



TENDER DOCUMENT

FOR

**PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED,
SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER
FOR VARIOUS SERVICES**

**AT
TEZPUR UNIVERSITY**

**Tender No. : TU/ 27-99/2016/ GA-I/3831-A Dated
26.12.2016**



**TEZPUR UNIVERSITY
TEZPUR, NAPAM, 784028
ASSAM**



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**Joint Registrar
Tezpur University**



IMPORTANT INSTRUCTIONS

1. This Tender Document contains 20 Pages.
2. Read the tender document carefully before filling.
3. Sign each page with seal.
4. **PART 'A'** should contain
 - (a) Tenderer Profile, with all relevant signed documents as mentioned in Terms & Conditions in Part III and the documents and experience details as mentioned in PART 'A' Proforma
 - (b) Tender Fee
 - (c) Earnest Money Deposit (EMD)
 - (d) Seal the cover with superscription **TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY : PART 'A'**
5. **PART 'B'** should contain
 - (a) Financial Bid.
 - (b) Seal the cover with superscription **TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY : PART 'B'**
6. **PART 'A'** and **PART 'B'** (separate sealed covers) needs to be put in one cover and seal it and addressed to "**The Registrar, Tezpur University, Tezpur 784028, Assam**" with superscription on the cover as **TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY, Tender No. TU/ 27-99/2016/ GA-I/ 3831 Dated 26.12.2016** and send to Tezpur University and it should reach before the last date and time.
7. Tender document need to be downloaded from Tezpur University Website (www.tezu.ernet.in). Complete tender document should be accompanied with tender fee (non-refundable) of Rs. 5,000/- (Rupees Five Thousand) and EMD of Rs. 50,000 (Rupees Fifty Thousand) in the form of Demand Draft, drawn in favour of "**Registrar, Tezpur University**", payable at Tezpur. Tenderer who had participated in NIT No. No. TU/ 27-99/2016/ GA-I/ 1252-A, Dated 04.07.2016 need not pay the Tender Fee again. However, they have to submit the required EMD. Tender document without the above prescribed fees will not be considered.
8. Important time schedule:

| | |
|-----------------------------------|----------------------------|
| Last date of Tender submission | : 1400 hours on 18.01.2017 |
| Opening of Tender (only PART 'A') | : 1500 hours on 18.01.2017 |

**Joint Registrar
Tezpur University**



PART I SCOPE OF WORK

The scope of the work include providing services of supplying of Highly skilled, Skilled, Semi-skilled and Unskilled manpower for various services such as (i) Semi-skilled and Unskilled manpower for Horticulture Section (ii) Skilled, Semi-skilled and Unskilled manpower for Engineering Section, (iii) Skilled and Semi-skilled manpower for Day Care Centre and (iv) Highly skilled, Skilled, Semi-skilled and Unskilled manpower for other official/maintenance works etc. of Tezpur University.

PART II JOB DESCRIPTIONS OF MANPOWER

- A. **Unskilled Manpower:** Mali/Gardener, Helper, Electrician helper, Plumber helper, Manual labour etc. for different works of the University. Unskilled manpower should be literate and preferably 8th Standard Pass. Experience of minimum one year is required in the relevant job in any Government Organization.
- B. **Semi-skilled Manpower:** Senior Mali/Gardener (Supervisor), Plumber helper, Electric Meter Reader, Wireman, Day Care Centre Staffs, Guest House Maintenance etc. for different works of the University. Semi-skilled manpower should be 12th Standard Pass and/or Certificate of Vocational Training/license for any technical job wherever applicable, or worked as unskilled worker for minimum of Three years in the relevant job in any Government Organization.
- C. **Skilled Manpower:** Electrician, Wireman, Plumber, Technical support staffs, Guest House Maintenance etc. for different works of the University. Skilled manpower should be minimum 12th Standard Pass and/or ITI/Diploma/Vocational Training/license for the technical or specialized job wherever applicable, and having experience of Three years in relevant job in any Government Organization or worked as Semi-skilled worker for minimum of Five years in the relevant job in any Government Organization.
- D. **Highly Skilled Manpower:** Data entry operator, Receptionist etc. for different works of the University. Minimum graduate from any recognized University. Experience in data entry, proficient in drafting, ability to speak fluently in English, Hindi and Assamese language. Having minimum Three years of experience in relevant job in any Government Organization.



