

**CENTRAL UNIVERSITY OF PUNJAB, BATHINDA
ESTABLISHED VIDE ACT NO. 25 (2009) OF PARLIAMENT**

**Notice Inviting Tender For Outsourcing Of
Multitask Services (MTS)**

Sub: Tender for Engagement of Outsourcing Service Provider for Multi Task Services in the City Campus of Central University of Punjab, Bathinda (CUPB).

Central University of Punjab, Bathinda (CUPB) a statutory body established under the Central Universities Act, 2009. It requires Multi-Task Expertise Services on outsourcing basis for a period of one year.

Scope of Work	Monthly Estimated Cost	EMD	Tender Fee (Non-Refundable)
Community outreach and networking, Assistance in Accounting work, Support & Management of Campus, Assistance in Management of administrative, curricular, co-curricular and extra-curricular activities at the Campus and Technical as well as Non Technical Support in Construction repair works and Campus upkeep, Assistance in System Administration-IT, Data Management Service, Assistance in Library, Technical Work and Analysis in Laboratories, Maintenance and technical assistance in Laboratories, Driving HMV, Storekeeping Cum Technical work	Rs. 6,00,000/- per month	Rs. 1,44,000/-	1000/-

Note- The break-up of above work and estimated cost is given in terms and conditions.

Important Dates

Bid document downloading Start Date	17.08.2015
Bid document downloading End Date	3.09.2015 by 12:00 Noon
Last Date & Time for receipt of Bid	3.09.2015 by 12:00 Noon
Technical Bid Opening Date	3.09.2015 at 2:30 PM
Financial Bid Opening Date	To be notified on the date of opening of Technical Bid.

The employment of functionaries shall be strictly on outsourcing basis and the terms and conditions of the contract are mentioned in the Annexure. The service providers who wish to apply are requested to ensure that their organization fulfils all the terms and conditions mentioned in the Annexure before sending their proposals.

CUPB reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage without assigning any reasons. Offers received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the offer along with supporting documents at the prescribed address will be the sole responsibility of the responding agency.

CUPB reserves the right to select the manpower offered by the Service Provider through Proficiency Test in Computers/Dictation and interview to be conducted by Committee for Selection of Outsourcing Staff, if required. The Committee shall include External Experts for determining the remuneration component, criteria of qualification/age and suitability for any post. The selection shall strictly be based on the appraisal of performance of the candidates offered by the Service Provider. In view of the present quantum of work, **workforce required** to perform above mentioned assignment has been explained in the tabular form. However, CUPB reserves the **right to expand or reduce the monthly estimate range of job** or terminate the assignment of any deputed person on one month's notice. Interested agencies may fill in the tender forms and send in two separate covers – **First cover** super-scribed as **“Technical bid – Envelope A”** containing Bid Covering Letter, Authority Letter and Terms and Conditions along with other supporting documents including EMD, Tender fee etc. and **second cover** super-scribed as **“Financial bid – Envelope B”** containing Financial Bid. **Both Envelopes A and B will be put in another/ Big cover along with EARNEST MONEY DEPOSIT (EMD)** and should be super-scribed as **“Open Tender for Providing Personnel on Outsourcing basis”** and addressed to **the Registrar, Central University of Punjab, Bathinda, City Campus, Mansa Road, Bathinda (Punjab)- 151 001**. The EMD must not be put in the cover containing “Financial Bid – Envelop B”.

Sealed Tenders must be submitted in the Receipts and Dispatch Section in the Office of Registrar at the address specified above not later than **12:00 Noon on 03.09.2015** **Tender shall be acceptable in the Office of Registrar from 10.00 A.M. (during office working hours) to 3.00 P.M. Tenders sent by Post / Courier / Email shall stand rejected.** The tenders will be opened at 2.30 PM on at Administrative Block, CUPB at the address mentioned above. Further, opening of Technical Bids will be done in the presence of Service Providers who wish to be present on the same day. But, the opening of financial bids will be done at a date notified subsequently. **In case, Last date is declared as a holiday, then the tender will be opened at the same time / place on the next working day.**

