

JIWAJI UNIVERSITY, GWALIOR



// TENDER NOTICE //

Sealed tenders are invited from reputed Manpower Agencies for outsourcing of skilled, semi skilled and unskilled manpower. (Data Entry Operator) on contract basis. Requirement may increase or decrease as per actual requirement.

The tender document can be obtained from the office of Registrar, Jiwaji University, Gwalior (M.P.) on any working day between 11.00 a.m. to 5.00 p.m. by depositing tender fees of Rs. 1000/- either by cash or by demand draft in favour of "Registrar, Jiwaji University, Gwalior (M.P.)". The tender form is also available on our website www.jiwaji.edu where from it can be downloaded and submitted along with Rs. 1000/- as tender fees. Sealed tenders must reach in the office of Registrar, Jiwaji University, Gwalior on or before 01-06-2011 upto 3.00 p.m. The tenders will be opened in presence of a committee in the University office at 4.00 p.m. on the same day.

Tenders received late or without EMD address or incomplete in any respect will not be considered. The University reserves all the rights to accept or reject or withdraw this tender notice without assigning any reasons thereof.

REGISTRAR

JIWAJI UNIVERSITY, GWALIOR (M.P.)



Tender Notice inviting bids from various Manpower agencies for "Outsourcing of Manpower" on Contract basis

Sealed tenders are invited from reputed Manpower Agencies for outsourcing of following categories of skilled semi skilled and unskilled manpower.

Data Entry Operator

(Requirement may increase or decrease as per actual requirement)

1. Period - Approximately for one year (may be renewed)
2. Security Consideration - The persons supplied by the agency should not have any criminal record/cases, against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
3. Period within which, the manpower is to be supplied within 15 days of award of contract.

Qualification and Experience :

1. Data Entry Operator - B.C.A. / B.Sc. (Computer Science) / Arts Graduate with P.G.D.C.A. and Data punching speed of 30 WPM in English and good working knowledge of Hindi Typing on computer is must.

Terms and Conditions of the tender are as follows :

- A. The agency should be registered with the concerned Government Authorities under the Companies Act, ESI Act fir Service Tax under Central Excise Act and a copy of the registration may be submitted along with the tender. The Agency should provide an undertaking that they will comply with all relevant statutory norms.
- B. The Agency should have a minimum of 3 Years experience in supplying manpower.
- C. The Agency should submit its PAN and Sales Tax Registration Number along with tender documents.
- D. An earnest money of 10,000/- with a demand draft drawn in favour of "The Registrar, Jiwaji University, Gwalior, hereinafter shall be referred as University may be submitted, failing which their bids will not be considered valid.
- E. The successful bidder should furnish a security deposit equivalent to Rs. 40,000.00 which will be forfeited in case the supply of manpower is delayed beyond the stipulated period as per agreed term or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
- F. The tenders should be submitted in two sealed covers. The first sealed cover should be superscribed "Techno-Commercial Bid" and should contain :
 - a. Company profile including previous experience of manpower supply to Government Departments etc.
 - b. Acceptance of terms and conditions mentioned at Para (A) - (E) above
 - c. Demand Draft for Earnest Money Deposit.

The Second Sealed envelope super scribed 'Price-Bid' should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person. Both the sealed covers should be super scribed "Tender for Supply of Manpower". This should be addressed to the Registrar, Jiwaji University, Gwalior by _____ P.M. on _____

- G. The tenders will be opened by a Bid Committee in the presence of participating bidders at _____ P.M. on _____

(Name, Designation of Competent Authority)

TERMS & CONDITIONS

- A. The number of personnel to be deployed by manpower agency may be varied from time to time as decided by the Jiwaji University. The present requirement on each category will be intimated at the time of giving the award of work.
- B. 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 and service provider shall forthwith comply with such requirements.
- C. The service provider has to provide the 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.
- D. All services shall be performed by persons qualified and skilled in performing such services.
- E. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality of improper conduct upon receiving written notice from office.
- F. The University shall not be liable for any loss, damage, theft, burglary or robbery or any personal belongings, equipment or vehicles of the personnel of the service providers.
- G. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- H. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- I. 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 / organizational matters as all are of confidential/secret nature.
- J. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with the University under the provisions of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

- K. The person deployed shall not claim any master & servant relationship against this University.
- L. The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs 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 office for any reasons immediately on receipt of such a request.
- M. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.
- N. The service provider shall engage the necessary person as required by out office from time to time. The said person 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 salary every month. There is no master & servant relationship between the employees of the service provider and the Purchaser (University) between the employees of the service provider and the Purchaser (University) further that the said person of the service provider shall not claim any absorption.
- O. The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
- P. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to the University.
- Q. Working hours would be normally 8^{1/2} hours per day between 10.30 A.M. to 5.30 P.M. during working days including half hours lunch break. Actual amount per hour would be calculated for the personnel deployed on duty.
- R. The personnel may be called on a Saturday, Sunday and other gazette holiday, if required. They may be paid extra as per the rates approved by the University.
- S. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the University.
- T. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

