

## **“Bid for Hiring Manpower with fixed remuneration through outsourced agency”**

### **Scope of work and Terms & Conditions**

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.

**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. **Scope of Supply of Manpower:**

The details of manpower requirement are given in the **Annexure-I**.

3. **Technical Bid requirement:** As per **Annexure-II (Part A & Part B)**

4. **Financial Bid:** As per **Annexure-III**

5. **Terms and Conditions:**

- (i) The successful Bidder will not be paid any kind of advance under any circumstances.
- (ii) EMD of Rs. 3,80,000/- is to be provided alongwith tender document in the form of an Account Payee/ Demand Draft / Call deposit/ Bank Guarantee (from an Indian Scheduled commercial bank) drawn in favor of “Central University of Rajasthan”, payable at Bandarsindri or Madanganj/ Kishangarh, District Ajmer. Hard copy of the same may be sent to the Registrar, Central University of Rajasthan, NH-8, Bandarsindri, District Ajmer before closing/ due date of bids.

**or**

deposit the same in the University Account with following details:

Name: Central University of Rajasthan

Account Number: 666110210000003

IFSC Code: BKID0006667

Copy of the EMD amount deposited/ submitted in above forms may be uploaded as a proof. However, verified MSE/Start Ups may exempted for bid security/EMD as per norms.

- (iii) **Security Deposit:** The successful bidder will furnish a performance security deposit of 3% of the contract value in the form of an Account Payee/ demand draft / call deposit/ bank guarantee (from an Indian Scheduled commercial bank) drawn in favor of “Central University of Rajasthan”. The security deposit will be forfeited by the University for non-compliance of the terms and conditions of the agreement by the contractor or frequent absence from duty/misconduct on the part of manpower supplied by the contractor or non-compliance with any of the requirements of the labor 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 two months of the expiry of the

contract/agreement, only on the satisfactory performance of the Contractor. No interest will be payable on the said amount of Security Deposit.

- (iv) **Payment of Bills:** Payment to Contractor will be made on monthly basis. Bill (s) will be submitted by the contractor after completion of each month duly enclosing therewith the following:
  - (a) Payment proof of all the personnel deployed under the contract;
  - (b) Attendance certified by an officer authorized in this regard by the University;
  - (c) A separate challan showing proof of remittance of ESI, EPF and GST in respect of personnel deployed under the contract for previous month to the respective authorities and
  - (d) You have to ensure the submission of 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 monthly bills along with all the above necessary documents.
- (v) The contract will be initially for a period of 1 year which may be extended for further on yearly basis (upto 2 years) on the basis of performance of the contractor and with mutual consent.
- (vi) The successful bidder will have to obtain labor license before commencement of work from concerned labor authorities wherever applicable under the provisions of contract labor (Regulations & Abolition) Act, 1970 and the rules made thereunder from time to time. The bidder will also ensure renewal of such license well before its expiry.
- (vii) The contractor should maintain all the records/ registers / documents which are necessary under various labor laws applicable to contract labors / personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at CURAJ at all times, such as register of workmen, employment card, muster roll, register of wages, wage slips, overtime registers etc.
- (viii) The contractor will be wholly and exclusively responsible for payment of wages to the persons engaged by him, 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 will not incur any liability for any expenditure whatsoever on the persons employed by the contractor on account of any obligation.
- (ix) The University reserves the right to reject any or all the offers without assigning any reason.
- (x) The University reserves the right to alter / modify any or all conditions of this bid document, before closing date of submission of Technical and Financial bids.
- (xi) Bidders will not be permitted to alter or modify their bids after submission of bids.
- (xii) Bidders are advised to read carefully the bid documents and terms and conditions before quoting their bid.

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

1. The contractor will 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 not below that of Lower Division Clerk will be borne by the Contractor and to be included separately in the Service Charges. The Supervisor will be a representative of contractor.

