



PALAMURU UNIVERSITY :: MAHABUBNAGAR :: 509 001

Lr.No.02/Reg/PU/MBNR/2016,

Dt:17-10-2016

TENDER NOTICE

Palamuru University, Mahabubnagar is inviting the Tenders from duly registered Man Power Service Providers/Agencies for the following category of services:-

- I. Security personnel (security staff)**
- II. House Keeping**
- III) Gardening (Gardens)**
- IV) Sanitation Maintenance**
- V) Hostel maintenance services (Caretakers/Cooks/Helpers)**

Interested Agencies holding license with updated registration and all statutory licenses submit their sealed tenders on or before **03-11-2016 up to 04.00 p.m.** to the Registrar, Palamuru University, Mahabubnagar. (Other terms and conditions please visit university [website. Palamuruuniversity.com](http://www.palamuruuniversity.com)).

The Technical Bid & Financial Bid should be kept in two separate envelopes super scribing "TECHNICAL BID" & "FINANCIAL BID"

Sd/-
Registrar

APPLICATION FORM

1. Name and Address of the Agency :
2. Year of the Establishment :
(Enclose Proof)
3. Registration for manpower supply :
4. Establishment Registration :
(SSI No.) Enclose copy)
5. Service Tax No.(Enclose Copy) :
6. PAN NO. (Enclose copy) :
7. PF Registration (Enclose copy) :
8. ESI Registration No. :
(Enclose of Photo copy)
9. Income Tax Clearance Certificate :
(Enclose copy)
10. Certificate copy of Financial Status :
(Bank Statement)
11. Certified Audit copy of Last :
Balance Sheet of the Agency
12. Clientele: Govt/Semi Govt. :
Public Sector/Autonomous Bodies
Must be indicated along with proof
13. Any other information :

DECLARATION

I hereby certify that information furnished in the above 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 are incorrect at any stage, my tender shall liable to be cancelled/terminated without any notice or compensation in lieu thereof.

Signature with seal

PALAMURU UNIVERSITY :: MAHABUBNAGAR :: 509 001

Tender Notice

No.2 /Reg/PU/MBNR/2016,

Dt.17-10-2016

- 1) Sealed Tenders are invited in the prescribed formats from the interested Registered Manpower Service Providers/Agencies for providing Manpower Services to Palamuru University, Mahabubnagar in the following categories:-

- I. Security personnel (security staff)**
- II. House Keeping**
- III. Gardening (Gardens)**
- IV. Sanitation Maintenance**
- V. Hostel maintain services (Caretakers/Cook/Helpers) Services**

The interested Out-Sourcing Agencies holding license with updated registration can submit their tenders along with the demand draft for **Rs. 3000/- (Rupees three thousand only) drawn infavour of the Registrar, Palamuru University, Mahabubnagar, towards tender form cost separately, for each of the above listed outsourcing works.** The sealed tenders must reach the office of the Registrar, Palamuru University on or before dated: **03 -11-2016** up to 4.00 PM. The application form and further details can be had from the University website (www.palamuruuniversity.com). The tenders will be opened on **4.11.2016 at 3.00 pm** in the premise of Administrate Office, Palamuru University, Mahabubnagar in the presence of Tenderers or their authorized representatives.

The selected agency shall execute an agreement with the Registrar, Palamuru University and also follow the Terms and Conditions under Contract Labour Act.

REQUIEMENT FOR TECHNICAL BID:

1. That the service provider/ agency/ firm are duly registered with all statutory bodies.
2. Work experience of the service provider/agency of providing manpower in other PSUs/Universities/Departments of Government of Telangana during the last Two years. Copies of job orders and particulars of contract offer in the concerned Departments may please be furnished (for the purpose of verification).
3. The bidder should also attach copy of service tax registration certificate.
4. The bidder should submit the latest income tax returns (ITR) for the last 2 Financial years (2014-15 & 2015-16).