PART III

TERMS AND CONDITIONS

- [1] Tenderer should be a registered/licensed service provider (manpower supply firm) with Labour Department of any State Government or Central Government and must have a minimum **One Year** experience in the supply of either Highly skilled, Skilled, Semi-skilled and Unskilled manpower for various services of Universities, IIT's, IIM's, NIT's and Government Research Organizations. Appropriate documents/Certificate of Performance issued from appropriate authorities should be enclosed duly indicating the period of contract, numbers of personal (category wise) engaged on annual basis to support this.
- [2] The contract agreement shall be valid for a period of **Three years** from the date of commencement of offering the service. However, the contract period will be assessed every year based on the satisfactory performance before renewal after every year. The contract agreement may be terminated within the contract period on either side by giving one month notice and may also be extended beyond Three years period up to maximum **Five years** on satisfactory service.
- [3] Interested Tenderer (manpower supply firm) may quote their rates for engaging the manpower on monthly basis. However, payment will be made as per actual basis depending on the number of days manpower engaged in the services at the University. All the liabilities of supplied manpower directly or indirectly will be sole responsibility of the contractor (service provider).
- [4] The University shall decide the number of manpower of different category to be engaged by the contractor for various activities and this may vary time to time. The contractor shall ensure the presence of correct number of manpower on duty.
- [5] Manpower suffering from sickness/diseases or any of the manpower not discharging the assigned duties properly, the contractor will replace with substitute(s) immediately on his/her own expense. In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages.
- [6] Any staff, who does not perform his/her duties satisfactorily and whose conduct is not good must be withdrawn immediately and replaced with a suitable replacement / substitute.
- [7] The successful tenderers shall have to deposit security amount which will be free of interest, immediately after commencement of the contract. The security deposit is for due performance of his/their obligations under the contract, during the contract period. The security deposit is Rs. 1, 00,000 (Rupees One Lakh) only.
- [8] This security deposit is to be furnished in the form of FD/ Bank Guarantee of SBI or any nationalized banks or scheduled commercial banks having branches at Tezpur pledged in



favour of '**Registrar, Tezpur University**'. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 60 days after adjusting dues, if any, to the University from the contractor.

- [9] The contractor shall have to submit all credentials of the staff employed by the contractor. The competent authority of the University will issue passes with Photo identity card allowing them to work in the University campus.
- [10] The Tenderer (service provider) shall ensure that the manpower engaged at the University should confirm their age, education and or technical qualification, experience and skill as prescribed in the Tender document. University shall have the right to conduct Written/Viva/Oral/Practical tests for the manpower engaged at the University to ascertain their competence for the relevant job. In case of Highly skilled, Skilled, or Semi-skilled manpower found to be incompetent for the job as Highly skilled, Skilled, or Semi-skilled, he/she will be paid the wages as applicable rate of the Unskilled manpower and subsequently the Contractor will have to substitute the manpower with a suitable manpower immediately.
- [11] The contractor shall be responsible for payment of claims for compensation due to loss of life/injury etc. of any manpower engaged in the work. Medical Insurance cover of the labour engaged by the contractor shall be the responsibility of the contractor, if ESI is not applicable. Payment of minimum wages as fixed by the Ministry of Labour & Employment, Government of India and modified from time to time must be ensured by the contractor.
- [12] The contractor shall submit the monthly wages bill not later than 7th of every month duly certified by the concerned controlling officer of the section of the University at which manpower are engaged. University shall make necessary arrangement for payment of the Wage to the manpower bank account directly.
- [13] The contractor shall fulfil all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF and MWA etc. The contractor shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the University against all such liabilities, which are likely to arise out due to the contractor failure to fulfil such statutory obligations. Monthly submission of payment records to the University for EPF, ESI and Service Tax etc., whichever are applicable, shall be necessary.
- [14] The contractor must have an Office at Tezpur. He/she should be available on call and an authorized person needs to be stationed at Tezpur University by the contractor to act as the liaison with University. The contractor should make suitable arrangement of supervision (through deployment of regular staff) of the supplied manpower at his/her own cost.



