



कुमारी
श्री. निषिदा प्राम्य शर्मा
अस. मोद-गर्भ 1
31/12/2016

**BID DOCUMENT
FOR
OUTSOURCING SERVICES TO THE
UTTARAKHAND AYURVED UNIVERSITY (U.A.U)**
Tender Notification No: 3601/UAU/Tender/2016-17 Date-31.12.2016

App.

Sub.: To provide outsourcing Services
* * * * *

31-12-16

TENDER
OUTSOURCING SERVICES TO THE UAU
As per document attached.

Cost of the Tender Document (Non-Refundable) : Rs. 1145/- (One thousand one hundred forty five only) through Demand Draft in favour of Finance Officer, Uttarakhand Ayurved University, Dehradun.

Schedule & Tender details:

Cost of the Tender document	Rs. 1145/- (One thousand one hundred forty five only)
Earnest Money	Rs. 1,00,000/- (One lakh Only)
Date of issue of tender document	31/12/2016
Last date and time for filing of tenders	02/02/2017 upto 03:00 PM
Date and time of opening Tenders	02/02/2017 upto 03:30 PM
Place of Opening Tenders	Account Office of Uttarakhand Ayurved University, Dehradun

Implementing Agency :

UTTARAKHAND AYURVED UNIVERSITY
HARRAWALA, DEHRADUN - 248001

PHONE NO: 0135-2685124, 2685138, FAX NO: 0135-2685137, WEBSITE : www.uau.ac.in

2/16/17

UTTARAKHAND AYURVED UNIVERSITY (U.A.U)
Dehradun, Uttarakhand

TENDER NOTICE FOR HIRING OF OUTSOURCING SERVICES

Sealed tenders are invited from the bonafide supply Outsourcing Services Agencies having experience of minimum three years of managing Outsourcing Services of a large campus of Universities/Institutions, Govt. Organization, PSU with minimum turnover of Rs.50 lakhs per annum, for providing Outsourcing Services in different campuses of Uttarakhand Ayurved University, Dehradun, Uttarakhand.

The tender documents will be available on University website www.uau.ac.in The cost of the tender document is Rs. 1145/- (non refundable) which has to be submitted in the form of DD in favour of Finance Officer, Uttarakhand Ayurved University, Dehradun along with the tender document. The Tender documents are to be submitted in two separate envelopes. The envelope A should be superscribed with Technical Bid containing tender documents completed in all respects along with all relevant supporting papers and earnest money of Rs 01.00 lakhs (One lakhs only) by Bank Draft in favour of Finance Officer, Uttarakhand Ayurved University, Dehradun, the envelope B should be superscribed with price Bid /financial bid (only containing price aspects) should reach Registrar's Office on or before 02nd February, 2017 upto 3.00 p.m. by Registered post/ Speed post/By hand only. The Technical bid will be opened at 03.30 p.m. on the same day and qualified bidders name will be displayed on the university website. For the opening of price bid the date and time will be intimated separately on the university website after scrutiny and finalization of the technical bids.

Tender documents can be downloaded from the website of the university www.uau.ac.in and submitted along with the tender cost and EMD in the form of bank draft/FDR only.

The University reserves the right to accept or reject any or all tenders without assigning any reason thereof.

REGISTRAR

TERMS AND CONDITIONS OF TENDER

(To be signed by the proprietor or authorized person on behalf of the proprietor as token of acceptance of the terms and conditions and submitted along with the tender document)

1. TENDER'S ARE REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED COVER.

TECHNICAL BID :- Technical bids must have the following documents in absence of which the bid will not be considered :

- Registration certificate of the company.
- Labour license
- PSARA license under PSARA Act 2005, valid for uttarakhand (at least for districts)
- Latest ISO certificate
- EPF/ESIC/Service Tax Registration Number along with copy of the certificate.
- Last Three Years Experience certificate
- Certificate of turnover of Rs.50 lakh per annum for last three years (from CA)
- PAN number
- ITR clearance certificate
- Character certificate issued by District Magistrate or an officer authorized by Distt. Magistrate.
- Earnest money in the form of demand draft in favour of "Finance Officer, Uttarakhand Ayurved University, Dehradun"
- Terms and conditions of the tender documents duly signed and stamped on all the pages
- An Affidavit of not having been Black-listed by any Central / State Govt. Organization / Institution or other Govt. organization.