ESSENTIAL REQUIREMENTS:

1. That the Service Provider/Agency/Firm should be registered with all statutory bodies, i.e, ESI Act, for Service Tax and EPF Act and a copy of the registration may be submitted along with the tender. The Agency should provide an undertaking that they shall comply with all relevant statutory norms.
2. The Agency should have a minimum of 3 (Three) years experience in supplying manpower. Preferably to Central/State Government Departments / Universities.
3. The Agency should have submit all its copies of registrations like PF, ESI, Labour Registration, PAN and Service Tax Registration Number along with tender documents.
4. An Earnest Money Deposit for **Rs. 25,000/-** drawn separately, for each category of the above listed outsourcing works, in favor of the “Registrar Palamuru University” along with the tender form be submitted.

Undertaking/acceptance for the following:-

1. All the statutory/legal liabilities will be handled by service provider agency and Palamuru University will not be liable for the same in any circumstances.
2. Break-up of monthly payment details to each category of outsourced staff along with the service provider/agency’s service charges will be submitted along with the bills every month to the Palamuru University Office.
3. The Service Provider/agency will supply manpower of the specified standards only (in terms of qualifications and skill requirements) for each category of manpower.
4. The Service Provider/agency selected for awarding the job will be required to deposit a interest free security deposit of Rs.1,00,000/- (Rupees One lakh only) in case of Security/House Keeping & Sanitation and Rs.50,000/- (Rupees Fifty thousand only) in case of Hostel Maintenance Service/Gardening, in the form of a Demand Draft drawn in favour of the Registrar, Palamuru University, Mahabubnagar payable at Mahabubnagar, which can be forfeited in the event of termination of contract on account of violation of any of the above mentioned terms and conditions.

5. Replacements of manpower as and when sought by the Palamuru University, Mahabubnagar will have to be provided by the agency in accordance with the quality norms mentioned above.
6. The job contract will be awarded initially for a period of one year. It is extendable for another one year based on review of the performance of the manpower and the agency.
7. The service provider shall be responsible for getting the character and antecedents of the persons verified from the Police authorities before putting any Person to work and that person should be free from any communicable disease.
8. Any violation of these terms and conditions will lead to termination of the job contract with the service provider/agency forfeiture of the security amount and blacklisting of the agency for future jobs.
9. Any legal disputes arising out of the job contract will be settled in court of Mahabubangar & Hyderabad only.

For any queries or more information may contact the Office between 11.00 am to 4.00 pm on all working days in person.

Terms and Conditions:

1. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
2. The persons supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider will got verified by the service provider before their deployment after investigation by the local police collecting proofs or indentify like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Palamuru University. The service provider will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.

3. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Palamuru University.
4. The service provider has to provide 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. The service provider shall ensure proper conduct of these persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
5. The transportation, food, medical and other statutory/legal requirements in respect of each personnel of the service provider shall be responsibility of the service provider.
6. There should be no over-writings in the quotations; otherwise, the quotation is liable to be rejected.
7. The man-power employed by the agency should work as per the working days and timings of Palamuru University. No Extra wages will be paid for attending the office on weekends/holidays/late sitting. The normal office working hours shall be from 9.00 am to 5.30pm.
8. The agency must submit its bill to the Palamuru University, Mahabubnagar latest by 5th day of each month along with the proof of the required documents in respect of the deployed man-power. The payment will be made only on completion of the term and conditions of the agreement. The agency shall be solely liable for any violation of provisions of the said acts or any other act.
9. The Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely EPF Acts, ESIC Act, Workman Compensation Act etc or under any other statutory requirements as applicable to Telangana State and amended from time to time in respect of the manpower deployed and also to present the documents as and when required or asked for by the Palamuru university, Mahabubnagar. The Contractor shall be the Principal Employer of the workman and any other staff to be deployed by him/her in the Office of the Registrar, Palamuru University, Mahabubnagar and in no case there shall be relationship of Employer and Employee between the Palamuru University, Mahabubnagar and the said man-power.
10. The manpower employed by the Agency shall have no rights, what so ever for any appointment in the Palamuru University in temporary/adhoc/daily wages/regular vacancy on the basis of their work in Palamuru University.

