



# राजस्थान केन्द्रीय विश्वविद्यालय

## Central University of Rajasthan

NH-8, Bandarsindri, Kishangarh-305817, Dist. – Ajmer (Rajasthan)

Website: [www.curaj.ac.in](http://www.curaj.ac.in)

**Tender Notice No. :** CURAJ/R/F.96/2018/4352

**Date:** 18.01.2018

### **NOTICE INVITING TENDER (NIT)**

1. **About University:** The Central University of Rajasthan (hereinafter referred as the “University” or “CURAJ”) is a University accredited with 'A' Grade by the NAAC. It has been established by an Act of Parliament (Act No. 25 of 2009, The Gazette of India, No. 27, published on 20<sup>th</sup> March, 2009 as a new Central University, and is fully funded by the Government of India. The University is functioning from its campus spread over 518+ acres of land. Presently, the University is offering 23 P.G. programmes, 21 Ph.D. programmes, 10 Integrated (UG+PG) programmes, 4 Integrated M.Sc. B.Ed. Programmes and some vocational courses. About 2000 students and staff are currently residing in the campus.

**Location:** The University campus is situated at village Bandarsindri on NH-8, about 20 Kms distance from Kishangarh, 46 Kms from Ajmer, 85 Kms from Jaipur.

2. Central University of Rajasthan (CURAJ) invites sealed tenders under two bid system (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 manpower on contract basis at the above address.
3. This advertisement and tender documents can be downloaded from the official website of the University ([www.curaj.ac.in](http://www.curaj.ac.in)). The bidders are required to enclose a demand draft for Rs. 1000/- (Rupees One thousand only) as tender fees, drawn in favour of “Central University of Rajasthan”, payable at Kishangarh (Distt. – Ajmer) alongwith Technical Bid. This is to be paid in addition to EMD amount.
4. Name of the Work/Services: **“Hiring Services of Outsourcing Agency for Engagement of Manpower on Contract basis”**

#### **Schedule for processing of the tender:**

- |   |   |   |
|---|---|---|
| (i) Opening of Tender documents                             | : | From 18.01.2018 (available to be downloaded from University website <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> )                                  |
| (ii) Last date and time for Submission of tender documents  | : | 08.02.2018 (upto 14:00 hrs.)  |
| (iii) Date and time of Tender Opening (only Technical bids) | : | 08.02.2018 (15:00 hrs.)   |
| (iv) Date and time of Opening of Financial Bids             | : | Date and time will be intimated at a later date   |
| (v) Address for submission of tender documents              | : | Room No. 101, Ground Floor, Administrative Building, Central University of Rajasthan Campus, NH-8, Bandarsindri, Tehsil - Kishangarh, Distt. – Ajmer (Raj.) |



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5. The interested firms, agencies etc., are required to submit the Technical Bid and Financial Bid separately to the Registrar, Central University of Rajasthan, N.H.-08, Bandarsindri, Kishangarh-305817, District Ajmer (Raj.)

[ The two bids in separately sealed covers (Envelope – I containing “Technical Bid” and Envelope –II containing “Financial Bid” should be placed in another sealed envelope duly superscribed "Hiring Services of Outsourcing Agency for Engagement of Manpower on Contract basis" ) ]

6. The sealed bids can be submitted in the drop box placed at the address given, upto the date and time noted above. The University shall not be liable for any postal delays or otherwise, for submission of tender documents and delayed bids shall not be accepted after the prescribed date and time.

### 1. Scope of 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 Enclosure-01. 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 31<sup>st</sup> March 2017 should be at least Rs.75.00 lakh (Rupees Seventy Five Lakh only).

- 2.2 **Previous Experience:** The contractor / agency 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 31<sup>st</sup> March 2017.

- 2.3 The contractor/ agency (will also be referred as service provider) must have successfully executed/ completed similar jobs for supply of highly skilled, skilled, semi-skilled and unskilled manpower, amounting of Rs 50.00 lakh (at least two) or Rs 75.00 lakh (at least one) during the preceding three financial years ending 31<sup>st</sup> March 2017.

- 2.4 The contractors shall submit their bids with following details alongwith information in respect of prequalifying criteria indicated in Sl.No. 2.1 to 2.3 above in Part-I (Technical Bid) :-

- (i) Copy of Agency profile.
- (ii) Status of the Contract or Agency: Whether proprietor/ firm/ limited company etc. Enclose a 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 Service Tax Registration certificate.



