

**RASHTRIYA SANSKRIT SANSTHAN (DEEMED UNIVERSITY)
SHREE SADASHIVA CAMPUS, PURI (ODISHA)
Ph. : (06752) 223439**

TENDER NOTICE

Sealed tenders are invited from registered firms having TAN/PAN number and license for providing Data Entry Operator, Multi Tasking Staff, Security Guard, House Keeping Staff, Matron, Cook, Helper for Cook & Gardner for the Academic Year 2017-18 as per the approved Central Govt. rate. For details, this Campus Website www.rskspuri.ac.in may be visited. The sealed tenders with necessary copies of all documents & Earnest Money should reach the office on or before 25.07.2017 by 12.00 Noon. Tenders will be opened on 25.07.2017 by 1.00 PM. in the presence of representatives of the participating tenderers / bidders. However, the undersigned reserves all rights to cancel the tenders without assigning any reason thereof.



PRINCIPAL

RASHTRIYA SANSKRIT SANSTHAN
(Deemed University)
Shree Sadashiva Campus, Puri

F.No. 1A-33/2017-18/

Date : 17.07.2017

Sub:- Notice inviting Tender/Bid for the Contract to provide the services of various outsourcing position in Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri.

Sir,

The undersigned is directed to invite sealed Tenders/Bids from the reputed firms/agencies for outsourcing the services of Data Entry Operator, Multi Tasking Staff, Security Guard, House Keeping Staff, Matron, Cook, Helper for Cook, Gardner in Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri.

2. The sealed Tender/Bid in two bid system (Technical and Financial) are invited from reputed firms along with bid security of 50,000/- (with Technical Bid) in the form of Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form (The Demand Draft/Banker's cheque should be drawn in favour of Principal, Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri, and addressed to Principal, Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri. The tenders/bids should be submit in the office of Rashtriya Sanskrit Sansthan (Deemed University) Shree Sadashiva Campus, Puri positively before 12.00 Noon on 25.07.2017. The Tenderer/Bidder will not be allowed to deposit in the office after the due date and time. Tenders/Bids can also be sent by registered post at the aforesaid address so as to reach this office by the Scheduled date/time mentioned herein above.
3. Technical bids will be opened by this Office on 25.07.2017 at 01.00 PM. in the presence of representatives of the participating tenderers/bidders who may be willing to be present at the time of opening of tenders/bids. Such persons should reach before 01.00 P.M. on that day and bring the authority letters from the tenderers/bidders concerned on their letter head. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the Tenderers/bidders.
4. The terms and conditions attached to this LTE are given in the **Annexure-1**.
5. The proforma for submission of Technical Bids is given in **Annexure-II** and details of outsourcing positions for offering Financial bid in which rates should be quoted for monthly basis etc. is given in **Annexure-III**.
6. The text of this Limited Tender Enquiry alongwith Annexure, is also available at the official website of Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri.


PRINCIPAL

Rashtriya Sanskrit Sansthan
(Deemed University)
Shree Sadashiva Campus,
Puri

ANNEXURE-I

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES

1. Standards/Benchmarks for the services sought are as under:-

Sl. No.	Position	Qualification/Experience required	Nature of Duties
1	Data Entry Operator	<ul style="list-style-type: none"> 12th Class pass or equivalent qualification from a recognized Board or University. A typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word) <p>Desirable: -</p> <ul style="list-style-type: none"> Experience of having worked in Office 	Computer typing, Data Entry making etc and official work as assigned.
2	Multi Tasking Staff (MTS)	<p>A secondary School Certificate (10th) or its equivalent qualification from a recognized Board/University/Institution.</p> <p>Desirable: -</p> <ul style="list-style-type: none"> Experience of having worked in Office. -Skilled in gardening/ civil/ electrical/ plumbing/ electronic maintenance/ Xeroxing/ Faxing/ working knowledge of computer etc. 	<p>Any of the following works as approved for the post of MTS as per requirement:</p> <ol style="list-style-type: none"> Physical Maintenance of record of the Section. General cleanliness & upkeep of the Section/Unit. Carrying of files & other papers within the building. Photocopying, sending of FAX etc. Other non-clerical work in the Section/Unit Assisting in routine office work like diary, dispatch etc., including on computer Delivering of dak (outside the building) Watch & ward duties. Opening & closing of rooms. Cleaning of rooms Dusting of furniture etc. Cleaning of building, fixtures etc.