11. In case of any other person so deployed by the agency does not come up to the mark in terms of general discipline or does not perform her/his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of Registrar, Palamuru University shall immediately withdraw such person(s) from the premises of the Registrar, Palamuru University, Mahabubnagar.
12. The Agency shall keep the Registrar, Palamuru University indemnified against all claims whatsoever in respect of the employees deployed in Palamuru University, Mahabubnagar at VARIOUS POINT OF TIME. In case any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be sole responsibility of Agency to contest the same at appropriate forum(s). In case, the Registrar, Palamuru University, Mahabubnagar is made a party and is supposed to contest the case the Registrar, Palamuru University will be reimbursed the actual expenses which shall be paid in advance by the Agency to Registrar, Palamuru University on demand.
13. The deduction of Income Tax from the bills of the Agency will be made at source under section 194(c) of the Income Tax Act, 1962 at the rate as applicable from time to time.
14. In case of unsatisfactory services rendered by the contractor the Registrar, Palamuru University reserves the right to terminate the contract even during the continuance of the contract and no payment will be made after that. Of course, an opportunity shall be provided to him to clarify the position.
15. If any, accident occurs with any worker of the contractor while doing his job, the Registrar, Palamuru University will not be liable in any way and the sole responsibility will be of the contractor.
16. The contractor / Agency shall abide by the terms & conditions strictly.
17. The PAN/ Service Tax Number of the firm may be indicated. The quotations of the firms who do not have PAN will NOT BE CONSIDERED.
18. The contractor/Agency shall submit the monthly bill on 5th of every month along with attendance sheet and the same shall be paid after deductions of usual taxes, if any. The payment will be made after completion of one month and not in advance. However, the Agency shall pay the wages to its staff on the last day of a month.

19. The contractor/Agency should attach a copy of the Work contract Registration Certificate required under the provisions of the T.S Sales Tax on Work Contract Act.
20. The Contractor/Agency should also attach a copy of Service Tax Registration Certificate.
21. The Contractor /Agency should submit the latest Income Tax Clearance Certificate & Sales Tax Clearance Certificate and Balance Sheet for the last three years.
22. The qualified and suitable Candidates to be provided by the agency will be screened by the Palamuru University Committee and on satisfaction of the Committee only will be allowed to join Palamuru University. In case of non satisfactory of the quality of the candidates the agency would be liable to provide alternate candidates. If more than 50% candidates are rejected by this process, then the agency will be given first warning. If it occurs again, then the contract may be cancelled due to this reason. Therefore the selected agency is advised to ensure quality of candidates in the first instance itself, so as to avoid such eventuality.
23. While submitting the bill, the service, provider will submit the following certificate / copies of documents:-
 1. Certificate to the effect that all wages for previous month have been disbursed in full to the outsourcing personnel provided to Palamuru University.
 2. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF, Service Tax with the concerned agencies for each individual for previous month.
24. Unless the documents indicated at Sl.No.23 are received, the payment for the services provided by the Agency shall not be made.

Man Power Agency Details

1. Name of the Man Power Agency ::
2. Registered address ::
3. Telephone Nos ::
4. Address of bank operated Branch at Mahabubnagar:
5. Contract Person (Duty authorized) ::
Contact Number ::
Email ID ::
6. 1) Details of Earnest Money Deposit of Rs.3000/- drawn in favour of Registrar, Palamuru University, Mahabubnagar :: DD No. _____
Date: _____
2) Details of Earnest Money Deposit of Rs.25,000/- drawn in favour of Registrar, Palamuru University, Mahabubnagar. :: DD No. _____
Date: _____

Service Charges (in percentage) to be charged by the Service provider/Agency on monthly wages: Rs. _____
(in words) _____)

Date:

Place:

(Signature of Authorized person)

Name:

Designation:

Office Address:

Phone No/E,mail(Office)

Seal of the Manpower Agency

Experience of the firm (minimum of 3 years):

Sl. No	Name of client	Contact person & Mobile no.	From	To	Duration	Type of Labour deployed	No. of Labour deployed
1							
2							
3							
4							
5							

If necessary a separate detailed chart may be enclosed.

