

Central Sanskrit University
Shri Raghunath Kirti Campus
Devprayag-249301 (Uttarakhand)

Ad.No.01-04/2020-21/Admn./CSU/SRKCD/ 222

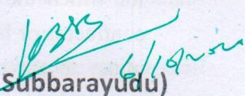
Dated : 06-10-2020

Tender Notice

The undersigned is directed to invite sealed Tenders/Bids from the reputed firms/agencies for outsourcing the services of various position in the Campus.

Notice inviting Tender/Bid for the contract to provide the services of various outsourcing position i.e. (I) Outsourcing staff (II) Security Guard (III) Housekeeping in Central Sanskrit University, Shri Raghunath Kirti Campus, Devprayag-249301. Bids should reach this office up to 13-10-2020 by 02.00 PM.

The tenders will be open in the presence of the bidders. Campus will inform tender opening date and time by Campus website www.srkcampus.org. Kindly keep in touch with campus website.


(Prof.K.B. Subbarayudu)
Director

Terms & Conditions of Tender for Supply of Manpower

‘C.S.U.’ is herein under meant as Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag, Pauri Garhwal, Uttarakhand- 249301

1. C.S.U. reserves the right to ascertain the suitability of the Manpower i.e. (i) Outsourcing Staff (ii) Security Guard & (iii) Housekeeping supplied by the tenderer by an internal committee constituted for the purpose before allowing him to join the work.
2. Internal committee shall be authorized to review the services/performance of the workers periodically and in case of any discrepancies it can suggest for a replacement which has to be done at the earliest possible time by the tenderer.
3. The C.S.U. Director, Sh. Raghunath Kirti Campus, Devprayag reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality C.S.U. further reserves the right to get the work done from open market or through some other agencies. Contractor will be black listed in the department for a period of 5 years from participating in such type of tender & his earnest money/security deposit may also be forfeited if so warranted.
4. Any person who is an employee of the C.S.U. should not be made a partner to the contract by the contractor or indirectly in any manner whatsoever.
5. In every case in which by virtue of the provisions of the Workman’s Compensation Act, the C.S.U., if obliged to pay compensation to such person employed by the contractor in execution of work; the C.S.U. will be entitled to recover from the contractor the amount of compensation so paid.
6. Firm should have minimum 01 year experience.
7. The contractor shall indemnify the C.S.U. against all other damage/ charges and expenses for which the C.S.U. may be held liable or pay on account of the negligence of the contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
8. The contract shall be awarded for the period of one year or a period within Academic year starting from 15th July, 2020 to 15th May 2021 or from the date of award of rate contract and the rate contract shall expire at the end of same academic year. The period of contract may be extended yearly for another one year on academic year basis, after mutual consent and on the same rates and terms and conditions subject to a maximum of three years at the discretion of Director with prior approval from the Head quarter office, New Delhi.
9. The C.S.U. reserves the right to terminate the contract without assigning any reason by giving to the contractor one calendar months’ notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accrued to other party by reason of any incident.

10. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the C.S.U..
11. In case the contractor fails to commence/execute the work as stipulated in the agreement within one month or there is a breach of any terms and conditions of the contract, C.S.U. reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) from open market at the competitive rates. The defaulting contractor will be blacklisted as per clause stated in (3) above and the difference if any will be recovered from the contractor and the security deposited by the contractor shall be forfeited.
12. The individual signing the Quotation form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such person or the firms as the case may be in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time the C.S.U. may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable to all costs and damages. In case of registered or unregistered Partnership Firm, all the partners should sign the tender. In case any person signing on the basis of resolution passed by the company empowering him to sign the agreement on behalf of the company or firm should furnish the same.
13. The contractor has to maintain all the relevant records: registers and documents as required by the Labour department, Regional Provident Fund Commissioner and Employees State Insurance Corporation or other local bodies as per the existing rules or as amended from time to time.
14. In case of any violation of statutory provision under Labour Laws or otherwise on behalf of the contractor there will not be any liability on the C.S.U..
15. In the event of any dispute arising out of contract agreement or otherwise the matter shall be referred to the Arbitrator i.e. Registrar, Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi and his decision will be final and binding on the parties to the contract. Courts at Uttarakhand shall have jurisdiction in connection with any dispute/litigation arising out of this contract.
16. Contractor must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding supervision of the performance of manpower supplied. Supervising compulsory by firm.
17. The C.S.U. shall not be responsible financially or otherwise for any injury to the staff deployed by the contractor in the course of performing the duty for and on behalf of the contractor.
18. The contractor should **ensure medical fitness and police verification** of the employees engaged by him.