			<ul style="list-style-type: none"> m) Work related to his ITI qualification, if it exists. n) Driving of Vehicles, if in possession of valid driving license. o) Upkeep of parks, lawns, potted plants etc. p) Any other work assigned by the superior authority.
3	Security Guard	10 th Pass with experience.	<ul style="list-style-type: none"> a) Watch & ward duties. b) Any other work assigned by the superior authority.
4	House Keeping Staff	10 th Pass with experience.	<ul style="list-style-type: none"> a) Cleaning of rooms b) Dusting of furniture etc. c) Cleaning of building, fixtures etc. d) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon. e) Cleaning of carpets area of officers' rooms with vacuum cleaner. d) Any other work assigned by the superior authority.
5	Matron	Graduate With 2 years experience.	<ul style="list-style-type: none"> a) Residence Ladies hostel students watch & ward duties. b) Any other work assigned by the superior authority.
6	Cook	10 th Pass with Work related to his ITI (Hotel Management) 2 years experience in any hotel / restaurant.	<ul style="list-style-type: none"> a) Prepare food & serve to hostel students. b) Any other work assigned by the superior authority.
7	Helper for Cook	10 th Pass with Work related to his ITI (Hotel Management) 2 years experience in any hotel / restaurant.	<ul style="list-style-type: none"> a) Help to cook for Prepare food & serve to hostel students. b) Any other work assigned by the superior authority.
8	Gardner	10 th Class With 2 years experience.	<ul style="list-style-type: none"> a) Upkeep of parks, lawns, potted plants etc. b) Any other work assigned by the superior authority.

2. Schedule

1	Last date for submitting the tender/bid	25.07.2017 (12.00 Noon)
2	Date and Time for opening of Technical Bid	25.07.2017 (01.00 PM)
3	Date and time for opening of Financial Bid for Technically Qualified Bidders	At the convenience of Man Power Committee

3. The service provider/Agency/firm should be registered with the Govt. Authority concerned and have minimum 10 years experience in the relevant field and also minimum 05 years experience with Government/Educational Institutions.
4. Annual turnover of the Service Provider/ Agency/ Firm should not be less than Rs. 25 to 30 lakhs (This has to be supported with Balance Sheet/IT Returns CA certificate for last 3 years)
5. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
6. The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit and 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.
7. The service provider shall engage necessary number of persons as required by this Department from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Campus and further the said persons of the service provider shall not claim any employment, engagement or absorption in Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri in future.
8. The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/ in this Campus under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Campus.
9. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature.
10. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Campus. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
11. 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 Sansthan.
12. The Campus may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are

unacceptable to this Campus because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Campus.

13. 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.
14. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
15. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Campus shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
16. Working hours would be normally from 9.30 A.M. to 6.00 P.M. during working days. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.
17. That the service provider/agency will 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, Employees Provident Fund, ESI Act, etc. and this Campus will not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, ESI, Group Insurance of its employees engaged in this Campus.
18. The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the Second week of the following month after deduction of taxes deductible at source under the laws in force.
19. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
20. No wage/remuneration will be paid to any staff for the days of absence from duty.
21. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Campus.
22. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
23. The service provider shall be contactable at all times and message sent by phone/email/Fax/Special Messenger from this Campus to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this Campus in fulfillment of the contract from time to time.
24. This Campus shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
25. This Campus will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
26. The successful bidder shall furnish a security deposit equivalent to Rs. 3 Lakh (Rupees Three Lakh only) in the form of an account payee demand draft drawn in favour of the Principal, Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri fixed Deposit Receipt from Commercial bank/Bank Guarantee from a commercial bank in an acceptable

form safeguarding the interest of the Campus in all respects. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Campus or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency. No interest shall be paid by the Campus on security deposit.

