



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

Tender Notice No. : CUJ/GA/THM/16/2019/683

Date: 30th December, 2019

NOTICE INVITING TENDER (NIT)

Window Advt for “Hiring of Outsourcing Agency for Engagement of Manpower for Housekeeping and other Services”

1. The Central University of Jharkhand (CUJ) invites sealed tenders under two bid system through Central Public Procurement (CPP) Portal (www.eprocure.gov.in) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed man power supplying agencies for outsourcing of the services of
 - i) Highly skilled
 - ii) Skilled
 - iii) Semi-skilled and
 - iv) Unskilled manpowerfor housekeeping, gardening, plumbing, electrician, Office Attendant, Data Entry Operator and other technical persons as and when required.
2. The interested bidders can visit the university web site www.cuj.ac.in or CPP portal www.eprocure.gov.in for details.

Registrar



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Name of the Work/Services: **“Hiring of Outsourcing Agency for Engagement of Manpower for housekeeping and other services”**

1. Schedule of tender Process:

- | | | |
|---|---|--|
| (i) Publication of Tender | : | 30 th December, 2019 |
| (ii) Pre-Bid Meeting | : | 9 th January, 2020 (03.00 pm) |
| (iii) Last date and time for Submission of tender documents | : | 30 th January, 2020 (05.00 pm) |
| (iv) Date and time of Tender Opening (only Technical bids) | : | 03 rd February, 2020 (11.00 am) |

- The tender documents may be downloaded from Central Public Procurement Portal (CPPP) site <http://eprocure.gov.in/eprocure/app> as per the schedule given above. **Aspiring bidders who have not enrolled/registered for e-procurement should enrol/register in <http://eprocure.gov.in/eprocure/app> before participating. The portal enrolment is free of cost. Bidders shall submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the website <http://eprocure.gov.in> . Bidders are requested to follow the instructions carefully as per the tender document given in the website.**
- The tenders shall be submitted online, in two parts viz. Technical Bid and Financial Bid, along with all the tender documents and the Tender acceptance Letter duly signed and numbered in all pages. Overwriting should not be made. If there is any overwriting, it must be initialled by the bidder before uploading. In case of non-uploading of copies of documents specified, such bids shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website shall not be considered. No correspondence will be entertained in this matter.
- Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
- In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.



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1. Supply of Manpower:

1.1 The details of qualifications, experience, duties to be performed and the approximate number of manpower required under the four broad categories namely; (i) Highly skilled (ii) Skilled (iii) Semi-skilled and (iv) Unskilled manpower are given in the **Part-B**. However, the actual number of manpower under above categories may increase / decrease as per the requirement of the University from time to time.

2. Pre-qualifying Criteria:

2.1 Annual Turnover: Average annual financial turnover of the bidder during the last three years ending **31st March 2019** should be at least **Rs. 50.00 lakh** (Rupees Fifty Lakh only).

2.2 Previous Experience: The bidder must have experience in the area of providing of highly skilled, skilled, semi-skilled and unskilled manpower in Government Departments, Autonomous bodies, Public Sector Undertakings etc., for a minimum period of *three years* ending **31st March 2019**.

2.3 The bidder must have successfully executed/ completed similar jobs for supply of highly skilled, skilled, semi-skilled and unskilled manpower, amounting of **Rs 20.00 lakh (at least two works) or Rs 30.00 lakh (at least one work)** during the preceding three financial years ending **31st March, 2019**.

2.4 The bidder shall submit their bids with following details along with information in respect of pre-qualifying criteria indicated in Sl.No. 2.1 to 2.3 above in Part-A (Technical Bid) :-

(i) Copy of Agency profile.

(ii) Status of the Contract or Agency: Whether proprietor/ firm/ limited company etc. enclosed copy of certificate of registration/ incorporation from the concerned authorities.

(iii) Self-attested copy of valid labour license from the Regional Labour Commissioner for specific number required for undertaking the work under the contract Labour(Regulations & Abolition Act, 1970).

(iv) Self-attested copy of the valid GST Registration certificate.

(v) Self-attested copy of the Registration under EPFO.

(vi) Self-attested copy of the registration under ESIC.

(vii) List of the clients and certificates issued by various clients towards proof of successful performance of the work.