· All the above documents are mandatory and SHOULD BE SUBMITTED IN FIRST COVER (i.e. ENVELOPE 'A').

FINANCIAL BID (SHOULD BE SUBMITTED IN SECOND COVER i.e. ENVELOPE 'B')

: Should contain Price Bid only. No other documents be enclosed with the Financial Bid.

2. The tenderer should enter the amount quoted by him in appropriate column of the tender document only. The tender is liable to be cancelled in case of any wrong entry. There should not be any cutting/over writing in the rates quoted. Both figure and words may be used for submitting quotation.

3. The number of Outsourcing Services personnel and other items needed by the university is as noted below:-

1. Security Supervisors (Not below the rank of JCO and 55yrs of age)
2. Security Guards (preferably Ex-service man and below 55yrs of age)
3. Lady guards
4. Trained Armed Guard
5. Darkroom Assistant (skilled)
6. Dresser (Semi skilled)
7. Peon (Unskilled)
8. Ward Boy (Semi skilled)
9. Driver (skilled)
10. Aaya (Semi skilled)
11. Sweeper (Unskilled)
12. Pharmacy Worker (Semi Skilled)
13. Mali (Unskilled)
14. Attendant (Semi Skilled)
15. Lifter (Semi Skilled)
16. Cook (Semi Skilled)
17. Multi Task Attendant (Unskilled)
18. MIS Related Worker (skilled)

The above requirements are purely tentative and can be increased or decreased as per the university requirements.

4. The tenderer should deploy adequate number of personnel so as to cater the need of the University for round the clock service with provisions for reliever and adequate monitoring and supervision, preferably with modern gadgets, such as mobile phone. If there is any need for regular extra Man-day, the payment will be made on pro-rata basis as per the quoted rates.

5. No handicapped or medically unfit security guard shall be deployed by the firm.

6. The contractor shall be responsible and liable for the following provisions for the security guards & Other Services engaged by them:

i) Insurance benefit as per the labour laws of the state of Uttarakhand notified by the Govt. of Uttarakhand.

ii) Medical expenses for any injury, first aid etc.

iii) Family benefit and amenities: - As per the laws of the State Govt. labour law rule.

iv) Accident benefit: - As per the laws of the State Govt. labour rules.

v) Any type of compensation: - As per the law of the Govt. of Uttarakhand State labour rules.

vii) Death on duty :- Compensation as per the laws of the Govt. of Uttarakhand State labour rules.

7. The Outsourcing Services agency shall be liable for any penalty which may be imposed by labour court for violation of any labour law. The Outsourcing Services Agency shall render the services on the job contract basis at the rates applicable from time to time which includes PF contribution, ESI contribution (not applicable to service man) and any other statutory provisions and liabilities to be discharged by the Outsourcing Services Agency.

8. Security Guards to be deployed shall be atleast 25% ex-serviceman with robust health and clean record preferably within age group of below 55. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the University from time to time. In case there is any change in employment of the Security Guard, such change shall be intimated by the security Agency in writing well in advance.

9. The Outsourcing Services Agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the University authorities by giving one month notice.

10. The Outsourcing Services agency will discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. Statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act, Industrial Dispute Act etc. The Outsourcing Services Agency will indemnify and keep indemnified the University from any claims, loss or damages that may be caused to the University on account of the Outsourcing Services Agency's failure to comply with their obligations under the various law towards their staff/employees employed by them or any loss or damage to the University due to acts/emissions of other part.

11. The stationery items like registers, scale, writing pads, pencils, staplers etc. will not be provided by University and Uniforms will not be allowed to be washed in the University premises. The uniform of the security personnel's and other related items as mentioned above will be provided by the Outsourcing Services Agency.