- [15] Notwithstanding any other provisions in this contract, the University reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- [16] The University reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The contractor will also have to serve a notice of one month, if he/she also wishes to terminate the contract.
- [17] If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the University shall be forfeited without any claim whatsoever on University and the contractor is liable for action as appropriate under the extant of laws.
- [18] In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the University for the inferior works as determined by the University and in this case all payments have been made to the Contractor for this work, may be deducted from any sum due to the Contractor on any other work within the University.
- [19] The workers should maintain highest discipline and behave politely with the faculty, staff, students and guests.
- [20] Two sets of Uniforms to be provided by the contractor to the manpower as approved by the University authority (both male and female) while on duty from the contractor own cost. Sufficient number of uniforms needs to be provided so that the manpower is always with neat and tidy uniform. It will be strictly monitored and fine may be imposed and deducted from the service charges of the contractor, if the worker is found without uniform.
- [21] The payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, and service tax levied by the appropriate Government (Central/State) from time to time shall be payable by the University to the contractor. No escalation of percentage of Contractor's Service Charges shall be admissible during the term of the contract.
- [22] Successful contractor shall execute an agreement on a prescribed format. Sub-letting/Sub-contracting the work is not permissible under any circumstances.
- [23] Tender document should be complete in all respects. All the documentation in the tender should be in English.



[24] The University reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Registrar, Tezpur University shall be final and binding.

PART IV

SUBMISSION OF TENDER AND EVALUATION

A. ELIGIBLE TENDERER

The tenderer shall provide sufficient documentary evidences to satisfy the following conditions that the tenderer is:

- [1] A registered and licensed service provider (manpower supply firm) with Labour Department of any State Government or Central Government and must have a minimum **One Year** experience in the supply of either Highly skilled, Skilled, Semi-skilled and Unskilled manpower for various services of Universities, IIT's, IIM's, NIT's and Government Research Organizations.
- [2] Appropriate documents/Certificate of Performance issued from appropriate authorities should be enclosed duly indicating the period of contract, average numbers of personal (category wise) engaged on annual basis, and annual payment received to support this. The details must be submitted in the Proforma given in **PART 'A'** section of the tender document.

B. TENDER DOCUMENT

- [1] Tender document can be downloaded from the University Website (www.tezu.ernet.in) and filled-in tender document be submitted along with tender fee (non-refundable) of Rs. 5,000/- (Rupees Five thousand) only in the form of Demand Draft, drawn in favour of "**Registrar, Tezpur University**", payable at Tezpur. Otherwise, the tender document will be summarily rejected. No Tender document shall be issued from the office. Tenderer/Parties who had participated in NIT No. No. TU/ 27-99/2016/ GA-I/ 1252-A, Dated 04.07.2016 need not to pay the Tender Fee again except the required EMD.
- [2] Tender document should be accompanied with an EMD of Rs. 50,000/- (Rupees Fifty Thousand) only, by way of Demand Draft drawn in favour of "**Registrar, Tezpur University**". EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender process (issue of work order) whichever is later. Any tender document without EMD in '**PART-A**' shall be rejected by Tezpur University.
- [3] The tenderer is expected to examine all the instructions, terms and conditions, etc. as mentioned in the tender document. Failure to furnish the required information required in the tender document or submission of a tender not substantially responsive to the tender



document in every respect will be at the tenderer risk and is likely to result in out-right rejection of the tender document.

- [4] At any time prior to the due date for submission of the tender, Tezpur University may, whether at its own initiative or as a result of a request for clarification/suggestion by a prospective tenderer may amend the tender document by issuing a notice.
- [5] Validity of the contract offer should be for the entire contract period from the proposed date of opening of the **PART 'A'** of the tender document. Tenders without this validity will be rejected. In exceptional circumstances, University may solicit the consent of the tenderer to an extension of the period of validity of the offer beyond the contract period. The request and the response there of shall be made in writing.
- [6] The tenderer shall submit all the rates in Indian Rupees only, on the format for Financial Bid: **PART 'B'** of the tender document.
- [7] **Important schedule:**
- | | |
|-----------------------------------|----------------------------|
| Last date of Tender submission | : 1400 hours on 18.01.2017 |
| Opening of Tender (only PART 'A') | : 1500 hours on 18.01.2017 |