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- (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/TAN card and income tax returns filed for the last three years ended 31 March 2017.
- (ix) A written 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
- (x) Certified copies of Annual Reports comprising of Balance sheet and profit and loss account/ income and expenditure account of the last three years ending 31 March 2017.
- (xi) An Undertaking in writing accepting the terms and conditions of the tender document.
- (xii) The contractor / agency shall enclose a demand draft of Rs 1.00 lakh (Rupees One Lakh only) drawn in favour of "Central University of Rajasthan" towards Earnest Money Deposits (EMD). This 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 of offer or non-confirmation of acceptance of the order within the stipulated time after issue of the order by the University.
- (xiii) The technical bids which do not meet the pre-qualifying criteria and other information/details required as per Sl. No. 2.4 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 for rejection. 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.

2.5 There shall be an Integrity Pact to be signed by both the party as per CVC guideline.

### Commercial Terms and Conditions

1. The successful Contractor/ Agency shall not be paid any kind of advance under any circumstances.
2. **Security Deposit:** The successful bidder shall furnish a performance security deposit of Rs 5.00 lakh (Rupees Five lakh only) in the form of an Account Payee demand draft drawn in favour of "Central University of Rajasthan". 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



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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 within two 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. **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) Pay slips of all the personnel deployed under the contract; ii) attendance certified by an officer authorized in this regard by the University; 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 and iv) quarterly / half yearly and 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.
4. The Technical Bid (Part-I) will be opened in the presence of Tenderers or their authorized representatives who choose to participate on the date of tender opening. The Financial Bid (Part-II) of the agencies who are found technically qualified to carry out the job will be opened with prior intimation indicating the date and time of Financial bid opening.
5. **Financial Bid:** Financial Bid shall be submitted in the format prescribed in Annexure-II. The Financial bid shall be valid for a period of 60 days from the date of opening of Technical bid.
6. **Period of Contract:** The contract will be initially for a period of two years which may be extended for further period on the basis of performance and with mutual consent. However, the University reserves the right to decide initial period for assigning the contract for less than two years without assigning any reason.
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.
8. The contractor 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 CURAJ 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.
9. The service provider 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 CURAJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.
10. The University reserves the right to reject any or all the offers without assigning any reason.



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11. The University reserves the right to alter/modify any or all conditions of this tender document before submission of Technical and Financial bids.
12. Bidders shall not be permitted to alter or modify their bids after expiry date of receipt of bids.
13. Bidders 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.
14. All entries in the tenders must be written in ink or typewritten. Over-writing should be avoided. Correction, if any, should be attested with signature by the bidder or his authorized representative.
15. **In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the 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.**

### **OTHER TERMS AND CONDITIONS:**

1. The service provider's personnel deployed should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this University. The service provider shall be responsible for any act of commission or 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.
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 forthwith comply with such requirements/directions.
3. The service provider has to provide Photo Identity Cards to the persons employed for carrying out the work. These cards are to be constantly displayed and their loss shall be reported immediately to the Service Provider for replacement.
4. All services shall be performed by persons qualified and experienced in performing such services.
5. The Service Provider shall replace immediately any of its personnel, if they are found to be unacceptable to 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 oral.
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.





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7. **The service provider shall depute a Supervisor to take care of the functional requirements of deputed manpower who will report to the Joint Registrar (Establishment). The wage of the Supervisor equivalent to that of a Lower Division Clerk, will be borne by the University.**
8. The service provider shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of the University.
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.
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.
11. The service provider shall ensure deployment of suitable people 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.
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, in the form of Affidavit.
13. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.
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 Rs.100/- penalty per worker per each day of delay.
15. Any statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
16. Working hours would be normally 08 hours per day during working days including half an hour lunch break. However, the concerned person may have to work beyond office hours, in the exigencies of work.
17. The deputed personnel may be called on Sundays and other Gazetted holidays, if required.



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18. 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.
19. 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 Regional Labour Commissioner 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.
20. 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.
21. The Service Provider has to maintain EPF account against every person employed with the Regional Provident Fund Commission, Ajmer.(to be confirmed)
22. The Service Provider shall assist the new workers in the opening of EPF/ESI account and bank account.
23. The Service Provider shall be responsible for any queries from the Regional/Assistant Labour Commissioner on issues related to EPF/ESI etc.
24. **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.**
25. The successful bidder shall enter into an Agreement with the University on Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Acceptance. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.
26. In case, the Service Provider fails to make payment of minimum wages to his personnel deployed under the contract, the Security Deposit /other dues and the amounts running bills under the contract shall be utilized by the University to discharge primary liability of the Service Provider.
27. 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.