**Registrar
Central University of Punjab, Bathinda**

ANNEXURE - I
TERMS AND CONDITIONS OF THE CONTRACT

I. TECHNICAL CRITERIA

1. The service provider with minimum experience of 03 years of providing skilled manpower services to State/Central govt./educational/research organization {Certificate(s)/Work Order/Letter of Intent by respective clients for having performed the work/ service satisfactorily in the said State/Central govt./educational/research organization must be attached.}
2. Service provide must have a minimum annual turnover of 25 lakhs for last three years with account details of the firm/society etc.
3. The service provider must possess a valid Provident Fund registration with the statutory authority, PAN/TAN number/ESI registration in Punjab/ valid labour contract license issue by or with the Government of Punjab and details thereof must be provided. The Competent Authority is empowered to relax above condition in extraordinary circumstances.
4. Copy of IT return filed or financial accounts for the three financial years i.e. 2012-13, 2013-14 and 2014-15 duly audited by Chartered Accountant must be furnished.
5. Copy of work orders/award letters showing the experience of work in the last 03 years i.e. 2012-13, 2013-14 and 2014-15 must be provided.
6. The service provider shall provide the reference list of the organization with contact address.
7. The service provider must not have been blacklisted or debarred by any Government Organization/PSU etc. The Service Provider may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.
8. The value of the Tender is approximately Rs. 72,00,000/- per annum. Hence, the Service provider shall furnish a Earnest Money deposit (EMD) in favour of “Central University of Punjab, Bathinda” issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of **Rs.1,44,000/- (Rupees One Lakh Forty Four thousand only)** at the time of submission of proposal. The Service Provider may please note that no interest shall be payable by CUPB on security deposit and earnest money deposit (EMD).
9. The Service provider agency must have its registered office/well established office branch in Punjab. **(Proof of existence such as rent agreement, certificate of incorporation etc. must be furnished).**
10. The CUPB reserves the right to relax technical qualification in case sufficient numbers of tender application are not received.

Procedure for Technical bid

Criteria of Evaluation of Tender

- a. The tenders will be evaluated in a 2 bid process that would consist of evaluating the Technical and Financial Proposals. The entries will be graded on a total of 50 marks with 30 marks being awarded for the Technical Bid (60% marks required to qualify to be considered for Financial bid opening) and 20 marks for the Financial Proposal.

- b. Evaluation of Technical Bid. The Technical Bid will be evaluated as per the following criteria:

Sr. No.	Component	Marks
1	Documentation (These documents must be compulsorily submitted, no further evaluation shall be made in case, any document is missing)	2 mark for each valid document produced upto a maximum of 10 marks as detailed below: 1. Registration of the Firm 2. PF Registration 3. PAN/TAN/TIN 4. ESI 5. Registration under Contract Labour
2	Experience of at least two work contracts in an educational / other institution	2 marks for each annual contract in educational institution and 1 mark for each annual contract in other institution upto a maximum of 10 marks
3	Annual turnover of at least last three years (Minimum Turnover required 25 lakh per year)	1 marks for each annual turnover upto a maximum of 5 marks
4	Recommendation from the existing clients.	1 marks for each recommendations and upto a maximum of 5 marks

Evaluation of Financial Bid:

The Financial Proposal would be awarded marks out of maximum 20 marks. The firm quoting lowest rates of service charge will get maximum marks for the financial bid i.e. 20. The firm quoting highest rate of service charge will get minimum marks i.e. 0. For example R_l is the lowest and R_h is the highest rate service charge. For other Bidders, If R_o is the rate of service (charge in consideration) then the marks will be $[20 - \{20 (R_o - R_l) / (R_h - R_l)\}]$.

In case of equal score among two or more parties, the firm quoting the lowest financial rate will be given preference and in case if the same is also equal than the firm having maximum recommendation letters from present client will be preferred and in case if equality sustains then the firm with highest annual turnover in last financial year will be preferred.

II. GENERAL CONDITIONS

The break-up of assignment, minimum number of personnel required and monthly estimated cost of each assignment is as under:

Break-up Sheet

SN	Job Profile	Detail of Works to be carried out	Monthly Estimated range of Job for the Work to be performed	Approximate Number of Manpower to be engaged
1	Consultancy in Construction and Campus upkeep	Supervision of all constructions in the campus and technical work covering maintenance and management, inspection of materials used in the construction and mechanical works. Any other items of work pertaining to accounting.	Rs. 30,000/- to Rs. 33,000/- per person.	1-2
2.	Sports Supervisor	Organize sports and assistance in co-	Rs. 26,500/- to Rs. 30,000/-	1