C. SUBMISSION OF TENDER DOCUMENT

- [1] The first envelope should be superscribed as **'TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY : PART 'A'** at top of the envelope and name and address of the tenderer should be given at the left hand side bottom of the envelope. The first envelope should be addressed to **'Registrar, Tezpur University'** along with the following documents: (a) Demand Draft of Rs. 5,000/- as tender fee (b) Demand draft of Rs. 50,000/- as EMD (c) Filled-in **Part 'A'** proforma and (d) All other supporting documents except the Financial Bid.
- [2] The second envelope should be superscribed as **'TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY : PART 'B'** at the top of the envelope and name and address of the tenderer should be given at the left hand side bottom of the envelope. The second envelope should be addressed to **'Registrar, Tezpur University'** with Financial Bid only in the prescribed format.
- [3] The third envelope should be superscribed as **'TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY** No. TU/ 27-99/2016/ GA-I/ 3831-A Dated : 26.12.2016 at the top of the envelope and name and address of the tenderer should be given at the left hand side bottom of the envelope. The third envelope should be



addressed to **'Registrar, Tezpur University, Tezpur, 784028, Assam'** shall contain the first and second sealed envelopes only.

- [4] Tenders received after due date and time will not be considered. Tenders received late due to postal delay or otherwise will not be considered.
- [5] Tenderer should enclose self certified copies of all the documents like Income Tax Return (last three years), PAN No., EPF, Service Tax Registration Nos. and Labour License etc. along with **PART 'A'** proforma apart from Appropriate documents/ Certificate of Performance issued from appropriate authorities duly indicating the period of contract, numbers of personal (category wise) engaged on annual basis and amount of annual payment received to support his/their tender.
- [6] All the pages of the tender document must be signed and the envelopes be sealed by the tenderer or the authorized person on behalf of the tenderer.

D. TENDER OPENING AND EVALUATION

The procedure of opening of the bid shall be as under

- [1] First envelope, which contains **'PART A'** shall be opened at the time and date mentioned in the notice in the tender by Tezpur University in the presence of tenderer, or their authorized representatives along with the committee formed by Tezpur University to evaluate the Tenders.
- [2] The evaluation of **PART 'A'** will be based on the *(i) completeness of the tender document, (ii) years of experience in supply of manpower for various services in Universities, IIT's, IIM's, NIT's or Government Research Organizations (iii) average numbers of person (category wise) engaged on annual basis, and (iv) based on the certified relevant document against in its each claim.*
- [3] Second envelope **FINANCIAL BID: PART 'B'** shall be opened only after evaluation of **PART 'A'** suitability of the offers. Second envelope of only those tenderer shall be opened who qualify in the **PART 'A'** evaluation. The date and time for opening of second envelope (Financial bid) shall be communicated (electronically), who qualify in the **PART 'A'** evaluation.
- [4] Unsuccessful tenderer who does not qualify in **PART 'A'** evaluation process shall be informed (electronically) the reasons for not qualified.
- [5] Deviation of any commercial terms and condition shall not be entertained under any circumstances.
- [6] All the tenderer shall essentially indicate the break-up of costs including Taxes as shown in the Financial Bid **PART 'B'**.



- [7] Contract should ordinarily be awarded to the lowest quoted (L1) tenderer whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. However, the L1 quote should not be the Abnormally High Rate (AHR) or Abnormally Low Rate (ALR) compare to reasonable rates on the basis of the prevailing market rate. If it is so, the L1 rate will not be considered for the job and next lowest bidders (L2 or L3) may be considered, if otherwise found suitable, and agrees upon to work at L2 price.
- [8] A single party may not get allotment for all the manpower services required in the University. In this case, average numbers of personal (category wise) engaged in last three years will be considered for allotment of numbers of manpower services required and next lowest bidders (L2 or L3) may be considered, if otherwise found suitable, and agrees upon to work at L1 price.
- [9] An agreement shall be signed between Tezpur University and the successful tenderer/contractor(s) before commencement of the work in a Rs. 20/- (Twenty) Non Judicial Stamp Paper.