(viii) Copy of PAN card and income tax returns filed for the last three years ended 31st



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March 2019.

(ix) A undertaking to the effect that the agency/contractor has not been blacklisted by any Government/Departments/Autonomous bodies, PSU's etc., as on the date of submission of the bid. **(Annexure III)**

(x) Certified copies of Annual accounts comprising of Balance sheet and profit and loss Account / income and expenditure account of the last three years ending 31st March 2019.

(xi) An Undertaking for accepting the terms and conditions of the tender document. **(Annexure IV)**

(xii) **The contractor / agency shall submit a demand draft of Rs. 1,00,000.00 (Rupees One Lakh Only) towards Earnest Money Deposits (EMD) and Rs. 1000.00 (Rupees one Thousand Only) towards tender fee drawn in favour of “Central University of Jharkhand” Payable at Ranchi must be submitted before opening of technical bid.** The firms/agencies duly registered with MSME shall be exempted from paying EMD and Tender document fee. A certificate must be submitted/uploaded by the firm/agency along with Technical Bid. The EMD shall be forfeited if the contractor fails to commence the work as per the award letter for undertaking the job or in the event of withdrawal of offer during the validity period or non-confirmation of acceptance of the order within the stipulated time after issue of the work order by the University.

(xiii) The technical bids which do not meet the pre-qualifying criteria and other information/details required shall be liable for rejection.

(xiv) Technical bids received without EMD/Insufficient EMD and after due date for receipt of tenders shall not be considered and liable to be rejected summarily. Incomplete tenders shall also liable for rejection.

(xv) A declaration to the effect that “information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof” shall be given.

The declaration shall be signed by an authorized representative of the bidder with seal.



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3. Commercial Terms and Conditions

3.1. The successful bidder/firm/agency shall not be paid any kind of advance under any circumstances.

3.2. **Performance Security Deposit:** The successful bidder shall furnish a performance security deposit of Rs.7.00 lakh (Rupees five lakh only) in the form of an Account Payee demand draft/PBG/FD drawn in favour of “Central University of Jharkhand”. The security deposit shall be forfeited by the University for non-compliance of terms and conditions of the agreement by the service provider or frequent absence from duty/misconduct on the part of man power supplied by the service provider or non-compliance with any of the requirements of the labour laws such as failure to deposit of EPF and ESI etc., amounts with respective statutory authorities within stipulated time. The Security Deposit will be refunded to the Contractor after six months of the expiry of the agreement only on the satisfactory performance of the Contractor. No interest shall be payable on the said amount of Security Deposit.

3.3. **Payment of Bills:** Payment to Service Provider shall be made on monthly basis. Bill/s shall be submitted by the contractor after completion of every month duly enclosing therewith

- i) attendance certified by an officer authorized in this regard by the University,
- ii) Salary payment sheet of last month,
- iii) a separate challan showing proof of remittance of ESI and EPF in respect of personnel deployed under the contract for previous month to the respective authorities
- iv) yearly returns required under various Acts.

The University will release payment within 15 days from the date of the receipt of bills along with all the above necessary documents.

3.4. The **Technical Bid (Part-A)** will be opened on the detail tender opening in the presence of agencies/bidders/firms or their authorized representatives wishes to participate. The **Financial Bid (Part-B)** of the agencies who are found technically qualified to carry out the job will be opened as per the scheduled date and time of financial bid opening.

3.5. **Financial Bid:** Financial Bid shall be submitted in the format prescribed in Part-B. The Financial bid shall be valid for a period of 90 days from the date of opening of financial bid.

3.6. **Period of Contract:** The contract will be for a period of three years which may be renewed annually on the basis of performance and mutual consent. The contract shall be



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terminated by the University giving notice of 30 days to this effect. However, the contract can also be terminated by the agency giving a written notice of 60 days.

3.7. The successful bidder shall have to obtain labour license before commencement of work from concerned labour authorities wherever applicable under the provisions of contract labour (Regulations & Abolition) Act, 1970 and the rules made thereunder from time to time. The bidder shall also ensure renewal of such license well before its expiry.

3.8. The agencies/bidders/firms should maintain all the records/ registers / documents which are necessary under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at CUJ at all times. Indicative list of such records is given for example (a) Register of workmen (b) Employment card (c) Muster Roll (d) Register of wages (e) wage slips (f) Overtime registers etc.