12. The Outsourcing Services Agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered during previous months to Security Officer/ In- Charge of the University. The payments will be made by cross cheque on receipt of confirmation regarding satisfactory execution of service by the officer authorized for this purpose. In case, the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of the University, whose decision shall be final and binding on the Outsourcing Services Agency.

13. The Outsourcing Services Agency agrees to get all the security staff members and their employees insured against any liabilities arising under the Workman's Compensation Act or under the common law. The Outsourcing Services agency agrees to indemnify against any claim that the University may have to meet in respect of their staff members and/or workman/employees an account of any accident or for any other reason.

14. It is further clarified that under no circumstances, the staff member and/or the Workmen/employees of the Outsourcing Services Agency shall be treated,

regarded or considered or deemed to be the employees of the University and the Outsourcing Services agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the University AGAINST ONLY CLAIM THAT may have to meet towards the employees of the Outsourcing Services agency.

15. The Outsourcing Services agency will ensure that no theft or damages to the University property should take place during the tenancy of the service contract of the Outsourcing Services Agency. In case any theft or damage to the University property occurs during the service contract period with the Outsourcing Services agency due to the negligence of the security staff/employees of the Outsourcing Services Agency, the Outsourcing Services agency will be solely responsible. If after a properly constituted enquiry (consisting of two members of the University and one member of the Outsourcing Services agency) come to the conclusion that the loss is attributable to the negligence on part of security personnel of the Outsourcing Services agency. The agency will have to compensate the damages or losses due to theft etc.

16. The Outsourcing Services Agency will lodge FIR and shall attend all the police cases from time to time during the contract period, if required.

17. The Outsourcing Services Agency shall inform the Security Officer/University Authorities immediately of their having been granted the approval by the Government of India to operate as Private Security Guards Agency under regulation of Employment and Welfare Act 1981. The Outsourcing Services agency shall obtain the license under section 12 of the contract labour (Regulation & Abolition) Act 1970 from the Competent Authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement Outsourcing Services Agency shall have license under section 12 of the contract labour (R&A) Act 1970. In default of these agreement will be liable to be terminated.

18. Full security uniform of appropriate color and style, with leather belt, caps, line yard, whistle, boot, torch, lathi, register etc as required by the security personnel should be provided by the firm at their own cost.

19. Performance of contractor shall be continuously inspected and watched by University Security officials deputed for the purpose. If at any time the performance of the contractor is not found satisfactory, the University

reserves the right to terminate the contract during its validity period without assigning any reason by giving one month notice.

20. Successful contractor will have to sign an agreement with the University for such Work, failing which earnest money will be forfeited. **Documentary evidence from EPF/ESI/Service Tax Authorities will have to be submitted by contractor within 60 days of the commencement of the contract regarding enrolment and payment of contribution against the personnel deployed by him,** failing which the bill may not be admitted for payment.

21. The character and antecedent of each and every security personnel deployed in University should undergo police verification and the agency should provide such police verification report in respect of security personnel deployed on individual basis to University. The list of all the security personnel along with their signature and recent photographs must be submitted before commencement of the contract to the Institute.

22. The security personnel deployed should be professionally trained and sound in health, having good physique and preferably below 55 years of age. They should be trained to handle and make best use of various types of fire fighting and safety equipment. They should also be able to perform personal bodyguard duty, VIP duty, Bank duty etc. The Security Supervisors should carry out patrolling duty every day in and around the campus of the university and make observation on any breakage of boundary wall, unauthorized access of hawkers or any other undesired persons in the campus and bring these to the notice of the Security Officer/Inspector UAU Dehradun.

23. **The contracting agency shall have to arrange ceremonial parades on 26th January and 15th August in the university premises by the Security personnel deployed at University at no additional cost.** The contracting agency should also ensure patrolling duty in residential areas as and when required at no extra cost.

24. The driver deployed for this purpose should have valid driving license and have experience of minimum 05 yrs in HMTV in hilly areas.

25. A formal agreement shall be made and the same will be valid for period of One year extendable to further periods as per the order of competent authority.

26. The contracting agency will have to submit Bank guarantee of 5% as security deposit for performance guarantee before commencement of the contract for the entire period of contract.