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28. 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 contractor/agency and the expenditure, 'if any', incurred in this regard shall be recovered from the Service Provider's Security Deposit/Pending bills.
29. Disputes, grievances, if any, between the Service Provider and personnel deployed by him have to be settled by the Service Provider only.
30. That the personnel deployed shall not be below the age of **18 (eighteen) years and above the age of 55(fifty five) years.**
31. 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.
32. 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.
33. Technical bids received without EMD/Insufficient EMD and after due date for receipt of tenders shall not be considered and liable for rejection. Incomplete tenders shall also liable for rejection.
34. Tender Evaluation: The L1 party will be decided on the basis of total service charges quoted in Financial bid. In case more than one party has quoted the same rate, a lottery system will be followed.
35. The minimum wages as per the notifications issued by the Government of India from time to time shall be applicable.
36. Canvassing, in any form is prohibited and the tenders submitted by the Contractor who resort to canvassing is liable for rejection.
37. **ARBITRATION:** In event of any question, dispute/difference arising under this contract/agreement the same shall be referred to sole arbitrator, the Vice-Chancellor of CURAJ or his nominee. The award of the arbitrator appointed by Vice-Chancellor shall be final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
38. Settlements of disputes, if any, with regard to providing services and interpretation of any clause in this agreement, the Courts at Jaipur/ Kishangarh/Ajmer shall have the Jurisdiction.
39. Generally, CURAJ is exempted from payment of certain taxes. If found applicable, later on the same shall be reimbursed at actual basis.





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40. The rates in Financial bid shall be quoted in Indian rupees, both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.
41. The service charges quoted by bidders in Financial bid shall be firm and fixed throughout currency the coverage of the contract.
42. Service charges per month per person shall be submitted by the Contractor in the prescribed given format and calculation of the payment shall be made as per the following formula:

**Formula:** Wages payable to individual = Total monthly wages ÷ Number of working days in the month × No. of days working in the particular month by the individual.

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### **ANNEXURE – I**

### **TECHNICAL BID**

### **PART-A**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Required information</b>	<b>Page No.</b>
1.	Name of the Tendering Manpower company/ Firm/ Agency/Contractor (attach self-attested copy of certificate of registration)		
2.	Name of the Director of Company/Active partner of Firm/Authorized Agent/ Proprietor with Telephone Number Landline & Mobile		
3.	Full Address of Registered Office		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4.	Full Address of Operating/Branch Office at Jaipur/ Ajmer with Telephone Number, Fax Number, E-Mail Address		
5.	Name of the representative authorized to sign tender document including Financial Bid (If Any) (attach original authorization letter)		
6.	Banker of the Company / Firm / Agency / Contractor with full Address (attach self-attested copy of latest bank statement)		
7.	PAN / GIR No. (attach self-attested copy)		
8.	G.S.T. Registration No. (attach self-attested copy)		
9.	EPF Registration No. (attach self-attested copy)		



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10.	ESI Registration No. (attach self-attested copy)		
11.	Annual Turnover of the manpower Firm/Agency/ Company as evident from the IT Returns. <b>(Should not be less than Rs. 75.00 lakh in each financial Year)</b> (copies of the accounts certified by CA to be enclosed)	<u>2014-15:</u> Rs. ....  <u>2015-16:</u> Rs. ....  <u>2016-17</u> Rs. ....	
12.	Number of organization where similar manpower contract has been undertaken from the year 2014 onwards. <b>(Should not be less than Rs. 50.0 Lakh per annum)</b>		
13.	Whether the firm has defaulted from payment to Govt. / Workers dues at any point of time or Black listed by a Govt. Department/ PSU, etc.		
14.	Have Proof of timely payments of statutory dues like ESIC/ EPF/ Service Tax to the concerned Govt. Agencies. <b>(Yes or No)</b> (Attach self-attested copies of challans)		
15.	Details of payment of Tender Fee of Rs. 1000/-		
16.	Details of Payment of Earnest Money Deposit (Rs.100000/-)		
17.	An Affidavit duly certified by Notary (i) that the sole proprietor or the partners of the firm / company is / are not involved in any Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the Firm / company has never been black listed or changed the name of the firm. <b>(Attached or not Attached)</b>		
18.	Copy of Tender Document attached with each page signed by the authorized representative and stamped <b>(Yes or No)</b>		
19.	Certificate to the effect that satisfactory work performance from present clients. (not more than three months old )		