3.9. The agencies/bidders/firms shall be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, 1948. Employees Provident Fund Act, 1952, ESI Act, 1948 etc., and CUJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.

3.10. The University reserves the right to reject any or all the bids without assigning any reason thereof.

3.11. The University reserves the right to alter/modify any or all conditions of this tender document before submission of Technical and Financial bids.

3.12. The agencies/bidders/firms shall not be permitted to alter or modify their bids after last date of submission of bids.

3.13. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting their bid. All the pages of the tender form should be signed by bidders as a token of their acceptance of terms and conditions.

3.14. The tenderer should upload through e-Portal and submit DD towards EMD and tender fee must be reach to the Registrar, Central University of Jharkhand, Brambe, Ranchi-835205 before opening of technical bid

3.15. In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the



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reasonableness of the rates quoted by the tenderer in the financial bid. In case the rates quoted by the tenderer are considerably low and seems impracticable/not feasible to execute the assignment, the committee may reject the bid and next bidder who is equal or above to threshold value will be considered as per grading/rate.

4. OTHER TERMS AND CONDITIONS:

4.1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of the University. The service provider shall be responsible for any act of commissioner omission or indiscipline on the part of persons deployed by him. The University shall reserve the right to decide and final screening of the candidates to be deployed considering the age, qualification and experience etc.

4.2. The University may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct or services being not required and service provider shall forth with comply with such requirements/directions.

4.3. The service provider has to provide Photo Identity Cards and Uniform on his own cost to the persons employed for carrying out the work. Wearing APRON is compulsory during duty hours. These cards are to be constantly displayed and their loss shall be reported immediately to the Service Provider for replacement.

4.4. All services shall be performed by persons qualified and experienced in performing such services.

4.5. The Service Provider shall replace immediately any of its personnel, if they are found to be unacceptable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.

4.6. The University shall not be liable for any loss, damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.

4.7. The service provider shall depute an experienced and qualified Supervisor to take care of deputed manpower.

4.8. The service provider shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of the University.



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4.9. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.

4.10. The service provider's personnel shall not claim any benefit / compensation / absorption /regularization of services with the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University. **(Annexure V)**

4.11. The service provider shall ensure deployment of suitable manpower with proper background after verification by the local police, collecting proof of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the University for any reasons, immediately on receipt of such request. The service provider should provide resume of deployed person along with Photograph, copy of Aadhar Card/Residential Proof, Proof of DOB and qualification certificate etc. **(Annexure VI)**

4.12. The character and antecedents of each personnel of the service provider shall be got verified by the service provider before their deployment and a certification to this effect is to be submitted to the University.

4.13. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc. If anyone is found intoxicated, the service provider will immediately replace the staff with the new one.

4.14. The service provider shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their wages every month as per the Minimum Wages Act **by the Seventh day of the following month** without linking to payment to be received from the University. In case of delayed payment, the Service Provider is liable to pay the penalty as decided by the competent authority which shall be binding upon the service provider. **(Annexure VII)**

4.15. Working hours would be normally 08 hours per day during working days. However, the concerned person may have to work beyond office hours, in the exigencies of work or as per instruction by the University.



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- 4.16. The deputed personnel may be called on Sundays and other Gazetted holidays, if required.
- 4.17. The service provider shall provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the University. The service provider shall provide a substitute well in advance if there is any probability of a person leaving the job due to his /her own personal reasons.
- 4.18. The Service Provider shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e-transfer only as per the minimum wages notifications issued by Govt. of Jharkhand from time to time. **Payment in cash is totally prohibited.** A certificate that the wages have been paid in accordance with the said notification should invariably be furnished by the contractor every month along with the monthly bill to the University.
- 4.19. The Service Provider shall be available for contacting at all times and message sent by E-Mail/ Fax/ Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.
- 4.20. The Service Provider has to maintain EPF account of each person employed. He has to maintain Wage register in the premises of University furnishing Name, DOB, EPF No., ESI and get it signed by the Registrar office and Estate I/c.
- 4.21. The Service Provider shall assist the new workers in the opening of EPF/ESI account and bank account.
- 4.22. The Service Provider shall be responsible for any queries from the Regional/Assistant Labour Commissioner on issues related to EPF/ESI etc.
- 4.23. The Service Provider shall submit the Challan and documentary evidence in support of proof of deposit of EPF/ESI amounts, both employee's and employer's share, in respect of individual workers engaged for the University and shall entertain queries in this regard from workers. Any non-compliance by the Service Provider with regard to the above provisions may lead to termination of the contract and forfeiture of security deposit / performance guarantee deposit. The service provider must provide the EPF no. of all outsourced persons.
- 4.24. The successful bidder shall enter into an Agreement with the University on Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 07 days of the issue of letter of Award. Non-fulfilment of this condition of executing an agreement/ contract