27. The contract agency shall be liable for payment of wages in accordance with instruction issued under minimum wages Act as per Govt. of Uttarakhand & any further amendment/ changes, all other dues under various labour regulations and other statutory provisions to all security personnel deployed by them in University premises.

28. In case of any theft or loss of University property for the areas covered under Security contract, the responsibility will be fixed on the agency and 75% of the cost as liquidated damages will be reimbursed by the agency to the university.

29. The tenderer shall have to abide by the terms and conditions, besides those given above as per the order of the competent authority.

30. The successful tenderer will submit valid licenses regarding engagement of security personnel for watch & ward of the university properties from the Regional Labour Commissioner, Ministry of Labour, Govt. of Uttarakhand, Dehradun- Uttarakhand.

31. The tenderer should assure by producing valid document that they are registered under the contract labour (Regulation & Abolition) Act 1970 and as amended thereafter from time to time.

32. Income Tax will be deducted at source from all monthly bills as per the I.T. Act.

33. The tenderer should certify all statutory requirements such as labour license, Insurance, Income tax deductions etc.

34. The University reserves the right to accept or reject any or all tenders without assigning any reason thereof.

35. All disputes/Court cases in this regard will be dealt with within the Dehradun jurisdiction.

(ENVELOPE-B)

PRICE-BID

Sub: Tender for “Outsourcing Service Contract” for UAU

For the Outsourcing Services arrangement in UAU, the contractor shall be paid a monthly remuneration as given below.

Rate should be quoted for one worker per month. University shall pay for one day weekly off for six days (within calendar month) working of an individual. University shall make 30 days payment for 26 days of working in 30 days of month. Working of 27 or more days by the individual in 30 days is not acceptable to University. Contractor should provide staggered weekly offs to the watchmen and ensure that each post is manned every day. Payment will be based on actual working days.

The comparison of rates will be based on minimum wages as applicable on date based on the State labour commissioner rules.

The agencies/ firm not meeting the requirements as per minimum wage Act will be out rightly rejected. In case equal rates quote by the tenderer the comparison will be made on the basis of service charges quoted in percent % base and calculation made thereafter on total.

In case the rates quoted by the agency are not equal but the agency qualifies the minimum wage rates, then the comparison of rates will be made on the basis of the total cost inclusive of service charges.

Sr. No.	PARTICULARS	Rates
1.	Guards / Watchman (unskilled)	Rs
2.	Supervisor (semi skilled)	Rs
3.	Gunman (semi skilled)	Rs
4.	Darkroom Assistant (skilled)	Rs
5.	Dresser (semi skilled)	Rs
6.	Peon (Unskilled)	Rs
7.	Ward Boy (semi skilled)	Rs
8.	Driver (skilled)	Rs
9.	Aaya (semi skilled)	Rs
10.	Sweeper (Unskilled)	Rs
11.	Pharmacy Worker (semi skilled)	Rs

12.	Mali (Unskilled)	Rs
13.	Attendant (Semi skilled)	Rs
14.	Lifter (semi skilled)	Rs
15.	Cook (semi skilled)	Rs
16.	Multi Task Attendant (Unskilled)	Rs
17.	MIS Related Worker (skilled)	Rs
18.	Electrician (skilled)	Rs
18.	P.F. including allied charges for P.F.@.....Rs	Rs
19.	ESI charges @.....Rs	Rs
20.	Service Charges @.....% of wages+PF+ESI (service charges shall be all inclusive such as the cost of workman compensation policy and all other statutory benefits/ obligations etc.) No further claim by the contractor over and above the service charge will be admissible under any circumstances.	Rs
21.	Service Tax @.....	%
22.	Bonus (as applicable under State Govt. rules)	
23.	Leave wages (as applicable under State Govt. rules)	
24.	Gratuity (as applicable under State Govt. rules)	
25.	Uniform Charges	
	TOTAL	

The terms and condition of the tender are also acceptable to us.

Yours faithfully,

Signature of proprietor/Authorized person

Name

Position/ Sea