		curricular activities, extra curricular activities		
2	CDC Co-ordinator	Co-ordination in Community Development and outreach activities with resource management.	Rs. 20,000/- to Rs. 25,000/-	1
3.	CDC Assistant	Assisting in coordination, liaison, administration of Community Development activities	Rs. 10,000/- to Rs. 15,000/-	1
4	Assistance in Accounting work/ administration	Preparing and maintaining Pay roll, advances & recovery, Income Tax calculations, TDS, remittances and returns relating to Provident Fund, Employee Pension, Income Tax, etc. Cash and bank transactions, reconciliation of bank accounts. Trade – sale purchase vouchers, sale purchase books, receipt/payment vouchers, Preparation of provident fund statements and of P.F. and Gratuity fund Trusts accounts. Any other items of work pertaining to accounting.	Rs. 20,000/- to Rs. 25,000/- only per person.	1-2
5	Upper/lower level assistance in Management of estate/data at/in admin., ministerial, curricular, co-curricular activities, extra-curricular at the Campus and Technical as well as Non Technical Support to Centers	Data management, dictation, Physical maintenance of records of Sections, General cleanliness & upkeep of records of the Sections, Carrying of files and other papers within the buildings, photocopying, sending of FAX, assistance in routine office work like diary, dispatch Delivery of dak (outside the building) etc. Any other items of work pertaining to accounting.	Rs. 16,500/- to Rs. 18,000/- per person.	6-8
5	Assistance in System Administration - IT	Integrated IT Solution. It involves customization, Installation & ensure proper functioning of	Rs. 12,000/- to Rs. 14,000/- per person.	2-3

		Information Technology Management System, Web-Server, Local Area Network, Installation of Hardware, including -- a) Appropriate Server(s) along with OS, associated database & other related software, for system security, including firewall, anti-virus solution, etc. b) Desktop PCs or thin clients (as applicable) with OS & other related software; c) Printers with associated software; d) Associated hardware for University Stakeholders Continuity & Backup. Any other items of work pertaining to accounting.		
6	Assistance in Library/ Campus Management	Re-shelving of books, dispatch diary, accessioning of books, issue and return of books, maintenance of books stack area and library reading hall. Assistance in Campus Supervisions, upkeep, construction and non-technical support to the university campus. Any other assignment given from time to time.	Rs. 9000/- to Rs. 12,000/- per person	4-5
7	Technical Assistant and Technical Work and Analysis in Laboratories	Responsible for all Laboratory analysis, tests, Laboratory safety and reporting techniques, completion of all Laboratory reports, keep record of all Laboratory analysis methods, maintenance and calibration of Laboratory equipment. Any other items of work pertaining to accounting.	Rs. 26,000/- to Rs. 30,000/- only.	1
8	Maintenance and technical assistance in Laboratories	Students' Assistance in laboratory analysis, tests, Laboratory safety and reporting techniques, completion of all	Rs. 12,000/- to Rs. 14,000/- per person.	6-8

		Laboratory reports, keep record of all Laboratory analysis methods, maintenance and calibration of Laboratory equipment. Any other items of work pertaining to accounting.		
9	Driving HMV- Xerox Operation	Driving of Vehicle and operation of photo-copier. Any other items of work pertaining to accounting.	Rs. 12,000/- to Rs. 14,000/- only.	1
10	Storekeeping Cum Technical work	Maintenance of Instruments, Collection of materials from Store and maintain record etc. Any other assignment given from time to time.	Rs. 15,000/- to Rs. 18,000/- per person.	2

10. **TENDER WILL BE REJECTED IF COMPLETE INFORMATION IS NOT PROVIDED S REQUIRED.** Each page of the tender should be signed by the bidder and total number of the pages submitted should be mentioned. The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of an agency shall be responsible to produce authority letter duly executed in his favour, stating that he has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said authority letter, his proposal shall be liable to summary rejection without prejudice to any other right of CUPB under the law. The proposal shall be filled in by the applicant service provider neatly and accurately. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. **The tender document must be duly signed and numbered on every page including annexures (total no. of pages 1 to 21).**
11. The successful bidder would be selected on the basis of technical qualification and **lowest quoted amount of service charges** for each specification of assignment as given in break. The bidders shall quote their rates as "Rate per month for respective assignments in break up" (in both words and figures) which should include deduction towards PF and ESI etc and the same would not be payable over and above the rates thus quoted. The Offer shall remain valid for a period of 90 days from the opening of tender documents.
12. The selected agency is expected to commence the Assignment on the date and at Bathinda as per requirement of CUPB & on the term & conditions specified.
13. The Service provider agency will be engaged for one year from the date of issuance of work order and which may be extended for one year on mutual consent. In case, the contract is extended by another term of one year, and in case the same person is continuously employed in a position, considering his/her experience and satisfactory performance, CUPB may consider increasing the fixed remuneration payable by 5% to 10%. The service charges may also be increased in the same percentage as that of increase in fixed remuneration. However, this cannot be claimed as a matter of right. **In regard to number of persons, the number of Multi Task Staff may increase or decrease as per the requirement of CUPB keeping**