PART V

TERMS AND CONDITIONS AS PART OF AGREEMENT

- (a) **Disputes:** All disputes that may arise shall be referred to the Registrar, Tezpur University, whose decision shall be final.
- (b) **Insurance to Employees:** All the manpower engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his/their cost.
- (c) **Duration of the Contract:** The duration of this contract is for a period of **Three years** from the date of commencement of offering the service. However, the contract period will be assessed every year based on the satisfactory performance before renewal. The agreement of contract may be terminated within the contract period on either side by giving one months notice and may also extended beyond three year period up to maximum Five years period based on satisfactory service.
- (d) **Payment Terms:** The payment will be made monthly basis on actual days the manpower are engaged in the service, satisfactory completion of contract services and related miscellaneous works mentioned in Scope of Work and Job Specifications and as per actual numbers of manpower supplied. In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages. The bill should be submitted within the first week of the billing month even if payment is delayed due to technical reasons and payment will be made within 30 days from the certification of the bill by the concerned Controlling Officer of the University. The University shall deduct the



Income Tax and other mandatory deductions as per rule. Service Tax will be paid as per rules and as per submission of bills & other relevant documents.

- (e) **Users Satisfaction Certificate:** The works attended to as per job specification and scope of work, vis-à-vis scheduled work and its satisfactory completion has to be certified by the Controlling Officer of the University, before release of any payment.
- (f) **Indemnity:** Any loss or damage caused to the University on account of negligence, carelessness, acts of omissions/commissions of contractor, his/her/their employees or staffs and the same shall be made good by the contractor. It is made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the Tezpur University under any circumstances. The contractor shall defend, indemnify and hold the University harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The University shall not be liable for any damage or compensation payable to any workmen or workwomen or to any person as a consequence of his or her work and the University shall be completely indemnified accordingly.
- (g) **Security Deposit:** The successful tenderers shall have to deposit security deposit of Rs. 1,00,000/- (Rupees One Lakh) only before the commencement of the contract. The security deposit is for due performance of his/their obligations under the contract, during the validity. This security deposit is to be furnished in the form of FD/ Bank Guarantee of SBI or any nationalized banks or scheduled commercial banks having branches at Tezpur pledged in favour of '**Registrar, Tezpur University**'. The security deposit will be forfeited in case of breach of contract. The security deposit furnished by the contractor will not carry any interest and will be refunded:
- (i) On completion of contract period entrusted to the contractor satisfactorily. If the work is not satisfactory, or any damage or loss of University Property, he/she/they is (are) liable for forfeiture of security deposit amount deposited.
 - (ii) On producing the proof of compliance of submission of Provident Fund, Minimum Wage etc. documents.
- (h) **Contract Term**
- If the contractor fails to carry out the entrusted contract services and related miscellaneous works as per the Scope of Work and Job Specification, Tezpur University reserves the right to impose penalty and has the right to get the work done through someone else as per the discretion of the University. The books of accounts regarding attendance, wages paid, PF Accounts etc., are to be maintained properly and produced for



inspection to the University, whenever asked for and the University can take action for non-compliance.

- Notwithstanding any other provisions in this contract, the University reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- The University reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The contractor will also have to serve a notice of one month, if he/she also wishes to terminate the contract.

(i) Workers employed by the contractor

- Shall not act in any way detrimental the interest of the University and not participate in any strike or protest in any form.
 - Are not employees of the University and shall not have any claim whatsoever on the University.
 - Have to follow the security instructions as directed by the Security Officer of Tezpur University or concerned authorities of the University.
 - The list of workers profile has to be submitted to University for approval and should be employed only on the approval by the University.
 - Should not be convicted of committing any crime.
 - Should not be a Child Labour.
- (j)** Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or security deposit shall be withheld till such claims of the University and finally adjudicated upon and paid by the contractor.
- (k)** There will be a periodical evaluation of the work done by contractor from time to time, and he/they will be informed about the same.
- (l)** The contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

**Joint Registrar
Tezpur University**



PART VI
DECLARATION BY THE TENDERER

I/We (hereinafter referred to as Tenderer) being desirous of tendering for the work, under this tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, etc. as mentioned in the tender document do hereby declare that-

