manpower in the last two financial years 2011-2012 and 2012-2013. A certificate from chartered accountant must be attached with the tender to verify the turnover of the firm from supply of manpower only for the financial year 2011-2012 and 2012-2013

4. The Tenderer should accompany with a copy each of the following in a sealed envelope of which one is to be marked as TECHNICAL BID.

   a. EMD of Rs. 10000/- in the favour of The Registrar, Jiwaji University Gwalior.
   
   b. Receipt of Rs. 1000/- as cost of Tender form DD/Pay Order if downloaded from Website.
   
   c. Technical form along with general tems and condiions duly signed by the tenderer.
d. Certificate of Registration of firm under the contract labour (Regulation and Abolition) Act, 1970/labour licence

e. Certificate of Registration of firm under shop establishment act/other relevant act.

f. Copy of PAN Card;

g. Registration of ESI;

h. Registration of EPF;

i. Registration of Service Tax with copy of service tax returns for the last two financial years 2011-12 and 2012-13

j. List of clients (Govt./Semi Govt./Autonomous body ) along with work orders as proof.

k. IT return filed for the last two financial years 2011-2012 and 2012-2013.

l. Balance Sheet ,trading and profit -loss account of last two financial years 2011-2012, 2012-2013 duly certified by a Chartered Accountant.

m. A certificate from chartered accountant must be attached with the tender to verify the turnover of the firm from supply of manpower only for the financial year 2011-2012 and 2012-2013

5. The Second envelope will be sealed and marked as “Financial Bid” which will contain only financial tender form duly filled in and signed by the tenderer. No other documents would be placed in this envelope.

6. Both the sealed envelopes should be placed in a third one (big one) which may be called the container envelope and it would also be sealed and marked as “TENDER FOR SKILLED, SEMISKILLED AND UNSKILLED MANPOWER”.

7. The quotations complete in all respects should be in a sealed cover and addressed to the Registrar, Jiwaji University Gwalior-474001 and should reach latest by 11.06.2014 at 5:30 P.M. Quotations received after the due date and time due to any reason what so ever including postal delays shall not be considered. The tender cover must be superscripted “TENDER FOR SUPPLY OF MANPOWER”.

8. The Quotations will be opened on 12.06.2014 at 4:00 p.m. at Jiwaji University Gwalior, in presence of the representatives of the agencies. The rates should be quoted only as per format given in Annexure. Conditional bids, quotations without the required documents shall not be considered and will summarily be rejected. No overwriting/cutting is permitted and in such cases the quotations will be rejected

9. EMD: An Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees Ten
thousand only), in the form of an account payee Draft of any Nationalized Bank in favour of The Registrar Jiwaji University, Gwalior must accompany each tender bid. Bids without the Draft for EMD shall be summarily rejected. In case the agency is not selected, the EMD will be refunded without any interest. The EMD of selected agency will be adjusted against the Security Deposit.

10. The agency that has quoted the lowest rate on the basis of “Total charges” in Annexure will be selected; however, the decision of The Registrar Jiwaji University will be final. If the lowest quoted agency does not accept the order, their EMD will be forfeited. The rates quoted should ensure that the personnel deployed for this service contract are paid as per the statutory norms including the wages, as prescribed and the statutory benefits like PF, ESI etc. in Annexure.

11. The agency shall –

   a. Ensure that the persons deployed for the job are reliable and should obtain proper police verification before deployment
   b. Ensure that the personnel deployed for this service contract are paid as per the statutory norms including the minimum wages, as prescribed by the Government of M.P. from time to time, and the statutory benefits like PF, ESI etc. The agency shall be responsible for ensuring satisfactory execution of the job as well as compliance of all statutory requirements/benefits.
   c. Wages as per the Minimum Wages Act would be payable to the manpower provided. Since, the wages are variable in nature, and would be made applicable as per the circular issued by the competent authority to this effect from time to time therefore the Agency should submit a copy of the Circular while claiming the increased wages as per the circular.
   d. The monthly wages for the month in which the persons deployed should be made in the subsequent month but not later than 7th of each month.
   e. Ensure that the personnel to be deployed should be a bonafide citizen of India.
   f. The agency shall not deploy any person who has not completed eighteen years of age.
   g. The persons deployed in this University will be on the roll of the supplying Agency and have no right for any claim of regular employment in the University;
   h. The service provider has to provide the photo identity cards to the persons employed by him for carrying out the work and this card has to
be constantly displayed.

i. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office or incompetence, in proper conduct upon receiving written notice from the office.