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### PART-B

#### Details of other Organisations where Similar Contracts were undertaken during last 03 Years

Sr. No.	Name and address of the organization	Validity of Agreement (From _____ To _____)	No. of workers deployed	Whether Govt./ Semi Govt./ Autonomous body/ PSU/ other (Please specify)	Reason for termination (if currently not valid)
1.					
2.					
3.					

*Note: Copies of job orders and particulars of contact officer in the concerned Govt. department / PSU are attached and may be used for the purpose of verification.*

The 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.

I \_\_\_\_\_, Director of Company / Active Partner of Firm / Authorized Representative / Proprietor of \_\_\_\_\_ have read / fully understood and accept the terms and conditions as contained in the Tender Document issued by the Central University of Rajasthan, Bandarsindri, Ajmer Tender Notice No.: CURAJ/R/F./2018/..... dated .....

(Signature of Authorized person)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name:

Designation:

Office Address:

Phone (Office):

Seal of the company/ Firm/ Agency/Contractor



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### ANNEXURE – II

#### FINANCIAL BID

##### PART-A

1.	Name of the Manpower Company/Firm/ Agency/ Contractor (In Capital Letters)	
2.	Registered Address	
3.	Tel. No.	
4.	Address of Operating Branch in Ajmer/Jaipur	
5.	Contact Person (duly authorized)	
	Contact Number	
	Email ID	
6.	Details of Earnest Money Deposit of Rs. 200000/- and tender fee of Rs. 1000/- Demand Draft number and Date Drawn on Bank	

##### PART-B

Sl. No.	Item Description	Wages (per worker) per month as per the norms of Central University of Rajasthan						
		Highly skilled-A	Highly skilled-B	Skilled-A	Skilled-B	Semi Skilled-A	Semi Skilled-B	Unskilled
1	Wages including D.A. (w.e.f. 01-01-2018)	To be decided by the University						
2	EPF (as per Govt. of India Rules)	According to wages and statutory requirements						
3	ESI (as per Govt. of India Rules)							
	Total Monthly wages	Based on above						
4	<b>Service charges per month per person* (in Rs.)</b>	<b>To be quoted for deciding the award of work (#Total Amount of PART-C)</b>						
5	Total (in figures)	-	-	-	-	-	-	-
6	Total (in words)	-	-	-	-	-	-	-

\* The University will pay service charges of minimum 30 manpower per month.





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### PART-C

#### **Detailed Bifurcation of Service Charges (per month per person):**

1.	Stationery Charges	Rs. ....
2.	Processing Charges for EPF/ESI etc.	Rs. ....
3.	Other Incidental Charges (Postal Expenses, Attendance, Identity cards etc.)	Rs. ....
4.	Contractor's Profit	Rs. ....
	Total Amount	#Rs. ....

#### **NOTE:**

1. The rates shall be quoted in Indian rupees, both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.
2. The service charges quoted by bidders shall be firm and fixed throughout currency the coverage of the contract.
3. Service charges per month per person shall be submitted by the Contractor in the above given format.
4. Any service charges quoted in percentage shall not be considered and Financial Bid shall summarily be rejected.

(Signature of Authorized person)

Date: -----

Name:

Place: -----

Designation:

Office Address:

Phone (Office):

Seal of the Company/ Firm/ Agency/ Contractor



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### **ENCLOSURE: 01**

#### **Details of qualifications, experience, duties to be performed and the approximate number of manpower**

Type	Particular	Education Qualification & Experience	Approx manpower required
Highly skilled-A	Manpower engaged as Section Officer/ Private Secretary/ Assistant Engineer/ Security Officer/ Assistant Guest House Manager)	As per the <b>Enclosure: 02</b>	05
Highly skilled-B	Manpower engaged Senior Technical Assistant/ Professional Assistant/ Personal Assistant/ Junior Engineer/ Assistant/ Hindi Translator/Nurse)		10
Skilled-A	Manpower engaged as Semi Professional Assistant/ Technical Assistant/ Security Inspector/ Pharmacist)		05
Skilled-B	Manpower engaged as Upper Division Clerk/ Laboratory Assistant		10
Semi Skilled-A	Manpower engaged as Lower Division Clerk/Library Assistant/Driver/Cook etc.		15
Semi Skilled-B	Manpower engaged as Multi-Tasking-Staff (MTS)/ Laboratory Attendant/ Library Attendant/ Dresser/ Kitchen Attendant/ Hostel Attendant)		15
Unskilled	Manpower engaged as <i>Aaya</i> , Labour etc.		8 <sup>th</sup> pass