2. The University will reserve the right to decide and final screening of the candidates to be deployed, on the basis of their age, qualification, experience and status of post category etc.
3. The personnel deployed will not be below the age of 18 (eighteen) years and above the age of 55 (fifty five) years.
4. The contractor will ensure deployment of suitable personnel 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.
5. The character and antecedents of each personnel of the contractor will be got verified by the contractor before their deployment and a certification to this effect is to be submitted to the University, in the form of Affidavit.
6. The deployed manpower will not claim any benefit / compensation / absorption / regularization of services with the University under the provisions of Industrial Disputes Act., 1947 and Contract Labor (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged will be submitted by the contractor to the University.
7. The contractor will ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, tobacco, smoking, loitering etc.
8. The University may ask the contractor to replace/dismiss/remove, any person or persons, employed by the contractor, who may be incompetent or improper conduct or services being not required and contractor will forthwith comply with such requirements/directions, upon receiving instructions from the University in writing or oral.
9. The contractor 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 will be reported immediately to the Contractor for replacement.
10. The contractor will provide Uniform to the earmarked manpower as per Annexure-I. The Uniform expense are to be included separately in the Service Charges and no separate claim of Uniform will be reimbursed by the University to the contractor or manpower.
11. The University will not be liable for any loss, damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personnel, deployed by the contractor.
12. The contractor will pay the remuneration to manpower every month as fixed by the University **up to the 7<sup>th</sup> day of the each following month** without linking the payment to be received from the University. In case of delayed payment, the Contractor may liable to pay Rs.100/- penalty per person for each day of delay (However, University advise to pay the remuneration upto 5<sup>th</sup> of every month).
13. Working hours would be normally 8 hours per day during working days and ½ hour lunch break. However, the concerned person may have to work beyond office hours, in case of the exigencies of work and may be called weekends and other Gazetted holidays, if required.
14. The deployed manpower will be eligible to avail 01 day leave for each completed calendar month and the un-availed leave (s) may be carried forward during the contract period.
15. The contractor will assist each new manpower, in the opening of EPF/ESI account and bank account. The contractor has to maintain EPF account with the Regional Provident Fund Commission, in respect of each deployed personnel. The contractor will be responsible for any queries from the Regional/Assistant Labor Commissioner or other such authorities, on issues related to EPF/ESI etc.
16. Contractor will ensure of providing ESI cards (if applicable) to all the workmen within three months of commencement of work under this contract to enable them to avail of the entitled medical facilities.

17. The Contractor will ensure that all payments will be made through e-transfer only as per the notifications issued by Regional Labor Commissioner from time to time. **Payment in cash is totally prohibited.** A certificate that the remuneration has 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.
18. Disputes, grievances, if any, between the contractor and personnel deployed by her/him have to be settled by the contractor only.
19. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation, legal proceeding or any other liability solely rests with the contractor.
20. In case, the contractor fails to discharge her/his primary liabilities, the Security Deposit /other dues and the amounts due against running bills under the contract will be utilized by the University for meeting such liability.
21. The contractor or its representative will remain available for contacting at all the times via Mobile/E-Mail/ Fax/ Special Messenger and respond to the University on the same day.
22. The successful bidder will 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-fulfillment 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.
23. The contractor will not assign, transfer, pledge or sub contract the work/performance of services without prior written consent of the University.
24. In case, the contractor does not execute the work as per the terms and conditions of the work order /Agreement, the same will be got executed by some other contractor/agency and the expenditure, 'if any', incurred in this regard will be recovered from the Contractor's Security Deposit/Pending bills or otherwise.
25. **ARBITRATION:** In the event of any question, dispute/difference arising under this contract/agreement, the same will be referred to sole arbitrator i.e. the Vice-Chancellor of CURAJ or his nominee. The award of the arbitrator appointed by Vice-Chancellor will be final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 as amended from time to time will be applicable within spirit of this clause.
26. Settlements of disputes, if any, with regard to providing services and interpretation of any clause in this agreement, the Courts at Jaipur/ Kishangarh/Ajmer will have the Jurisdiction.
27. Calculation of the payment to individual will be made as per the following formula:

Remuneration payable to individual = monthly remuneration ÷ Number of working days in the month × No. of days worked by the individual in the particular month.

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**Annexure-I**

<b>The details of qualifications, experience, duties to be performed and the approximate number of manpower required</b>		
<b>Post</b>	<b>Fixed remuneration (in Rs.)</b>	<b>Uniform</b>
<b>NURSING OFFICER</b> (i) B.Sc. Nursing from a recognized University/ Institution <b>OR</b> Diploma in 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.	42200	Male- Sky blue shirt, dark blue pants, white coat, black formal leather lace shoes, dark blue sweater (winters), name plate (name & designation) Female- Sky blue saree/salwar & kameez, white coat, black sandal/shoes, dark blue sweater (winters), name plate (name & designation)
<b>TECHNICAL ASSISTANT</b> <b>i) TA (ICT):</b> First Class B. Tech./ B.E. (Computer Science/ Information Technology) from a recognized University/ Institute. <b>OR</b> First Class Master in Computer Applications (MCA) from a recognized University/ Institute. <b>OR</b> First Class M.Sc. in Computer Science from a recognized University/ Institute. <b>AND</b> Two (02) years of relevant experience. <b>ii) TA (Instrumentation):</b> M.Sc. in Instrumentation / Electronics/ Electrical or B. Tech./ B.E. in Instrumentation/ Electronics/ Electrical, with at least 60% from a recognized University with two (02) years of experience of maintenance scientific instruments; <b>iii) TA (Physical):</b> Bachelor's degree in Physics or B.Tech./ B.E. in Electrical/ Electronics & Communication/ Instrumentation, with at least 60% of marks from a recognized University/ Institute with two (02) years of working experience in relevant field. <b>iv) TA (Chemical Science):</b> Bachelor's degree in Chemistry with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field. <b>v) TA (Biological Science):</b> Bachelor's degree in Biotechnology / Microbiology / Biochemistry / Environmental Science with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.	34800	-
<b>LABORATORY ASSISTANT</b> Bachelor's degree in Science or other relevant field from a recognized University; <b>Desirable:</b> Experience in Science Laboratories of Academic/ Research institutions.	30400	-
<b>FILED SUPERVISOR</b> 10+2 from a recognized board <b>Desirable:</b> 3 years' experience of field development works	23700	-