19. The C.S.U. will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the C.S.U. recognizes no employer-employee relationship between the C.S.U. and the personnel deployed by the contractor.
20. That the attendance and other relevant records shall be kept by the contractor at his own cost and be produced by him in every month for releasing of salary on demand to the Director or any officer deputed for this purpose by the Director as the contractor and his staff is under overall supervision of the Director.
21. That the contractor shall abide by all the necessary provisions of various Labour Laws/Acts viz. ESI/Medical facility, Contract Labour, Workman's Compensation and if any person engaged by the contractor is found to be inefficient quarrelsome, infirm, intoxicated, invalid or found indulging in theft and other unlawful or activities, the contractor shall replace such person with a suitable substitute at the direction of the C.S.U..
22. That the C.S.U. shall not be liable to provide any sort of accommodation to the staff or person deployed by the contractor. The C.S.U. reserves the right to utilize the services of manpower at CSU's Campus, Devprayag or Girls Hostel/Boys Hostel at nearby place.
23. The Tenderer/ Contactor shall deposit a security amount (Performance Security) equal to 10% of the total cost of annual contract in the form of FDR/Account Payee Demand Draft/bank Guarantee from a Commercial bank (duly pledged in favour of Director, Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag, Distt.- Pauri Garhwal, Uttarakhand for the due performance of the contract. In the event of any breach/violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the C.S.U. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest shall be paid by the C.S.U. on earnest money or security deposits. The EMD will be adjusted from the security deposits.
24. That the contractor shall not engage any sub-contractor or sublet/ transfer the contract to any other agency/ person in any manner.
25. That the contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of the CSU/Hostels or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the CSU.
26. That the contractor shall, for providing proper disciplined manpower services ensure the following:-
 - i) That a weekly report of its staff on duty and about their performance is furnished.
 - ii) That its staff does not smoke/drink/found in intoxicated state as the place is an Educational Institution.
 - iii) That any specific task assigned to it by the C.S.U. or any officer authorized by him is carried out by him diligently and well in time.

- iv) That the salary/wages shall be disbursed in full by cheque/bank account as settled between the contractor and manpower(s) in the presence of a representative of the C.S.U. and a certificate may also be furnished to this effect to the Director. Sufficient transparency in the matter will be maintained.
27. C.S.U. will deduct Income Tax at Source under section 194-c of the Income Tax Act, 1961 from the contractor as per existing IT rules as income tax on the income comprised therein.
28. The Uniforms to Security Guards & Housekeeping will be supplied by the contractor and all Security Guards & Housekeeping workers should be in proper uniform in the office.
29. C.S.U. will provide the material to safaiwala.
30. The requirement of different categories of manpower may vary subject to approval of the Headquarters office New Delhi. The number of manpower in different categories will be intimated while awarding the contract.
31. The C.S.U., reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.
32. Annual turnover of the Service Provider/ Agency/ Firm has to be supported with Balance Sheet/IT Returns CA certificate for last 1 year.
33. The service provider's persons shall not claim any benefit/ compensation/ absorption/ regularization of service from/in this University under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this University.
34. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the University.
35. The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the Second week of the following month after deduction of taxes deductible at source under the laws in force.
36. The contract will be finalized after execution of mutual agreement between both parties.
37. The rate of wages should be Central Government.
38. Outsourcing staff working hours would be normally from 9.30 A.M. to 6.00 P.M. during working days including ½ an hour (1:30 P.M. to 2.00 P.M.) lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.
39. The service provider has to provide attendance register and photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

Tenderer is requested to submit the sealed bids super scribed on two separate envelopes as **"Technical bid" & "financial bid"** and put both envelopes in one big envelop and send to **CENTRAL SANSKRIT UNIVERSITY, Sh. Raghunath Kirti Campus, Devprayag, Distt.- Pauri Garhwal, Uttarakhand-249301** by Speed Post or by hand latest by 13.10.2020 up to 02.00 pm. Initially in the first step technical Bids of all the bidders will be opened. In the second step Financial Bid envelopes will be opened of only those qualified in technical bids. The CSU will not be liable if any bidder is not present in any case at the time of opening of tenders. An earnest money of Rs. 20000/- (Rupees twenty thousand only) is to be deposited alongwith tender document.

The indenter looks forward to receive the bid only in the format of bid attached and appreciate the interest of the service provider in the Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag, Pauri Garhwal, Uttarakhand.

Dated : 06.10.2020.

