

**RASHTRIYA SANSKRIT SANSTHAN**  
(Deemed university)  
Ganganatha Jha Campus,  
Azad Park, Allahabad - 211002

RSKSGNJH/outsourcing/2017/

Date: 11.07.2017

**Sub:- Notice inviting Tender/Bid for the Contract to provide the services of various outsourcing position in Rashtriya Sanskrit Sansthan (Deemed University), G.N. Jha Campus, Allahabad.**

Sir,

The undersigned is directed to invite sealed Tenders/Bids from the reputed firms/agencies for outsourcing the services of following staffs in office G.N. Jha campus, Allahabad.

2. The sealed Tender/Bid in two bid system (Technical and Financial) are invited from reputed firms along with bid security of **20,000/-**(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 favor of "**Principal, Rashtriya Sanskrit Sansthan (Deemed University), Ganganath Jha campus, Allahabad**", and addressed to **Principal, Rashtriya Sanskrit Sansthan (Deemed University), Ganganath Jha campus, Allahabad**. The tenders/bids should be deposit in the office. **Rashtriya Sanskrit Sansthan (Deemed University), Ganganatha Jha campus, Allahabad positively before 1 P.M. on 21.07.2017**. 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 21.07.2017 at 03.00 P.M. 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 03.00 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 Performa 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**.

**(Principal)**

**TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES****1. Standards/Benchmarks for the services sought are as under:-**

<b>Sr. No.</b>	<b>Position</b>	<b>Qualification/Experience required</b>	<b>Nature of Duties</b>
<b>1.</b>	Data Entry Operator	<ul style="list-style-type: none"> <li>• 12th Class pass or equivalent qualification from a recognized Board or University.</li> <li>• 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) Computer typing, Data Entry making etc and official work as assigned.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- Experience of having worked in Office.</li> </ul>	Computer typing, Data Entry making etc and official work as assigned.
<b>2.</b>	Multi Tasking Staff (MTS)	<p>A secondary School Certificate (10th) or its equivalent qualification form a recognized Board/University/Institution.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>-Experience of having worked in Office.</li> </ul> <p><b>-Skilled in</b></p> <p>gardening/civil/electrical/plumbing/ electronic maintenance/ Xeroxing/Faxing/working knowledge of computer etc.</p>	<p>Any of the following works as approved for the post of MTS as per requirement:</p> <ul style="list-style-type: none"> <li><b>a)</b> Physical Maintenance of record of the Section.</li> <li><b>b)</b> General cleanliness &amp; Upkeep of the Section/Unit.</li> <li><b>c)</b> Carrying of files &amp; other papers within the building.</li> <li><b>d)</b> Photocopying, sending of FAX etc.</li> <li><b>e)</b> Other non-clerical work in the Section/Unit.</li> <li><b>f)</b> Assisting in routine office work like diary, dispatch etc., including on computer.</li> </ul>

			<p><b>g)</b> Delivering of dak (outside the building).</p> <p><b>h)</b> Watch &amp; ward duties.</p> <p><b>i)</b> Opening &amp; closing of rooms.</p> <p><b>j)</b> Cleaning of rooms</p> <p><b>k)</b> Dusting of furniture etc.</p> <p><b>l)</b> Cleaning of building, fixtures etc.</p> <p><b>m)</b> Work related to his ITI Qualification, if it exists.</p> <p><b>n)</b> Driving of Vehicles, if in possession of valid driving license.</p> <p><b>o)</b> Upkeep of parks, lawns, potted plants etc.</p> <p><b>p)</b> Any other work assigned by the superior authority.</p>
<b>3.</b>	Security Guard	Gun Man Ex. Army only	Full responsibility of protection the contents of the campus.
<b>4.</b>	Staff Car Driver (Highly Skilled)	Experience in heavy vehicle.	Minimum 05 years experience in the relevant field

**2. Schedule:**

1.	Last date for submitting the tender/bid	21.07.2017 (1PM)
2.	Date and Time for opening of Technical Bid	21.07.2017 (3PM)

3. The service provider/Agency/firm should be registered with the Govt. Authority concerned and have minimum 07-10 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. 10 Lakh (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 Sansthan and further the said persons of the service provider shall not claim any employment, engagement or absorption in Rashtriya Sanskrit Sansthan (Deemed University), Ganganatha Jha Campus, Allahabad in future.
8. The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this Sansthan 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 Sansthan.
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 Sansthan. 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 years and they shall not interfere with the duties of the employees of the Sansthan.
12. The Sansthan 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 Sansthan because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Sansthan.

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 Sansthan 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 including ½ an hour (1:30 P.M. to 2:00 PM) lunch break in between. 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 Sansthan 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 Sansthan.
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 Sansthan.
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 Sansthan 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 Sansthan in fulfillment of the contract from time to time.
24. This Sansthan 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 Sansthan 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), G.N. Jha Campus at Allahabad fixed Deposit Receipt from Commercial bank/Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of the Sansthan in all respects. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Sansthan 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.
27. The successful bidder will enter into an agreement with this Sansthan for supply of suitable and qualified manpower as per requirement of this Sansthan 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 Sansthan.
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 Sansthan shall be forfeited by the Sansthan.
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 Sansthan 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 Sansthan reserves the right to accept/reject any tender/bid. The decision of the Principal, Rashtriya Sanskrit Sansthan (Deemed University) G.N. Jha Campus Allahabad would be final and binding on all.**

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**TECHNICAL BID**

<b>Sr. No.</b>	<b>Particular</b>	<b>To be filled by the renderer</b>
1.	Name of the Agency	
2.	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Service Tax Registration Number (Copy to be enclosed)	
8.	Whether the firm is blacklisted by any	

	Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Department/Educational Institutions  (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
11.	Annual turnover	
12.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
13.	Whether agency profile is attached	
14.	List of other clients.	



## PROFORMA FOR FINANCIAL BID

Position	Minimum wages per month as per Central/State Govt., applicable or as proposed as per qualification for the position.	PF@	ESI@ Wherever applicable	Service Tax, If Applicable	service charges/Adm. Charges	Rates for Extra hour	Total (Rs.) per month- per person excluding column No. 6
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Data Entry Operator							
Multi Tasking Staff (MTS)							
Security Guard							
Staff Car Driver							