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document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.

4.25. In case, the Service Provider fails to make payment of minimum wages to his personnel deployed under the contract, the performance guarantee and the amounts payable by the university to the contractor, shall be utilized by the University to discharge primary liability of the Service Provider and also liable to terminate the agreement.

4.26. The Service Provider shall ensure adherence to all laws especially including Contract Labour (Regulations & Abolition) Act 1970, payment of wages Act 1936, workmen Compensation Act 1923, Minimum Wages Act 1948, ESI Act 1948 and Provident Fund Act 1952 as amended from time to time.

4.27. In case, the Service Provider does not execute the work as per the terms and conditions of the work order /Agreement, the same shall be got executed by the some other firm/agency and the expenditure, 'if any', incurred in this regard shall be recovered from the Service Provider's Security Deposit/Pending bills.

4.28. Disputes, grievances, if any, between the Service Provider and personnel deployed by him have to be settled by the Service Provider only.

4.29. That the personnel deployed shall not be below the age of **18 (eighteen) years and above the age of 50(fifty) years.**

4.30. Contractor shall ensure of providing ESI cards to all the workmen within three months of commencement work under this contract to enable them to avail of the entitled medical facilities.

4.31. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation/ legal or any other liability solely rests with the service provider.

4.32. For every 6(six) days of duty of personnel one day off will be given. The Service Provider must ensure that his employees get 1 (one) day rest in a week and also he/she should not work more than 26 days in a month.



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4.33. Tender Evaluation: The overall successful bidder will be decided on the basis of (Part B) total service charges in case of tie to the service charge, the following criteria will apply.

(i) Highest discount of on material cost

AND /OR

(ii) Maximum Experience of the farm

AND /OR

(iii) Maximum Annual Turn Over of farm

4.34. The minimum wages as per the notifications issued by the Government of Jharkhand from time to time shall be applicable.

4.35. Canvassing, in any form is prohibited and the tenders submitted by the Contractor who resort to canvassing is liable for rejection.

4.36. All housekeeping material and consumables shall be provided by the service provider. All housekeeping and consumables material must be supply within first week of every month.

4.37. **Penalty: - Manpower**-The service provider shall provide replacement in case the employee of the Agency/Firm is proceeding on leave. The agency will inform well in advance to controlling officer designated by the University time to time. In case of failure to provide requisite strength of Manpower for the contract period, it will entail deduction of Rs. 500/- per person/day for Un-skilled, Rs.600/- per person/day for Semi-skilled and Skilled and Rs.700/-per person/day for the High Skilled. In case of repeated failure, it would be open to the University to cancel the contract and to get the same executed from any other agency for the remaining contractual period at the risk and cost of the service provider. Provided, that such cancellation shall be only on issuance of notice to show cause as to why in view of the default the contract be not cancelled and provided further that it would be open to the University to impose a penalty for forfeiting security deposit in lieu of the cancellation. However, neither the cancellation nor penalty shall be imposed without giving opportunity to show cause against either of the proposed actions and the failure of the service provider to give a satisfactory reply in response thereto within the time allowed for filing reply. **Housekeeping and Consumable Materials** - All housekeeping and consumables material must be supply within first week of every month. If fails to



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supply of materials within week, it will entail deduction of Rs. 2000.00 per week subject to maximum of Rs. 5000.00 towards non supply of materials on time.

4.38. **ARBITRATION:** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to services or performance, which cannot be settled amicably, may be resolved through arbitration by appointing an arbitrator with mutual consent of both the parties and the award of the Arbitrator shall be final and binding upon the parties as per the Arbitration and conciliation Act 1996. The arbitral proceedings shall be held at **Ranchi and Civil/High Courts** at Ranchi shall have exclusive jurisdiction to try the matter.