- [1] The tenderer is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document and accepts all risks, responsibilities and obligations directly or indirectly connected with the execution of the work.
- [2] The tenderer is fully aware of all the relevant information for the work, with respect to the proposed place of work, and is well acquainted with actual and other prevailing working conditions.
- [3] The tenderer is capable to carry out the work as required in the tender and is financially capable to execute the work. The tenderer is sufficiently experienced and competent to perform the contract to the satisfaction of Tezpur University.
- [4] The tenderer has no collusion with other tenderer or with any other person or firm in the preparation of the tender. The tenderer has not been influenced by any statement or assurance made by any of Tezpur University employees but only by the tender document.
- [5] The tenderer is responsible for payment of claims for compensation due to loss of life/injury etc. of any staff/labour engaged in the work. Medical Insurance cover of the staff/labour engaged by the contractor is the responsibility of the contractor. Payment of minimum wages as fixed by the Ministry of Labour & Employment, Government of India, and modified from time to time, is ensured by the tenderer.
- [6] The tenderer fulfils all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, etc., and proper account of payments including minimum wages being made to the staff. The tenderer is solely responsible for any failure to fulfil the statutory obligations and has to indemnify the University against all such liabilities, which are likely to arise out due to the tenderer's failure to fulfil such statutory obligations.
- [7] The tenderer shall defend, indemnify and hold the University harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The University shall not be made liable for any damage or compensation payable to any workmen/workwomen or to any person as a consequence of any work and the University shall be completely indemnified accordingly.



- [8] The tenderer has never been debarred or blacklisted from similar type of work by any Government Organizations or Tezpur University.
- [9] The tenderer accepts that the Earnest Money Deposit (EMD) may be absolutely forfeited by Tezpur University, if the tenderer fails to sign the contract or to undertake the work within the stipulated time. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender (issue of work order) whichever is later.
- [10] This offer shall remain valid for the entire contract period from the proposed date of opening of the **PART 'A'** of the tender document. Tenders without this validity will be rejected. In exceptional circumstances, University may solicit the consent of the tenderer to an extension of the period of validity of the offer beyond the contract period. The request and the response there of shall be made in writing.
- [11] All the information and the statements submitted with the tender are true.

Date:

Signature of tenderer, Seal & address



Note: Put in Separate Envelope and Seal it with Sealing Wax.

PART 'A'

PROFILE OF THE TENDERER

TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY

(Against Tender No.: TU/ 27-99/2016/ GA-I/3831-A Dated 26.12.2016)

| Sl. No. | Items | Details |
|---------|---|---------|
| 1 | Name of the Firm\ Organization \Tenderer (Block Letters) | |
| 2 | Name of proprietor\partners \directors | |
| 3 | Permanent address | |
| 4 | Telephone No. / Mobile No./ Email id & Name of the contact Person | |
| 5 | Do you have any office at Tezpur? If so, please provide the address, mobile No. & Name of the contact person | |
| 6 | Numbers of years of experience in providing manpower for various services as per the tender requirements | |
| 7 | PAN Number | |
| | EPF Number | |
| | ESI Number | |
| | Sales Tax Number | |
| | Service Tax Registration Number | |
| | Labour Licence Certificate Number, Validity and numbers of Workers permitted in the Licence | |

Date:

Signature of tenderer, Seal & address



PART 'A'
DOCUMENTS ENCLOSURE DETAILS

| Sl. No. | Items | Details |
|---------|---|--|
| 1 | Tender Fee: Amount, Bank Draft No., Date, Bank name and branch. <i>(Tenderer who had participated in NIT No. TU/ 27-99/2016/ GA-I/ 1252-A, Dated 04.07.2016 need not pay the Tender Fee again.)</i> | <i>(write down the name of the tenderer at the back of the demand draft)</i> |
| 2 | EMD: Amount, Bank Draft No., Date, Bank name and branch | <i>(write down the name of the tenderer at the back of the demand draft)</i> |
| 3 | An affidavit duly certified by a Notary that the Partners of the Firm or Sole Proprietor or Company has never been black listed or changed the name of the firm and is/ are not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in original) | <i>(write down the enclosure serial number)</i> |
| 4 | Income Tax Return (last three years) (enclose photocopies and attested by the Tenderer) 2015-16 2014-15 2013-14 | <i>(write down the enclosure serial number in each items)</i> |
| 5 | Audited Balance Sheet and Profit/ Loss A/C (enclose photocopies and attested by the Tenderer) 2015-16 2014-15 2013-14 | <i>(write down the enclosure serial number in each items)</i> |
| 6 | PAN Number (Photocopy and attested by the Tenderer) | <i>(write down the enclosure serial number)</i> |
| | EPF Number (Photocopy and attested by the Tenderer) | <i>(write down the enclosure serial number)</i> |
| | ESI Number (Photocopy and attested by the Tenderer) | <i>(write down the enclosure serial number)</i> |
| | Sales Tax Number (Photocopy and attested by the Tenderer) | <i>(write down the enclosure serial number)</i> |
| | Service Tax Registration Number (Photocopy and attested by the Tenderer) | <i>(write down the enclosure serial number)</i> |
| | Labour Licence Certificate Number, Validity and numbers of Workers permitted in the Licence (Photocopy and attested by the Tenderer) | <i>(write down the enclosure serial number)</i> |
| 7 | Proof of Financial Capacity from his banker (in original) | <i>(write down the enclosure serial number)</i> |