Annexure - I

FINANCIAL BID

SECURITY SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl. No.	Details	Wages for Security Guards in Rs.	Remarks
1	Wages		
2	Employer's share EPF 13.61%		
3	Employer's Share (ESI) 4.75%		
4	Service Tax applicable @ 14%		
5	Service Charges		
	Total Amount		
		Rs. _____ (Rupees _____ _____ only)	

Note:-

1. The Bidder should quote wages per person per month in figures and works inclusive of monthly wage, EPF, ESI, Service Charge, Service Tax etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder: _____

Signature of the bidder
along with seal

Annexure - II

FINANCIAL BID

HOUSE KEEPING SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl.No.	Providing of Housekeeping services in the following areas	Unit in Sft.	Rate per Sft per month Rs.	Total (3 x 4) Rs.
1	2	3	4	5
1	Administrative Block			
2	Acad. Block			
3	Library Building			
4	College of Pharmacy			
5	University College			
6	Boys Hostels			
7	Girls Hostels			
8	Corridors			
9	Open Areas			
10	Sports Complex			
	Total			
Total amount inclusive of all taxes, duties and cost of consumables'				

Note:-

1. The Bidder should quote wages per person per month in figures and words inclusive of monthly wage, EPF, ESI, Service Charge, Service Tax etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The agency shall be responsible for cleaning of the entire area as above.
4. It is responsibility of the agency to estimate the accurate requirement of staff on day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the house keeping.
5. The agency should take in to consideration the area, material and manpower while quoting the price lumpsum for each sq.ft.
6. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder:_____

Signature of the bidder
along with seal

Annexure – III

**FINANCIAL BID
GARDENING SERVICES**

The bidder shall fill the required columns of Financial Bid:

Sl.No.	Providing Gardening services at following areas:	Area in Sq.Yds	Rate per Sq.Yd per month Rs	Total (3 x 4) Rs.
1	2	3	4	5
1	Administrative Block			
2	Acad. Block			
3	Library Building			
4	College of Pharmacy			
5	University College			
6	Boys Hostels			
7	Girls Hostels			
	Total			
	Total amount inclusive of all taxes, duties and cost of consumables'			

Note:-

1. The Bidder should quote wages per person per month in figures and words inclusive of monthly wage, EPF, ESI, Service Charge, Service Tax etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The agency shall be responsible for monitoring of gardens for the entire area as above.
4. It is responsibility of the agency to estimate the accurate requirement of staff on day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the Gardens.
5. The agency should take in to consideration the area, material and manpower while quoting the price lumpsum for each campus.
6. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder: _____

Signature of the bidder
along with seal

FINANCIAL BID

SANITATION SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl. No	Providing of Sanitation services in the following Buildings	Toilets/ WCs	Urinals	Bath rooms	Long Wash Basins	Small Wash Basins
1	Administrative Block					
2	Acad. Block					
3	Library Building					
4	College of Pharmacy					
5	University College					
6	Boys Hostels					
7	Girls Hostels					
8	Sports Complex					
	Total					
Total amount inclusive of all taxes, duties and cost of consumables (disinfectants, toilet cleaning material etc.),						

One Unit comprising of :

1.	One Toilet	One Unit
2	Two Bath Rooms	One Unit
3	Three Long Wash Basins	One Unit
4	Three Urinals	One Unit
5	Four Small Wash Basins	One unit

Note:-

1. The Bidder should quote wages per person per month in figures and words inclusive of monthly wage, EPF, ESI, Service Charge, Service Tax etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The agency shall be responsible for cleaning of the entire area as above.
4. It is responsibility of the agency to estimate the accurate requirement of staff on day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the Sanitation services.
5. The agency should take into consideration the area, material and manpower while quoting the price lumpsum for each Unit.
6. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder:_____

Signature of the bidder
along with seal

Annexure - V

FINANCIAL BID

**HOSTEL MAINTENANCE SERVICES AT PHARMACY HOSTEL
& NEW BOYS HOSTEL**

The bidder shall fill the required columns of Financial Bid:

Sl.No.	Details	Care takers	Cooks	Helpers	Remarks
1	Wages				
2	Employer's share EPF 13.61%				
3	Employer's Share (ESI) 4.75%				
4	Service Tax applicable @ 14%				
5	Service Charges				
	Total Amount				
		Rs. _____ (Rupees _____ _____ only)			

Note:-

1. The Bidder should quote wages per person per month in figures and words inclusive of monthly wage, EPF, ESI, Service Charge, Service Tax etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder: _____

Signature of the bidder
along with seal