- U. Payments to the service provider would be strictly on certification by the officer with whom lie is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- V. The service provider shall be contactable at all times and message sent by email/Fax/Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.
- W. The agency should be registered with the concerned Government Authorities, and a copy of the registration may be submitted.
- X. The Agency should submit its PAN and Sales Tax Registration Number.
- Y. An earnest money deposit; of Rs. 10,000/- in the form of demand draft drawn in favour of "the Registrar, Jiwaji University, Gwalior" may be submitted, failing which their bids will not be considered valid.
- Z. The successful bidder should furnish a security deposit equivalent to Rs. 40,000 which will be forfeited in case the supply of manpower is delayed beyond the stipulated period as per agreed term or frequent absence from duty / misconduct on the part of manpower supplied by the agency.
- ZA. The rates quoted in tender must include minimum wages, insurance, fund, service tax, service charge and other charges which may be liable.
- ZB. The tenderer firm have to maintain EPF Account against every person employed with Asstt. Comm. Pensioner Fund, Gwalior.

REGISTRAR

(Rs. 1000/-)

Tender Form No.

JIWAJI UNIVERSITY, GWALIOR (M.P.)

**Tender for award of contract for Outsourcing of Manpower for 2011-12
in the office of Jiwaji University, Gwalior**

IMPORTANT

The tenderes must return one set of this tender document with Annexure-I (Technical Tender) and Financial bid (Annexure-II) separately duly signed in each page in token of their unconditional acceptance of the tender. The conditional tender will not be considered.

Submission of Tender

Last Date : 01-06-2011 Tender box available at
Time : 03.00 PM Jiwaji University, Gwalior (M.P.)

Opening of Tender

Date : 01-06-2011 Jiwaji University, Gwalior
Time : 04.00 PM

- # Bids received after the closing date and time will not be considered. Tenderers may, therefore, ensure that their bids are deposited in the tender box within stipulated date and time.
- # Tenders should be deposited in sealed covers in the tender box at Jiwaji University, Gwalior. No tenders by post or courier service etc. will be accepted.
- # No oral, telephonic or telegraphic tenders shall be entertained.
- # Please enclose a demand draft at Rs. 1000/- in favour of "Registrar, Jiwaji University", payable at Gwalior (not refundable) with application form as tender document chart.

TECHNICAL TENDER

(To be submitted along with Financial Tender)

1. Name and Address of the Agency : _____
2. Year of Establishment : _____
(Enclose Proof)
3. Establishment Registration (SSI No.) : _____
(Enclose Photocopy)
4. Service Tax No. : _____
(Enclose Copy)
5. PAN Number : _____
(Enclose Copy)
6. PF Registration No. : _____
(Enclose Copy)
7. ESIC Registration No. : _____
(Enclose Photocopy)
8. Income Tax Clearance Certificate : _____
(Enclose Copy)
9. Certified copy of the Financial Status : _____
(Bank Statement)
10. Certified and Audit Copy of Last : _____
Balance sheet of the Agency
11. Clientele : Govt. / Semi Govt. / : _____
Public Sector / Autonomous Bodies must
be indicated (along with proof of empanelment)
12. Any other Information : _____

DECLARATION

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

(AUTHORISED SIGNATORY WITH SEAL)

PRICE - BID

PRICE-BID OF THE TENDER

"OUTSOURCING OF MANPOWER" YEAR 2010-11

S.No.	Particular	Rate Per Month	Rate Per day
1-	Data Entry Operator		

LIST OF DOCUMENTS / CERTIFICATES

(To be submitted along with the tender which are essential, if not found, the tender will be rejected summarily)

1. Annexure-I (Techno-Commercial Bid) and II (Price Bid) regarding rates to be attached duly signed by the proprietor/authorized signatory with rubber stamp.
2. Certificate of registration/incorporation with the concerned authorities. Please mention clearly whether the firm is proprietary or partnership/private Ltd./ Limited (attach photocopy).
3. Proof regarding financial soundness for this purpose along with profit/loss account for the last 5 years along with bank certificate.
4. Proof of sufficient working capital for running the business along with photocopy of bank statement.
5. Income Tax Number with PAN (Photocopy to be attached) along with photocopy of last return filed.
6. Employee Provident Fund Registration Number. (Attach Photocopy).
7. P.F. Registration Number (Attach Photocopy).
8. Total experience in the field along with proof.
9. List of clients with documentary evidence thereof (Attach photocopy of Agreements).