<b>KITCHEN SUPERVISOR</b> 10+2 from a recognized board <b>Desirable:</b> 3 years' experience of supervising mess/canteen.	21500	-
<b>DATA ENTRY OPERATOR</b> (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.	22600	-
<b>LOWER DIVISION CLERK</b> (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.	23700	-
<b>DRIVER</b> (i) Class 10th standard from a recognized School/ Board. (ii) Valid driving license for Heavy motor vehicles. (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.	21500	<b>VC and VIP vehicles-</b> White shirt, white pants, white sweater (in winters), white peak cap, black leather notches belt, black formal leather lace shoes, name plate (name & designation). <b>Other vehicles-</b> Dark grey shirt and pants, dark grey sweater (in winters), black leather notches belt, black formal leather lace shoes, name plate (name & designation).
<b>COOK/KITCHEN ATTENDANT</b> (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 & 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.	21500	<b>Male-</b> White shirt, white pants, black apron, white chef's cap, black formal leather lace shoes, name plate (name & designation) <b>Female-</b> White saree/salwar & kameez, black apron, white chef's cap, black sandals/shoes, name plate (name & designation)
<b>DRESSER/ MEDICAL ATTENDANT</b> (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 equivalent from a recognized Board/ University	21500	<b>Male-</b> Sky blue shirt, dark blue pants, white coat, black leather lace shoes, dark blue sweater (winters), name plate (name & designation) <b>Female-</b> Sky blue saree/salwar & kameez, white coat, black sandal/shoes, dark blue sweater (winters), name plate (name & designation)
<b>LIBRARY ATTENDANT</b> (i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution.	21500	<b>Male-</b> Light grey shirt & pants, dark grey sweater (in winters), black leather notches belt and black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Light grey saree/salwar & kameez, dark grey sweater (in winters), black sandals/shoes, name plate (name & designation)

<b>MTS (MULTI-TASKING-STAFF)</b> Matriculation or equivalent pass <b>OR</b> ITI pass	21500	<b>Male-</b> Sky blue shirt & dark blue pants, dark blue sweater (in winters), black leather notches belt and black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Sky blue saree/salwar & kameez, dark blue sweater (in winters), black sandals/shoes, name plate (name & designation)
<b>HOSTEL ATTENDANT</b> (i) Matriculation or equivalent pass <b>OR</b> ITI pass <b>Desirable:</b> Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations	21500	<b>Male-</b> Sky blue shirt & dark blue pants, dark blue sweater (in winters), black leather notches belt and black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Sky blue saree/salwar & kameez, dark blue sweater (in winters), black sandals/shoes, name plate (name & designation)
<b>LABORATORY ATTENDANT</b> 10+2 or its equivalent examination with Science subjects from a recognised Board. <b>Desirable:</b> Experience of working in a Science Laboratory	21500	<b>Male-</b> Light grey shirt & pants, dark grey sweater (in winters), black leather notches belt and black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Light grey saree/salwar & kameez, dark grey sweater (in winters), black sandals/shoes, name plate (name & designation)

Note:

1. Approximate number of manpower requirement will be 51. However, the actual number of manpower may increase/ decrease as per requirement/ decision of the University.
2. Eligibility (Qualification, experience etc.) and Uniform- will be as per rules/ norms and instructions issued by the University from time to time.