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**ENCLOSURE: 02**

TYPE	QUALIFICATION AND EXPERIENCE
Highly skilled-A	<p>➤ <b>ASSISTANT ENGINEER</b></p> <p><b>A.</b> (i) Bachelor's degree in Civil Engineering from a recognized University/ Institute or equivalent. (ii) Two years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/Statutory or Autonomous organization/ University System/reputed private organizations. <b>OR</b></p> <p><b>B.</b> (i) Diploma in Civil Engineering from a recognized University/ Institute (ii) Five years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p>➤ <b>SECURITY OFFICER</b></p> <p>Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; <b>OR</b> Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.</p> <p>➤ <b>PRIVATE SECRETARY</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute. (ii) Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m. (iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. (iv) Knowledge of computer applications. (v) Three years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.</p> <p>➤ <b>SECTION OFFICER</b></p> <p>(i) Bachelor's degree from a recognized University/ Institute. (ii) Three years' experience in Administration/ Finance &amp; Accounts in Central/ State Governments University/ Research Institution or Autonomous organization. (iii) Knowledge of Computer Applications.</p> <p><b>Age (for above positions):</b> Not exceeding 35 years</p>



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	<p>➤ <b>ASSISTANT GUEST HOUSE MANAGER</b></p> <p>As per University rules</p>
Highly skilled-B	<p>➤ <b>PROFESSIONAL ASSISTANT</b></p> <p>(i) Master's degree in Library &amp; Information Science. (ii) Knowledge of Computer Applications. <b>Desirable:</b> (i) Two years' relevant experience. (ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>➤ <b>NURSE</b></p> <p>(i) B.Sc. Nursing from a recognized University/ Institution <b>OR</b> Diploma in General Nursing and Midwifery (GNM). (ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. (iii) Relevant experience of two years in reputed Hospital</p> <p>➤ <b>SENIOR TECHNICAL ASSISTANT (ICT Services)</b></p> <p>(i) First class B.E./B. Tech. (Computer Science/ Information Technology) or equivalent. <b>OR</b> First Class Master in Computer Applications (MCA) or equivalent. <b>OR</b> M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute. (ii) Two years of relevant experience.</p> <p>➤ <b>SENIOR TECHNICAL ASSISTANT (Technical/Laboratory Services)</b></p> <p>(i) <u>STA (Instrumental)</u>: B.Tech./ B.E. in Instrumentation Science with at least 60% of marks from a recognized University; (ii) <u>STA (Physical/ Chemical Science)</u>: Master's degree in Physic/ Chemistry with at least 60% of marks from a recognized University; (iii) <u>STA (Biological Science)</u>: Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 60% of marks from a recognized University;</p> <p>➤ <b>HINDI TRANSLATOR</b></p> <p>(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level <b>OR</b> Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the</p>



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	<p>medium of a examination at the degree level; <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>(ii) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>➤ <b>JUNIOR ENGINEER</b></p> <p>Bachelor's degree in Engineering (Civil/ Electrical) from a recognized University/ Institute; <b>OR</b> Diploma in Engineering (Civil/ Electrical) from a recognized University/ Institute with at least two years' experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p><b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software</p> <p>➤ <b>ASSISTANT</b></p> <p>(i) Bachelor's degree from a recognized University/ Institute. (ii) Two years' experience in Administration/ Finance &amp; Accounts in Central/ State Governments University/ Research Institution or Autonomous organization. (iii) Knowledge of Computer Applications.</p> <p>➤ <b>PERSONAL ASSISTANT</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute. (ii) Proficiency in Stenography in English/ Hindi with minimum speed of 80 w.p.m. (iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. (iv) Knowledge of computer applications. (v) One year' experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.</p> <p><b>Age (for above positions):</b> Not exceeding 35 years</p>
Skilled-A	<p>➤ <b>SEMI PROFESSIONAL ASSISTANT</b></p> <p>(i) Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent. (ii) Knowledge of Computer Applications</p> <p><b>Desirable:</b> (i) Master in Library &amp; Information Science/ Master in Library Science or equivalent. (ii) PG Diploma in Library Automation and Networking or PGDCA. (iii) Experience of working in Library in University/ National Educational Institutes</p>