in view of quantum of work. In case of increase, the staff deputed on job shall be placed minimum for one month. On the other hand, if the need of a staff is no more, the respective month shall be completed.

14. CUPB does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

III. EARNEST MONEY DEPOSIT

15. The Service Provider shall furnish a Earnest Money deposit (EMD) in favour of “ Central University of Punjab, Bathinda” issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of **Rs.1,44,000/- (Rupees One Lakh Forty Four thousand only)** at the time of submission of proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Service Provider agency will be refunded without interest on receipt of performance security.

IV. OTHER TERMS AND CONDITIONS

16. a) Offered rates must be valid for six months from the date of commencement of contract except in case of any statutory increase in wages etc.

b) Manpower will be supplied by the Service Provider as per actual requirement(fresh requirement other than replacement), which will be informed to the Service Provider generally with a notice period of more than 2 days. The Service Provider is bound to supply the required manpower within a maximum of week's time. **In case the Service Provider fails to supply manpower within a week, a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by CUPB.** In case of leave/absence of manpower, alternate arrangement will be made by the Service Provider. However this time limit of 2days/a week's time will not be applicable to drivers and Service Provider is bound to give immediate replacement.

c) **Manpower Agency/Service agency may provide CUPB with a list of candidates along with CV/Bio-data for each position requisitioned and interview may be conducted by CUPB if required to select a suitable candidate for the position. Preference may be given to persons for the persons recommended by the Service Provider with work experience in office work under Central Government/State Government offices. The Service Provider is bound to supply the services of the person selected by CUPB.**

d) Payment to the Service Provider will be subject to provision of satisfactory service which may be certified by the Officers / Sectional Heads, where ever the persons have been engaged. **The Agency will make payment to the staff on a monthly basis by the 7th of each month in the form of account payee cheque, in presence of the nominated Officer/ Project In-charge at the premises of the City Campus, CUPB. The Performance of the outsourcing staff provided by the Service Provider will be reviewed periodically by a committee set up by Competent Authority & CUPB reserves the right to ask for suitable replacement in the place of persons whose performance are not satisfactory. The Service Provider is bound to supply suitable replacement within a week in such cases. In case the Service Provider fails to supply**

suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by CUPB.

Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Service Provider.

e) Verification of character and antecedents of the personnel to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.

f) The manpower supplied at no time will perform any such act that would lower the dignity of the CUPB.

g) The Service Provider shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as laid down by or under any law in force and as amended from time to time.

h) The Service Provider shall maintain /produce/ the required records/ documents as and when called for by the appropriate authority, as well as to CUPB to enable it to verify that the Service Provider is complying with statutory requirements with regard to TDS of tax, PF, ESI and other labour laws, from time to time.

i) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.

j) All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Service Provider. The CUPB shall not be liable, in any case and an undertaking to this effect must be furnished by the Service Provider. CUPB shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer/worker in case of any accident/ mishapening taken place at CUPB premises.

k) The personnel supplied by the Service Provider will be the employee of the Service Provider and there will be no master-servant relationship between the CUPB and personnel deployed. All the statutory liabilities and responsibilities will be that of the Service Provider and CUPB has no legal responsibilities on the same.

l) The personnel supplied by the Service Provider will be allowed to quit the service by one month prior notice or one month salary in lieu of notice period.

m) The Service Provider shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.

n) CUPB reserves the right to accept or reject any or all the TENDERS without assigning any reason, thereof.

V. Commencement, Completion, Modification and Termination of Contract, effectiveness of Contract

17. This Contract shall come into effect from the date of issuance of work order by CUPB. CUPB reserves the right for accepting the whole or any part of the tenders and CUPB decision in the matter shall be final and binding.