4.39. Settlements of disputes, if any, with regard to providing services and interpretation of any clause in this agreement, the High Courts of Jharkhand at Ranchi shall have the Jurisdiction.

SCOPE OF WORK

Housekeeping services and other services: For the sweeping & cleaning, all machinery / equipment like vacuum cleaner, mop machine, rickshaw, grass cutter etc. and material (Annexure – II) required for the job is to be provided by the service provider.

1. The service provider shall provide the staff in line with the prescribed qualifications as mentioned in the NIT at Annexure-I.
2. In case the outsourced staffs provided by the selected agency does not seem to be fit for the job despite of holding the requisite qualifications/experience, the agency shall immediately replace the staff with the new one.
3. As and when required for any other works related to the University, is assigned time to time the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the University shall make payments separately on submission of the bills on successful completion of the jobs/ works by the contractor.
4. The service provider shall have to provide sweeping & cleaning services in all parts of the Campus which includes building blocks of all Departments, Auditorium , Admn Blocks, Library, Canteens, Girls & Boys Hostels including their rooms, bathrooms, staircases, corridors, roofs and the surrounding areas like lawns, roads and gates etc.
5. The service provider shall depute an experienced and qualified Supervisor to look after the



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deputed manpower for housekeeping & gardening purpose and as per direction of the competent authority.

6. The Housekeeping services shall include:

- a) General Cleaning Services of toilets and rooms to be provided on daily basis.
- b) Dusting of furniture and fixtures, Computers, Printers, Fans etc., of the entire office before 9.00 AM
- c) Removal of waste paper and any other garbage from the entire premises.
- d) Dusting of cupboards, telephone equipment etc. first with dry cloth and then if required with detergent spray, such as Colin.
- e) Mopping of common areas.
- f) Cleaning of grass and leaves.
- g) Air freshener spray in all cabins, toilets and corridors, at least twice in a day.
- h) Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time.
- i) Cleaning / mopping of sitting area and reception area and passages on a continuous basis.
- j) Cleaning and refilling of water jugs in all Sections / Officers' Rooms.
- k) Shifting / adjustments of furniture and other items etc., within the premises.
- l) Acid cleaning and scrubbing of toilets, washbasins, sanitary fittings, glasses and toilet floor
- m) Cleaning of window glasses, frames and grills with Colin or any other good quality detergent;
- n) Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday, as and when required;
- o) Cleaning of panels, posters and paintings, wooden cupboards including adjustments where needed;
- p) Removal of cobwebs;
- q) Window sponging and cleaning;
- r) Cleaning of dustbins and buckets with detergent;
- s) Brass polishing of name-plates;
- t) Disinfectant spray in rooms/ cabins on requirement basis;



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- u) Cleaning of roof-tops;
- v) Vacuuming of curtains / up holdings etc.
- w) Cleaning of drains in the Campus.
- x) Any other service required by the Officer of the University.
- y) Maintenance of gardening work in the University and as directed by the Competent Authority.
- z) To maintain the electric work in the University and as directed by the Competent Authority.
- aa) Maintenance of plumbing work in the University and as directed by the Competent Authority.

B. Office Attendant:-To the work in accordance with the instruction issued by the Reporting Officer/Competent Authority.

C. Data Entry Operator:- To the work in accordance with the instruction issued by the Reporting Officer / Competent Authority.

D. Supervisor:-To supervise the services for complete scope of work as mentioned in the tender documents.

Any requirement of additional manpower may be informed as per the need of the University.

The service provider has to take attestation in the prescribed format from the concerned head or any admin person in the section or department.

(REGISTRAR)



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Technical Bid **(PART –A)**

10. Name of the bidder/firm/agency

2. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrs.....

3. Permanent address of the agency.....
.....

Tel. No. (with STD Code) (O) (Fax)
(R)..... (Mobile)
Email:.....

4. Registration & incorporation particulars of the firm. (please tick)

4.1 Proprietorship

10.4 Partnership

10.4 Private Limited

4.4 Public Limited

(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).