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	<p>➤ <b>SECURITY INSPECTOR</b></p> <p>Bachelor's Degree with three years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; <b>OR</b> Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.</p> <p>➤ <b>TECHNICAL ASSISTANT</b></p> <ul style="list-style-type: none"><li>• <b>TA (ICT):</b> (i) B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent. <b>OR</b> Master in Computer Applications (MCA) or equivalent. <b>OR</b> M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute (ii) One year of relevant experience.</li><li>• <b>TA (Instrumental):</b> M.Sc. with at least 55% of marks from a recognized University with two years experience of maintenance scientific instruments;</li><li>• <b>TA (Physical/ Chemical Science):</b> Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&amp;D Laboratory.</li><li>• <b>TA (Biological Science):</b> Bachelor's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&amp;D Laboratory.</li></ul> <p>➤ <b>PHARMACIST</b></p> <p>(i) 10+2 or equivalent in Science subjects from a recognized Board or University. (ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India <b>OR</b> Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. (iii) Registered as Pharmacist under the Pharmacy Act, 1948.</p> <p><b>Age (for above positions):</b> Not exceeding 32 years</p>
Skilled-B	<p>➤ <b>UPPER DIVISION CLERK</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute. (ii) Knowledge of Computer Applications.</p> <p>➤ <b>LABORATORY ASSISTANT</b></p> <p>Bachelor's degree in Science or other relevant field from a recognized University;</p> <p><b>Desirable:</b> Experience in Science Laboratories of Academic/ Research institutions.</p> <p><b>Age (for above positions):</b> Not exceeding 32 years</p>



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Semi Skilled-A	<p>➤ <b>LIBRARY ASSISTANT</b></p> <p>(i) Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent. (ii) A typing speed of 30 words per minute in English. (iii) Knowledge of Computer Applications.</p> <p>➤ <b>LOWER DIVISION CLERK</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute. (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (iii) Knowledge of computer applications.</p> <p>➤ <b>DRIVER</b></p> <p>(i) Class 10th standard from a recognized School/ Board. (ii) Possession of a valid driving license for L/M/H motor vehicles issued by the competent authority.(iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years.</p> <p>➤ <b>COOK</b></p> <p>(i) Class 10th Standard from a recognized School/ Board. (ii) Two years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations. <b>Desirable:</b> (i) ITI Trade Certificate in Bakery &amp; Confectionery (one year duration). (ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine. <b>Age (for above positions):</b> Not exceeding 30 years</p>
Semi Skilled-B	<p>➤ <b>DRESSER/ MEDICAL ATTENDANT</b></p> <p>(i) Matriculation or its equivalent examination from any recognized Board/ University. (ii) Elementary knowledge of first aid. (iii) One year experience in hospital work or handling of dressing wounds. <b>Desirable:</b> 10+2 with Science Biology subject or equivalent from a recognized Board/ University</p> <p>➤ <b>LIBRARY ATTENDANT</b></p> <p>(i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution.</p> <p>➤ <b>MTS (MULTI-TASKING-STAFF)</b></p> <p>Matriculation or equivalent pass <b>OR</b> ITI pass</p>



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	<p>➤ <b>KITCHEN ATTENDANT</b></p> <p>(i) Class 10<sup>th</sup> Standard from a recognized School/ Board. <b>OR</b> ITI Trade Certificate in the relevant field. (ii) Two years' experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities</p> <p>➤ <b>HOSTEL ATENDANT</b></p> <p>(i) Matriculation or equivalent pass <b>OR</b> ITI pass</p> <p><b>Desirable:</b> Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations</p> <p>➤ <b>LABORATORY ATTENDANT</b></p> <p>10+2 or its equivalent examination with Science subjects from a recognised Board. <b>Desirable:</b> Experience of working in a Science Laboratory</p> <p><b>Age (for above positions):</b> Not exceeding 30 years</p>
Unskilled	8 <sup>th</sup> Class pass

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