Director
Central Sanskrit University,
Sh. Raghunath Kirti Campus,
Devprayag, Pauri Garhwal
Uttarakhand - 249301

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES

1. Standards/Benchmarks for the services sought are as under:-

Sl. No.	Position	Experience required & Qualification	Nature of Duties
1.	Junior Accountant	<ul style="list-style-type: none">• Minimum 02 years experience in any organization.• B.Com Pass	Prepare of Annual Account, Handling of Cash/Ledger Book, Trial Balance, Monthly Expenditure, Balance Sheet, Employees salary etc.
2.	Data Entry Operator	<ul style="list-style-type: none">• Minimum 01 years experience in any organization.• A typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word)• A Sr. secondary School Certificate (12th) or its equivalent qualification form a recognized Board/ Desirable:<ul style="list-style-type: none">- Experience of having worked in Office and Sanskrit typing.	Computer typing, Data Entry making etc., maintain the record of files and all official work as assigned.
3.	Arm Guard	Desirable: <ul style="list-style-type: none">• Minimum 03 years experience• Secondary School Certificate (10th) or its equivalent qualification form a recognized Board	<ul style="list-style-type: none">• Monitor and authorize entrance and departure of employees, visitors/campus surrounding area and other person to guard against theft and maintain security of premises.• Protect from Animal etc.

4.	Multi Tasking Staff (MTS)	<ul style="list-style-type: none"> • A secondary School Certificate (10th) or its equivalent qualification form a recognized Board/ University/ Institution. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of having worked in Office. • Skilled in gardening/civil/ electrical/plumbing/ electronic maintenance/Xeroxing/ Faxing/working Knowledge of computer etc. 	<p>Any of the following works as approved for the post of MTS as per requirement:</p> <ol style="list-style-type: none"> a) Physical Maintenance of record of the Section. b) General cleanliness & upkeep of the Section/Unit. c) Carrying of files & other papers within the building. d) Photocopying, sending of FAX etc. e) Other non-clerical work in the Section/Unit f) Assisting in routine office work like diary, dispatch etc., including on computer g) Delivering of dak (outside the building) h) Watch & ward duties. i) Opening & closing of rooms. j) Cleaning of rooms k) Dusting of furniture etc. l) Cleaning of building, fixtures etc. m) Work related to his ITI qualification, if it exists. n) Driving of Vehicles, if in possession of valid driving license. o) Upkeep of parks, lawns, potted plants etc. p) Any other work assigned by the superior authority.
5.	Security Guard	<ul style="list-style-type: none"> • Minimum 03 year experience in any organization. • Secondary School Certificate (10th) or its equivalent qualification form a recognized Board 	<ul style="list-style-type: none"> • Monitor and authorize entrance and departure of employees, visitors/campus surrounding area and other person to guard against theft and maintain security of premises. • Maintain the register of daily activities/visiting person with name, date, entering & outgoing time, vehicle No., Mob. No. etc. • Call Director/Office I/c, Police or Fire Departments in case of emergencies • Without identity proof no

			<p>one student & staff will enter in Campus</p> <ul style="list-style-type: none"> • Unnecessary switched on electronic equipment like light(s)/fan(s)/Computer(s)/A/c(s) etc. will be checked and switch off the button. • Security Guard should be in proper dress on duty time
6.	Cook	<ul style="list-style-type: none"> • Minimum 02 Year Experience in concerned fields i.e., Institution/ Colleges/ Universities/ Hotels etc. • A Sr. secondary School Certificate (12th) or its equivalent qualification form a recognized Board/ Desirable: 	<ul style="list-style-type: none"> • To maintain food hygiene and safety requirements. • To comply with the approved menu only. • To provide nourishing and attractive meals. • To comply with portion control and minimize waste. • To provide breakfast, lunch and dinner on time. • To clean dining and kitchen areas after the preparation and serving of food/meals.
7.	Cook Helper	<ul style="list-style-type: none"> • Minimum 01 years experience in any organization. • Secondary school Certificate (10th) or its equivalent qualification form a recognized Board 	Help to cook and supply food to the students.
8.	Housekeeping	<ul style="list-style-type: none"> • Minimum 03 experience in concerned fields i.e., Institution/ Colleges/ Universities/ Hotels etc. • School Certificate (8th) or its equivalent qualification form a recognized Board 	<ul style="list-style-type: none"> • Perform a variety of cleaning activities such as sweeping, mopping, dusting etc. in Campus Building and Hostel Building • The entire open area and the built up area in the Campus and Hostel will have to be cleaned • Notify to Care Taker on any damages, deficits and disturbances • Deal with reasonable complaints/requests

			<p>relating to cleaning like sweeping, mopping, dusting etc. from Campus and Hostel</p> <ul style="list-style-type: none"> Concerned employee will be available in Hostel/Campus in working hours.
9.	Matron	<ul style="list-style-type: none"> A Sr. secondary School Certificate (12th) or its equivalent qualification from a recognized Board/ Desirable Minimum 02 experience in concerned fields i.e., Institution/ Colleges/ Universities/ Hotels etc. 	<ul style="list-style-type: none"> In Girls hostel maintaining the records, first-aid facility, etc.