5. Name proprietor/partners/directors

6. Bidders bank, its branch address and his current account number along with IFSC Code
.....
.....

7. ITR last three financial year (2016-17,2017-18,2018-19) (Copy of ITR attached)
.....
.....

8. Annual Turnover of the firm (Rs. In Lakhs) last three financial years (Copy of audited financial statement must be attached)

Financial Year	2016-17	2017-18	2018-19
Amount (Rs. In lakh) (Turnover more than Rs. 50.00 lakh)			

9. GST No.....PAN No.....

10. License No. under Contract Labour Act.....

12. ESI No.....

13. EPF No.....

14. Registration with State Govt.....

Photo of
Authorised
Signatory



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15. Working Experience for last 3 years ending 31.03.2019 (Works list of the agencies along with the name and contact no. of the persons)

.....
NOTE: Documentary proof to be attached for the entries at Serial No. 4 to 15.

I/We hereby declare that the information furnished in the above is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

Place:

Date:

**Name and Sign. Of the Authorized
Person of the Firm along with Seal**



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CHECK LIST OF SELF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

1.	PAN Number	Yes / No
2.	Registration with State Govt.	Yes / No
3.	Provident Fund Account Number issued by the competent authority	Yes / No
4.	ESI Registration No. issued by the Competent Authority	Yes / No
5.	Contract license issued by the Labour Commissioner Under Contract Labour Act.	Yes / No
6.	Tender Fee	Yes / No
7.	EMD	Yes / No
8.	GST No.	Yes / No
9.	Proof of Experience (List of the employer with the name and contact no. for last 3 years)	Yes / No
10.	Profit & Loss A/c of last 3 years	Yes / No
11.	Income Tax Return for last 3 years	Yes / No

Signature of Tenderer



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FINANCIAL BID
(PART -B)

Name of the Agency:.....
MOB. No.....

I. Consolidated Rate of wages for engagement of Manpower per person/per month with 8 hours duty per day (26 days)

(Please enter a single rate for personnel in each Group)

Sl. No.	Category	Service Charges per person (Rate quoted in %)
1	2	3
A	Un-skilled	
B	Semi-skilled	
C	Skilled	
D	High Skilled	

* The employee's contribution for EPF & ESI shall be deducted from the Basic Salary.

**Bonus will reimbursable after actual payment to the workers.

Note:(i) Minimum qualification for the staff to be deployed has been given in the **Annexure I**.

(ii) The no. of person required (Un-skilled, Semi-skilled, Skilled and High Skilled will be approximately 50.

(iii) The service charges need to quoted on gross wages (Basic pay + increase of VDA + EPF + ESI+ Bonus)



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2. Consolidated discount on MRP rate for supply of housekeeping materials.

Sl. No.	Material supply for housekeeping	Discount on MRP
1.	Material as per Annexure II	

Comparative chart will be prepared on the basis of Service Charge.

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Date:.....

Signature of Tenderer



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(Annexure I)

Minimum Qualification for the Staff

S. No.	Staff Category	Minimum Qualification	Category
1.	Sweeper	08 th Pass	Un-skilled
2.	Office Attendant	10 th Pass	Semi-skilled
3.	Gardner	10 th Pass and working knowledge of Gardening work	Skilled
4.	Plumber	10 th Pass and working knowledge of Plumbing work	Skilled
5.	Electrician	10 th Pass and working knowledge of Electrical work	Skilled
6.	Data Entry Operator	Graduation and working knowledge of Typing	High Skilled
7.	Supervisor	Graduation and Knowledge of Computer	High Skilled



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(Annexure II)

Details of item to be supplied by the service provider for housekeeping services in the University.