27. The successful bidder will enter into an agreement with this Campus for supply of suitable and qualified manpower as per requirement of this Campus on these terms and conditions. The agreement will be valid for a period of 12 months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 12 months. Any statutory increase in wages etc. during this period is to be absorbed by the service provider. The contract/agreement is extendable on 12 months basis subject to satisfactory performance of the agency and such amendments as mutually agreed to.
28. The service provider shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of this Campus.
29. However, the agreement can be terminated by either party by giving one month's notice in advance. If the service provider/agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider/agency from this Campus shall be forfeited by the Campus.
30. That on the expiry of the agreement, as mentioned above, the service provider/agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the service provider/agency, it shall be the entire responsibility of the service provider/agency to pay and settle the same.
31. The Campus shall have the right to terminate the contract at any stage, without assigning any reason. Non compliance of any terms and condition enumerated hereinafter the award of contract shall be treated as breach of contract. This Campus reserves the right to accept/reject any tender/bid. The decision of the Principal, Rashtriya Sanskrit Sansthan (Deemed University), Shree Sadashiva Campus, Puri would be final and binding on all.

ANNEXURE – III**PROFORMA FOR FINANCIAL BID**

NAME OF THE FIRM.....

Position	Basic rate per month per person (wage Rate) As per GOI rate	PF @	ESI @	Service Tax, if applicable	Service Charges Adm. Charges	Total (Rs.) per month-per person.
	(1)	(2)	(3)	(4)	(5)	(6)
Data Entry Operator <i>a) Skilled / clerical)</i>						
Multi Tasking Staff <i>[a)Semi skilled/ b)Un skilled supervisory]</i>						
Security Guard <i>(Without arm)</i>						
House Keeping Staff <i>(Unskilled)</i>						
Matron <i>(Semi / Unskilled supervisory)</i>						
Cook <i>(Semi / Unskilled supervisory)</i>						
Helper for Cook <i>(Unskilled)</i>						
Gardner <i>(Unskilled)</i>						

Signature of the Contractor with seal

Technical Bid

ANNEXURE - II

Tender No. RSKS/ ____/.....
TENDER FORM FOR PROVIDING MAN POWER SERVICES IN
Rashtriya Sanskrit Sansthan (Deemed University)
Shree Sadashiva Campus, Puri (Odisha)-752001

Affix duly
attested P.P.
size recent
photograph
of the
prospective
bidder

1. Name, address of Firm/Agency : _____
and Telephone no. & E-mail address : _____
2. Registration number of the Firm/Agency : _____
3. Name, Designation, Address and : _____
Telephone No. of Authorized person : _____
of Firm/Agency to deal with : _____
4. Please specify as to whether tenderer : _____
is a sole Proprietor/partnership Firm. : _____
Name, address/and Telephone No. of : _____
Director/partners should be specified. : _____
(a) _____
(b) _____
(c) _____
(d) _____
5. (a) PAN Card Number : _____
(b) Copy of last 3 year financial year's : _____
Income Tax Returns : _____
Attached or Not Attached : _____
6. License No. under : _____
Contract Labour (R&A) Act, if any : _____
7. Details of earnest money deposited (Bid Security) : _____
in favour of the Principal, Rashtriya Sanskrit : _____
Sansthan (DU), Shree Shadashiva Campus, : _____
Puri, (Odisha)-752001. : _____

- a. Amount :Rs. 50, 000/- (Rs. fifty thousand only)
- b. FDR No./Demand Draft No./ : _____
 Banker's Cheque No./ : _____
 Bank Guarantee No. : _____
- c. Date of issue : _____
- d. Name of the issuing authority : _____
8. PF & ESI requirements.
- a) Employees Provident Fund : _____
 Registration No. _____
 (Given by PF Commissioner)
- b) ESI registration No. : _____
 Registration No. : _____
 (Given by PF Commissioner)
- c) ESI Registration No. : _____
 (Given by ESI Director) : _____
9. Any other information. : _____

10. Declaration by the contractor:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions (S.No. 1 to 31 on page no's 1 to 5) and instructions contained to herein and undertake myself/ourselves to abide by the said terms and conditions.