12. Supervision of the services and manpower deployed:

a. The Agency will depute one senior person responsible for monitoring the performance and presence of the manpower deployed for the University.

b. The person deployed must be well mannered and loyal and if any time found to be guilty of mis-conduct in any matter, the concerned personnel may be replaced by the agency within 24 hours, and such personal shall not be redeployed for duty again.

c. The Agency should ensure that the person deployed wear a neat, clean and proper office attire and also maintain discipline & behavior like non-consumption of alcohol tobacco and smoking while on duty etc.

d. The personnel deployed, during the course of their work, shall be privy to certain official documents and information which they are not supposed to divulge to third parties. Breaching the above shall make the service provider as well as the person concerned liable for penal action under IPC, Cr.P.C. or any other relevant provision besides, action for breach of contract.

e. Agency shall be held responsible in case any of the person engaged by them creates unwanted situation, unnecessarily shouts, raises slogans against any officer/person within the office premises or during the period of the job order. This act shall be considered as breach of the job assignment and shall be dealt with as may be deemed fit by the University; Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

f. Agency shall be solely responsible for any loss or damage to University's property while it is in his charge during the period of the job order/assignment.

g. In case it is felt by the University that any person engaged by the Agency is not suitable for carrying out the job inside the University premises then the person is to be replaced immediately by the Agency.

13. The contract is further subjected to the conditions that

a. The work shall be carried out properly and of full satisfaction.

b. The Agency shall have no claim against University in respect of any work withdrawn from them at any point of time during the period of the
contract order or reduction in scope of services.
c. The Agency shall ensure that no problem pertaining to their employees
is passed on to University, fully or, partly in any manner whatsoever.
d. University shall not be responsible or pay any claim or damages/ cost
other than rates agreed to in the job order/ assignment.
e. The agency should not assign or sub-let the contract or any part of it to
any other agency. The penalty for non-compliance shall be revoked
including forfeiture of the Security Deposit.
f. University reserves the right to withdraw / relax any of the terms and
condition mentioned above so as to overcome the problem encountered
at a later stage.

14. Payment Procedure

a. Pre-receipted monthly bills (in triplicate) shall be submitted by the
Agency for the services provided in the preceding month after making
payment to the deployed staff. The bills shall be processed and paid
within a reasonable time. The bills should be submitted along with
proforma/certificates as required by the University, ESI challan, EPF
Challan, PF account details of the personnel deployed etc.
b. **TDS**: TDS at the prescribed rate from time to time would be made
from the bills in accordance with the provision of Income Tax Act,
1961.
c. Agency should supply the attested copies of challans of contribution of
provident fund and service tax challans every month.
d. Any other deductions mandated by the prevailing laws applicable to
such contracts would also be made.

15. **SECURITY DEPOSIT**: The Successful Tenderer will have to execute an
agreement with the University on Stamp Paper. The Successful Bidder should
also furnish a security deposit equivalent to Rs.40000/- The Security Deposit
will be refunded on expiry/completion of the contract if not continued further.
In the event of the agency failing to comply with any provision of the contract
the security deposit shall be forfeited by University. No interest shall be
payable by the university on the Security Deposit.

Date

Signature of authorized person

Full Name

Place :

Seal
# ANNEXURE

## FINANCIAL TENDER FORM

Details/break up of Rates Quoted for Skilled, Semiskilled And Unskilled Manpower

<table>
<thead>
<tr>
<th>S.No.</th>
<th>detail of the worker</th>
<th>component of rates (Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Wages</td>
</tr>
<tr>
<td>1</td>
<td>Data entry operator</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Driver</td>
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<td>9</td>
<td>Mali</td>
<td></td>
</tr>
</tbody>
</table>

* The charges quoted should ensure that the personnel deployed for this service contract are given benefits in accordance with the statutory norms as admissible / as prescribed by the Government of M.P. and other agencies from time to time. No additional amount other than quoted here will be admitted on later date.

Signature of authorized person

Date

Full Name

Place :

Seal