Sl. No.	Name of Item	Brand/Quality	Quantity required
1.	Phenyl	Branded Good Quality	10 Nos. – 5 ltr. each per month
2.	Phenyl Black	Branded Good Quality	06 Nos. – 5 ltr. each per month
3.	Lizol	Branded Good Quality	10 Nos. – 01 ltr. each per month
4.	Liquid Soap	Branded Good Quality	10 Nos.- 01 ltr. each per month
5.	Hand wash	Dettol/Good Quality	25 Nos.- 01 ltr. each per month
6.	Surf	Ariel/Surf Excel	15 Nos. – 01 kg each per month
7.	Acid	Branded Good Quality	03 Nos. – 5 ltr. each per month
8.	Wiper	Branded Good Quality	06 Nos. monthly
9.	Toilet Brush	Branded Good Quality	08 Nos. monthly
10.	Room Freshener	Branded Good Quality	50 Nos. per month
11.	Floor Duster (Pochha)	Branded Good Quality	25 Nos. per month
12.	Phool Broom	Branded Good Quality	40 Nos. per month
13.	Stick Broom	Branded Good Quality	40 Nos. per month
14.	Sanitary / Urinal Cubes (12 pcs. Each pkt.)	Branded Good Quality	40 Nos. per month
15.	Naphthalene Balls (One kg per pkt.)	Branded Good Quality	5 kg per month
16.	Odonil (10 pcs. Each pkt.)	Branded Good Quality	25 pkt. per month
17.	Harpic (500 ml)	Harpic	25 nos. per month
18.	Plastic Bucket (Small)	Branded Good Quality	20 nos. per quarterly
19.	Mug	Branded Good Quality	20 nos. per quarterly
20.	Duster (Big+Small)	Branded Good Quality	30 Nos. each per month
21.	Wiper (Brush)	Branded Good Quality	08 Nos. per month
22.	Toilet Paper rolls	Branded Good Quality	05 Nos. per month
23.	Colin	Branded Good Quality	12 Nos. per month
25.	Belching Powder	Branded Good Quality	75 kg per month
26.	Vim Liquid	Branded Good Quality	05 Nos. – 200 ml each per month
27.	Vim Bar	Branded Good Quality	05 Nos. – 200 gm each per month
28.	Juna (Iron)	Branded Good Quality	12 Nos. per month
29.	Juna (Plastic)	Branded Good Quality	12 Nos. per month
30.	Hit – Red & Black	Branded Good Quality	10 Nos. each per month
31.	Liquid Soap dispenser	Branded Good Quality	100 nos. one time and service

(N.B.: The above list is informative not exhaustive.)



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Annexure - III

UNDERTAKING

I do hereby declare that my/our agency/firm is not blacklisted by any Government/Department/Autonomous bodies, PSU etc. as on the date of submission of the bid.

Signature of Authorized Signatory of Firm/Agency
Seal /Stamp

Date:
Place:



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(Annexure IV)

UNDERTAKING

I do hereby declare that I/We accept all terms and conditions stipulated in the tender documents for hiring services of outsourcing agency for engagement of manpower for housekeeping and other services.

Signature of Authorized Signatory of Firm/Agency
Seal /Stamp

Date:

Place:



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(Annexure V)

UNDERTAKING

I do hereby declare that our personnel's shall not claim any benefit/compensation/regularization of the service or absorption with the University.

Signature of Authorized Signatory of Firm/Agency
Seal /Stamp

Date:

Place:



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(Annexure VI)

FORMAT
RESUME

Name :

Father's Name :

Date of Birth :

Sex :

Religion :

Nationality :

Marital Status :

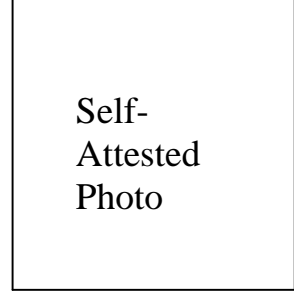
Language known :

Contact No. (Mobile) :

Address :

.....

.....



Educational Qualification* :

Examination	Board/University	Year	Division	Percentage (%)

Technical Qualification* :

Working Experience* :

(Give details in separate sheet)

Aadhar No.* :

(*Attach proof)

Place:

Date:

Signature



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(Annexure VII)

AFFIDAVIT
(in Rs. 100.00 Stamp paper)

In case of default in performance of the service midway, I,....., S/o
Shri....., the Proprietor, Permanent address
..... will be liable for

1. Forfeiture of the performance guarantee submitted by our firm/agency.
2. Pay the penalty as fixed by the University in addition to forfeiture of the performance guarantee for causing administrative inconvenience to the University.
3. The University may also initiate the process of blacklisting our firm/agency for the breach of contract.
4. The agency would make payment of wages by 07th of the each month and shall not default in making such payment to workers. Such payment of wages to workers shall not be dependent upon payment of bills by the University. The firm/agency would not take shelter of payment of bills by the University in this regard.

Deponent

Witness:-

1.
2.