Date:

Signature of tenderer, Seal & address



PART 'A'
EXPERIENCE DETAILS

| Name and Address of the Organization | Telephone Number of the concerned person in the Organization | Period of contract | Value of contract and other details | Annual numbers of personal engaged | Remarks <i>(Enclosure serial number to support the claim)</i> |
|--------------------------------------|--|--------------------|-------------------------------------|------------------------------------|--|
| | | | | | |
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Important Note

- Only Certificate/ Office Orders issued by the clients/concerned person supervise the work in letter head with date of issue and containing requisite details will be considered.
- Experience during the last Three years only will be considered.
- Details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by University, if required.

Date:

Signature of tenderer, Seal & address



Note: PART 'B' put in Separate Envelope and Seal it with Sealing Wax.

TENDER FOR PROVIDING SERVICES OF SUPPLYING HIGHLY SKILLED, SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER FOR VARIOUS SERVICES AT TEZPUR UNIVERSITY

(Against Tender No.: TU/ 27-99/2016/ GA-I/ 3831-A Dated 26.11.2016)

**PART 'B'
FINANCIAL BID**

(Shall be opened if qualifies in PART 'A')

- 1 Tenderer Name :
- 2 Ownership/ Individual :
- 3 Full Address :
 - a. Telephone No. :
 - b. Fax :
 - c. e-mail :
- 4 Labour License No..... valid upto.....Number of workers.....
- 5 Please Mark (tick) for the Category for which Manpower to be supplied

| Name of the Section | Categories of manpower to be supplied | | | |
|--|---------------------------------------|--------------|---------|----------------|
| | Unskilled | Semi-skilled | | |
| A. Horticulture Section | | | | |
| Name of the Section | Categories of manpower to be supplied | | | |
| | Unskilled | Semi-skilled | Skilled | |
| B. Engineering Section | | | | |
| Name of the Section | Categories of manpower to be supplied | | | |
| | Semi-skilled | | Skilled | |
| C. Day Care Centre | | | | |
| Name of the Section | Categories of manpower to be supplied | | | |
| | Unskilled | Semi-skilled | Skilled | Highly skilled |
| D. Official/maintenance works etc of University | | | | |



6 Financial details per manpower/month

| Sl. No. | Description | Details | Highly-skilled | Skilled | Semi-skilled | Unskilled |
|-------------------------------------|-----------------------|--------------|----------------|---------|--------------|-----------|
| I | *Wage | | | | | |
| ii | EPF | | | | | |
| iii | ESI | _____ % of 1 | | | | |
| iv | Total (Rs) | (1+2+3) | | | | |
| v | **Service Tax | _____ % of 4 | | | | |
| vi | Total (Rs) | (4+5) | | | | |
| vii | Service Charge | _____ % of 6 | | | | |
| viii | Total (Rs) | (6+7) | | | | |
| Grand Total (in figures) | Highly-skilled | | | | | |
| | Skilled | | | | | |
| | Semi-skilled | | | | | |
| | Unskilled | | | | | |

* Salary to be paid per month per person on actual days engaged in the services of the University (category wise) (wages should be adhered to Minimum Wages Act etc.) as per Ministry of Labour and Employment, Govt. of India.

** If applicable.

Date:

Signature of Tenderer, Seal & address