

**TENDER
FOR
SKILLED
MANPOWER
(DATA ENTRY OPERATOR)
TO
JIWAJI UNIVERSITY GWALIOR**

THE REGISTRAR
JIWAJI UNIVERSITY
GWALIOR

Website :
www.jiwaji.edu



JIWAJI UNIVERSITY GWALIOR

TENDER NOTICE

JIWAJI UNIVERSITY, GWALIOR invites sealed Tenders from the Reputed Manpower Agencies for outsourcing of skilled manpower (Data Entry Operator) on Contract basis. Number of Manpower may increase or decrease as per the actual requirement. The Tender document may be obtained from the Office of The Store Department of JIWAJI UNIVERSITY Gwalior during office hours on payment of Rs.1000/- in the form of Demand Draft/Banker's cheque in favour of THE REGISTRAR, JIWAJI UNIVERSITY GWALIOR, payable at GWALIOR. For detailed terms and conditions, visit website www.jiwaji.edu Cost of tender document, if downloaded from the website to be deposited as a separate DD along with the tender, failing which tender will be rejected.

The tender form completed in all respects (sealed) should reach to THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR latest by 26/08/2011 at 3:00 pm.

Tenders received late or without EMD or incomplete in any respect will not be considered. The University reserves all the rights to reject any or all the tenders without assigning any reasons thereof.

REGISTRAR,

(Technical Form)
JIWAJI UNIVERSITY, GWALIOR (M.P.)

(Format for submission of the tender on letter head of the Agency)

To, _____

The Registrar,

Jiwaji University, Gwalior

Sub.: Tender for outsourcing of skilled Manpower (Data Entry Operator) on contract basis.

Sir,

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

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

1. Name of the Agency _____
2. Office Address _____
3. Tele/ Mob. No. _____
4. E-Mail Address _____
5. Crossed Bank Pay Order No.(DD No.) _____ dated _____ for Rs.10,000/-
6. Tender cost of Rs. 1000/- if downloaded from the website payorder/ DD No. _____
7. Photocopy of EPF registration. _____
8. Photocopy of ESI registration. _____
9. Photocopy of PAN card. _____
10. Photocopy of Registration of Service Tax. _____
11. Photocopy of Shop Establishment Registration No. _____
12. Photocopy of Income tax returns for last two years.
13. Balance Sheet of last two years duly certified by a Chartered Accountant.
14. List of clients (Govt./Semi Govt./Autonomous body) along with proof.

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

Date: _____

Encl.: As above

Authorized Signatory
(Name in Block Letters)
Signature of the Tenderer
(Seal & Sign of the Tenderer)

Jiwaji University, Gwalior (M. P.)

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

The Registrar Jiwaji University Gwalior invites Tenderer for Data Entry Operator for Jiwaji University Gwalior. The scope of work and General Instructions for submitting Tenderer are given below:

1. The Tenderer are for providing the adequate Manpower services for Office Work of Data entry, required from 10.30 AM to 5.30 PM. on working days and may also be required on holidays and weekends.
2. **Period:** The contract will be initially for one year from the date of taking up the supply of manpower. The period of contract may be further extended on mutually agreed terms and conditions, provided the requirement of the services from the agency persist at that time or, may be curtailed/terminated at any time before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. The University, however, reserves the right to terminate the contract at any time even before the expiry of one year period after giving 10 days notice to the selected service provider.
3. **Eligibility Criteria & Qualification of the service provider**
 - a. The agency must have been registered under the Contractor Labour (Regulation and Abolition) Act, 1970 and have a valid labour License;
 - b. The agency must pay salary to its employees as per the payment of Minimum Wages Act. Copy of acquaintance should be attached along with the bills for claiming payment monthly.
 - c. Must have experience in providing such services earlier atleast to 2 Govt./Semi Govt./Autonomous body. The list of clients for whom the agency is providing similar services may be provided for records and future reference.
4. The Tenderer should accompany with a copy each of the following in a sealed envelope of which one is to be marked has TECHNICAL BID.
 - a. Technical form duly signed by the tenderer .
 - b. Certificate of Registration of shop establishment;
 - b. Copy of PAN Card;
 - c. Registration of ESI;
 - d. Registration of EPF;
 - e. Registration of Service Tax;
 - f. List of clients;
 - g. IT return filed for the last two years along with Balance Sheet;
 - i. EMD of Rs. 10000/- in the favour of The Registrar, Jiwaji University Gwalior.
 - j. Receipt of Rs. 1000/- as cost of Tender form DD/Pay Order if downloaded from Website.
5. The Second envelope will be sealed and marked as “**Financial Bid**” which will contain only financial tender form duly filled in and signed by the tenderer. No other documents would be placed in this envelope.
6. Both these separately sealed envelopes will be placed in a third one (big one) which may be called the container envelope and it will also be sealed and marked as “TENDERS FOR SKILLED MANPOWER”.