**TECHNICAL BID****PART-A**  
**(Profile)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Required information</b>	<b>Page No.</b>
1.	Name of the Biding 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 with Telephone Number, Fax Number, E- Mail Address		
5.	Name of the representative authorized to sign bid document including Financial Bid (If Any) (attach authorization letter)		
6	Banker of the Company / Firm / Agency / Contractor with full Address (attach self-attested copy of latest bank statement)		
7.	PAN / TAN No. (attach self-attested copy)		
8.	G.S.T. Registration No. (attach self-attested copy)		
9.	EPF Registration No. (attach self-attested copy)		
10.	ESI Registration No. (attach self-attested copy)		



**TECHNICAL BID****Part B****(Technical Bid requirement and terms & condition)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Required information</b>	<b>Page No.</b>
1.	<p>EMD of Rs. 3,80,000/- is to be provided alongwith tender document in the form of an Account Payee/ Demand Draft / Call deposit/ Bank Guarantee (from an Indian Scheduled commercial bank) drawn in favor of “Central University of Rajasthan”, payable at Bandarsindri or Madanganj/ Kishangarh, District Ajmer. Hard copy of the same to be sent to the Registrar, Central University of Rajasthan, NH-8, Bandarsindri, District Ajmer before closing/ due date of bids.</p> <p>or</p> <p>deposit the same in the University Account with following details:  Name: Central University of Rajasthan  Account Number 666110210000003,  IFSC Code BKID0006667.</p> <p>Copy of the EMD amount submitted/ deposited may be uploaded as a proof. However, verified MSE/Start Ups may exempted for bid security/EMD as per norms. The bid security/EMD amount will be forfeited if the bidder modifies bid during the validity period or fails to commence the work as per award letter or in the event of withdrawal of offer or non-confirmation of acceptance of work order within the stipulated time.</p>		
2.	<p>Average annual financial turnover of the bidder during the last three years ending 31<sup>st</sup> March 2021 should be atleast Rs. 94,35,234/- (Rupees Ninty Four Lakhs Thirty Five Thousand Two Hundred and Thirty Four only).</p> <p>(Enclose copies certified by CA)</p>	<p><u>2018-19:</u> Rs.....</p> <p><u>2019-20:</u> Rs.....</p> <p><u>2020-21</u> Rs. ....</p>	
3.	<p>Annual Accounts comprising of Balance sheet and profit and loss account/ income and expenditure account for the last three years ending 31 March 2021.</p> <p>(Enclose copies certified by CA)</p>		
4.	<p>Copies of Income tax returns filed for the last three years ended 31 March 2021. (to be enclosed)</p>		

5.	Experience of providing manpower in Govt./ABs/PSUs for a minimum period of 03 years ending 31 <sup>st</sup> March 2021. The bidder must have successfully executed/ completed similar jobs for supply of manpower, amounting of Rs 150.00 lakhs (at least one contract) or Rs 113.00 lakhs (at least two contracts) or Rs. 75.00 lakhs (at least three contracts) during the preceding three financial years ending 31 <sup>st</sup> March 2021. Certificate to the effect that satisfactory work performance from present clients by mentioning validity of contract, contract value nos of manpower, status of client (Govt./AB/PSU/etc) and reason of termination of contract.		
6.	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)		
7.	An Affidavit duly certified by Notary to be enclosed (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.		

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 bid will 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 of the bid.

(Signature of Authorized person)

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

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

Name:

Designation:

Office Address:

Phone (Office):

Seal of the company/ Firm/ Agency/Contractor

**FINANCIAL BID****PART-A**

Sl. No.	Item Description	Details
1	Remuneration	To be decided by the University
2	EPF	To be reimbursed by the University as per Govt. of India Rules
3	ESI	To be reimbursed by the University as per Govt. of India Rules
4	<b>Service charges per month per person* (in Rs.)</b>	<b>To be quoted for deciding the lowest responsive bid to award the work</b> <b>(#Total Amount of PART-B)</b>
5	GST or other applicable taxes	To be reimbursed by the University as per Govt. of India Rules

**PART-B**

<b>Detailed Bifurcation of <u>Service Charges per month per person</u></b>		
1.	Stationery Charges	Rs. ....
2.	Management charges (processing of remuneration, EPF, ESI, etc.)	Rs. ....
3.	Other Incidental Charges (Postal Expenses, Attendance, Identity cards, etc.)	Rs. ....
4.	Uniform expenses (as per scope of work para 10-)	Rs. ....
5.	Cost/ Salary of Supervisor	
6.	Contractor's Profit	Rs. ....
	<b>Total Amount</b>	<b>#Rs. ....</b>

**NOTE:**

1. The rates will 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 will be firm and fixed throughout contract period.
3. Any service charges quoted in percentage will not be considered and Financial Bid will summarily be rejected.
4. The Lowest 1 firm will be decided on the basis of total service charges quoted in financial bid. In case more than one firm has quoted the same rate, a lottery system will be followed.

(Signature of Authorized person)

Date: -----

Name:

Place: -----

Designation:

Office Address:

Phone (Office):

Seal of the Company/ Firm/ Agency/ Contractor