**TENDER FORM FOR PROVIDING MAN POWER SERVICES IN
CENTRAL SANSKRIT UNIVERSITY,
SH. RAGHUNATH KIRTI CAMPUS, DEVPRAYAG
PAURI GARHWAL, UTTARAKHAND**

1. Name, address of Firm/Agency : _____
and Telephone no. & E-mail address : _____
2. Registration number of the Firm/Agency : _____
3. Name, Designation, Address and : _____
Telephone No. of Authorized person : _____
of Firm/Agency to deal with : _____
4. Please specify as to whether tenderer : _____
is a sole Proprietor/partnership Firm. _____
Name, address/And Telephone no. of _____
Director/partners should be specified. _____
(a) _____
(b) _____
(c) _____
(d) _____
5. (a) PAN Card Number GST No. _____
(b) Copy of last financial year's Income Tax Returns Attached or Not Attached _____
6. Licence No. under _____
Contract Labour (R&A) Act, if any : _____
7. Details of earnest money deposited _____
in favour of the Director, Cental Sanskrit University, _____
Sh. Raghunath Kirti Campus, Devprayag _____

a. Amount : Rs 20000/- (Rs. twenty thousand only)
b. Demand Draft No. _____
and name of the bank : _____

8. Employees Provident Fund : _____
Registration No. : _____
(Given by PF Commissioner)
9. Any other information. : _____

10. Declaration by the contractor:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions (S.No. 1 to 39 on page no's 2 to 6) and instructions contained to herein and undertake myself/ ourselves to abide by the said terms and conditions.

(Signature of Tenderer)

Name : _____

Designation : _____

Address : _____

Phone No. (O) : _____

Dated :

Financial Bid**PRICE BID FORMAT**

Name of the firm

Type of Man power	Basic rate per day per person (Wage Rate)	EPF	ESI/Medical facility	Other Charges (Please specify)	Contractor's service charges	Total amount per day per manpower	Total amount per unit manpower per month
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
Junior Accountant (Minimum B.Com.) (Skilled)							
D.E.O. (12 th Passed) (Semi-skilled)							
Arm Guard (10 th Passed) (Skilled) .							
M.T.S. (10 th Passed) (unskilled)							
Safaiwala (8 th pass) (unskilled)							
Security Guard (10 th Passed) (unskilled)							
Cook (12 th Passed) (semi skilled)							
Cook Helper 10 th pass) (unskilled)							
Matron(12 th Passed) (Semi skilled)							

(Signature of the contractor with seal)

FORMAT FOR PROVIDING UNDERTAKING

(To be submitted on a stamp paper of Rs.500/-)

The _____

(Designation & Address)

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document (S.No. 1 to 39) and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned, hereby bind myself to the Director, Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag for providing manpower services at Sh. Raghunath Kirti Campus, Devprayag or nearby place of Girls/Boys Hostel for the period of contract.
4. The security money deposited by me shall remain in custody of the (Director, Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag.), till the expiry of the contract.
5. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
6. I will be wholly responsible for providing manpower services at (Director, Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag), and will ensure deployment of persons as per action plan submitted by Director, Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag.
7. I shall be responsible to provide all benefits i.e. E.P.F, ESI/Medical facility and Leave etc. to eligible employees employed by me.
8. I shall abide by the provisions of Minimum Wages act 1948 and Contract Labour Act 1970 and other labour laws applicable from time to time.
9. Damage to C.S.U. Campus, Hostel property if any, due to lapse on my part or my staff may be recovered from me.
10. Should any lapse occur on my part or on my staff while discharging the services, the CSU authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
11. The decision of (Director, Central Sanskrit University, Sh. Raghunath Kirti Campus, Devprayag) will be binding upon me.

Date :

Signature of the tenderer
Seal of the agency

CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH PRE-QUALIFICATION BID

- | | |
|--|--------|
| 1. Contract Labour Licence of Firm/Company from Govt. of India | Yes/No |
| 2. GST No. of Firm/Company | Yes/No |
| 3. Registration No. of Firm/Company | Yes/No |
| 4. Pan No. of Firm/Company | Yes/No |
| 5. Provident fund account No. of Firm/Company | Yes/No |
| 6. Service tax registration No. of Firm/Company | Yes/No |
| 7. Power of Attorney as applicable | Yes/No |
| 8. Partnership deed of Firm/Company | Yes/No |
| 9. Details of experience certificate such type of providing concerned
Department i.e. Central Govt., Govt. Hostel, Army, Railway etc. | Yes/No |
| 40. Details of the Annual turnover supported with Balance Sheet/IT
Returns CA certificate for last 01 year. | Yes/No |
| 10. Undertaking stating that no Criminal/Income tax/Black listing case is pending
against the Firm/Company | Yes/No |

Signature of Tenderer

Name & Address With Rubber Stamp