(Signature of Tenderer)

Name : _____

Designation : _____

Address : _____

Phone No. (O) : _____

Dated :

FORMAT FOR UNDERTAKING

(To be submitted on a stamp paper of Rs.100/-)

The _____
(Designation & Address).

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document (S.No. 1 to 31 on pages 1 to 5) and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned, hereby bind myself to the Principal, Rashtriya Sanskrit Sansthan (D.U.) Shree Sadashiva Campus, Puri for providing manpower services at Shree Sadashiva Campus, Puri or nearby place of Girls/Boys Hostel for the period of contract.
4. The security money deposited by me shall remain in custody of the Principal, Rashtriya Sanskrit Sansthan, (D.U.) Shree Sadashiva Campus, Puri till the expiry of the contract.
5. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
6. I will be wholly responsible for providing manpower services to Principal, Rashtriya Sanskrit Sansthan, (DU), Shree Sadashiva Campus, Puri, and will ensure deployment of persons as per action plan submitted by Principal, Rashtriya Sanskrit Sansthan (DU), Shree Sadashiva Campus, Puri. I shall be responsible to provide all benefits i.e. E.P.F, ESI, and Leave etc. to eligible employees, employed by me.
7. I shall abide by the provisions of Minimum Wages Act, 1948 and Contract Labour Act, 1970 and other labour laws applicable from time to time.
8. Damage to Campus and Hostel property, if any, due to lapse on my part or my staff may be recovered from me.
9. Should any lapse occur on my part or on my staff while discharging the services, the Campus authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
10. The decision of Principal, Rashtriya Sanskrit Sansthan, (D.U.), Shree Sadashiva Campus, Puri (Odisha) will be binding upon me.

Date:-

**Signature of the Tenderer
Seal of the agency**

CHECK LIST OF THE DOCUMENTS
TO BE ATTACHED WITH PRE-QUALIFICATION BID

- | | |
|---|--------|
| 1. Contract Labour License of Odisha Govt. / Central Govt. Firm/Company | Yes/No |
| 2. GST No./Tan No. of Firm/Company | Yes/No |
| 3. Details of three years experience certificate such type of providing concerned Department i.e. Central Govt., Govt. Hostel, Army, Railway | Yes/No |
| 4. Registration No. of Firm/Company | Yes/No |
| 5. Pan No. of Firm/Company | Yes/No |
| 6. Provident fund account No. of Firm/Company | Yes/No |
| 7. Service tax registration No. of Firm/Company | Yes/No |
| 8. ISO certified Company | Yes/No |
| 9. Power of Attorney as applicable | Yes/No |
| 10. Partnership deed of Firm/Company | Yes/No |
| 11. Audited copy of annual return for the last financial Year | Yes/No |
| 12. Average of last three years annual financial turnover being at least
Rs. 30.00 lacs of the Firm/Company but not less than 25 lacs per year | Yes/No |
| 13. ESI Registration No. of Firm/Company | Yes/No |
| 14. E.M.D. of tender Rs. 50000/- | Yes/No |
| 15. Two separate envelopes, one envelope technical bid & one envelope financial
bid put in one big envelope | Yes/No |
| 16. Undertaking stating that no Criminal/Income tax/Black listing case is
pending against the Firm/Company | Yes/No |

Signature of Tenderer
Name & Address with Rubber Stamp