7. The quotations complete in all respects should be in a sealed cover and addressed to the Registrar, Jiwaji University Gwalior-474001 and should reach latest by 26/08/2011 at 3:00 P.M. Quotations received after the due date and time due to any reason what so ever including postal delays shall not be considered. The tender cover must be superscripted **“TENDER FOR SUPPLY OF MANPOWER”**.
8. The Quotations will be opened on 26/08/2011 at 4:00 p.m. at Jiwaji University Gwalior, in presence of the representatives of the agencies. The rates should be quoted only as per format given in Annexure. Conditional bids, quotations without the documents above shall not be considered and will summarily be rejected. No overwriting/cutting is permitted and in such cases the quotations will be rejected
9. **EMD:** An Earnest Money Deposit (EMD) of **Rs. 10,000 (Rupees Ten thousand only)**, in the form of an account payee Draft of any Nationalized Bank in favour of The Registrar Jiwaji University, Gwalior must accompany each tender bid. Bids without the Draft for EMD shall be summarily rejected. In case the agency is not selected, the EMD will be refunded without any interest. The EMD of selected agency will be adjusted against the Security Deposit.
10. The agency that has quoted the lowest rate on the basis of “Total charges” in Annexure will be selected; however, the decision of The Registrar Jiwaji University will be final. If the lowest quoted agency does not accept the order, their EMD will be forfeited. **The rates quoted should ensure that the personnel deployed for this service contract are paid as per the statutory norms including the wages, as prescribed and the statutory benefits like PF, ESI etc. in Annexure.**
11. *The agency shall –*
 - a. Ensure that the persons deployed for the job are reliable and should obtain proper police verification before deployment
 - b. Ensure that the personnel deployed for this service contract are paid as per the statutory norms including the minimum wages, as prescribed by the Government of M.P. from time to time, and the statutory benefits like PF, ESI etc. Shall be responsible for ensuring satisfactory execution of the job as well as compliance of all statutory requirements/benefits.
 - c. The monthly wages for the month in which the persons deployed should be made in the subsequent month but not later than 7th of each month.
 - d. Ensure that the personnel to be deployed should be a bonafide citizen of India.
 - e. The person deployed should be Graduate with at least two years experience and shall be able to work in computers and similar automations and having a good speed of typing in English & Hindi 40 word per minute. Further the person should have studied computer as a course/either at +2 or graduation level from a reputed institution.
 - f. The agency shall not deploy any person who has not completed eighteen years of age.
 - g. The persons deployed in this University will be on the roll of the supplying Agency and have no right for any claim of regular employment in the University;
 - h. The service provider has to provide the photo identity cards to the persons employed by him for carrying out the work this card are to be constantly displayed.
 - i. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office or incompetence, in proper conduct upon receiving written notice from the office.

12. Supervision of the services and manpower deployed:

- a. The Agency will depute one senior person responsible for monitoring the performance and presence of the manpower deployed for the University.
- b. The person deployed must be well mannered and loyal and if any time found to be guilty of mis-conduct in any matter, the concerned personnel may be replaced by the agency within 24 hours, and such personal shall not be redeployed for duty again.
- c. The Agency should ensure that the person deployed wear a neat, clean and proper office attire and also maintain discipline & behavior like non-consumption of alcohol and smoking while on duty etc.
- d. The personnel deployed, during the course of their work, shall be privy to certain official documents and information which they are not supposed to divulge to third parties. Breaching the above shall make the service provider as well as the person concerned liable for penal action under IPC, Cr.P.C. or any other relevant proviso besides, action for breach of contract.
- e. Agency shall be held responsible in case any of the person engaged by them creates unwanted situation, unnecessarily shouts, raises slogans against any officer/person within the office premises or during the period of the job order. This act shall be considered as breach of the job assignment and shall be dealt with as may be deemed fit by the University; Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- f. Agency shall be solely responsible for any loss or damage to University's property while it is in his charge during the period of the job order/ assignment.
- g. In case it is felt by the University that any person engaged by the Agency is not suitable for carrying out the job inside the University premises then the person is to be replaced immediately by the Agency.

13. The contract is further subjected to the conditions that

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

14. Payment Procedure

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

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

Date:
Place:

Signature of authorized person
Full Name:
Seal

ANNEXURE
FINANCIAL TENDER FORM

Details/break up of Rates Quoted for Skilled Manpower (Data Entry Operator)

Sl. No	Component of Rate	Amount per month (in `)
1	Wages	
2	EPF	
3	ESI	
4	SERVICE CHARGE	
5	Service Tax	
6	Total amount quoted	

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

Date:
Place:

Signature of authorized person
Full Name:
Seal