VI. Commencement of Services

18. The selected Service Provider is expected to commence the Assignment on the date and at City Campus as per its requirement. If the Service Provider fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

VII. Expiration of Contract

19. Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

VIII. Modification

20. After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

IX. Termination By CUPB

21. CUPB may terminate this Contract, by not less than thirty (30) days written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified below in clauses (a) through (c) of and sixty (60) days in the case of the event referred to in clause (d):
 - (a) If the Service Provider commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.
 - (b) If the Service Provider become insolvent or bankrupt;
 - (c) If CUPB, in its sole discretion, decides to terminate this Contract.In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the EMD shall stand forfeited.

X. OBLIGATIONS OF CUPB

22. CUPB shall provide the Service Provider such reasonable assistance as may be required in order to carry out the assignment.

XI. SCOPE OF SERVICE

23. In performing the terms and conditions of the Contract, the Service Provider shall at all times act as an Independent Service Provider. The contract does not in any way create a relationship of principal and agent between CUPB and the Service Provider. The Service Provider shall not act or attempt or represent itself as an agent of CUPB. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. **The employees of the Service Provider shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the CUPB. There will no employer-employee relationship between CUPB and the persons engaged by the Service Provider.** The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, contractual, regular employees of the CUPB during the currency or after expiry of the contract. **However, the manpower deployed through outsourcing shall be entitled for gazette holidays, if the office in which they are associate, is closed on the respective day. In case, the office remains open and the employees of the universities are also present, the manpower through outsourcing agency shall also remain present on duty.**

24. The Service Provider shall provide a substitute well in advance if there is any probability of the functionary leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.
25. The service provider shall be responsible for contributions towards Provident Fund. Employees State Insurance and other statutory payments/liabilities etc. wherever applicable. The service charges shall be suitably quoted accordingly.

XII. MODE OF PAYMENT

26. The Service Provider will raise the bill separately for each categories of staff provided which include separate part of his/her salary, Bonus paid and service charges (excluding tax). The bill must indicate the date of payment of salary to each staff.

XIII. ARBITRATION

27. In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The venue of the arbitration shall be in Bathinda. The sole arbitrator will be appointed by Competent Authority, CUPB whose decision in this regard will be final & binding.

XIV. JURISDICTION

28. The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Bathinda only in connection with any actions or proceedings arising out or in relation to this tender.

XV. Performance Guarantee

29. i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Service Provider to an amount of Rs 2,00,000 (Rupees Two lakhs only) in the form of an Account Payee Demand Draft/ Fixed Deposit from a commercial bank/ Bank Guarantee from a commercial bank in the name of Central University of Punjab, Bathinda.
 - (ii) The performance security will be valid for a period of 60 days beyond the validity of the contract.
 - (iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

XVI. Payment terms

30.
 - (a) Payment by means of DD/crossed cheque will be made on submission of monthly bills of claim on last working day of every month by the Service Provider for the job performed during the preceding month. However, taxes at the rate applicable which are as per the rules shall be deducted at source from monthly payment.
 - (b) The service provider need to submit proof of depositing of EPF in the concerned staff account. Only on submission of such proof the payment will be released.

XVII. CONDITIONS OF EMPLOYMENT

31. **Services to be provided on all working days during the normal duty hours from 09.00 am to 05.30 p.m. with half an hour lunch break. Persons so engaged, may be called on Sunday / Holidays as per requirement and shall be paid proportionally.** The outsourcing staff employed can avail leave at the rate of one day per month which can be accumulated up to the end of the calendar year. However, they are not eligible to encash the leave accumulated. The Service Provider shall ensure that these leave benefits are available to the outsourcing staff and there should be no occasion for any complaint from the staff.

32. The Outsourcing Service Provider shall be responsible for any commissions and omissions of the persons employed through him.
33. The Service Provider shall be wholly responsible for making payment of monthly salaries to the persons employed and responsible for any accident/or compensation payable to the persons engaged by him working under this contract. He shall keep CUPB fully indemnified against any claims in this regard.
34. In case of loss or damage done to the property / vehicle of the CUPB by the personnel provided by the agency, full damages will be recovered from the Agency and decision of the competent authority of CUPB shall be binding on him.

DECLARATION BY THE SERVICE PROVIDER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Authorized Signatory of Service Provider with seal)

Name :

Address :

Phone No (O) :

Seal :

Annexure -II
BIDDER'S COVERING LETTER

To

The Registrar
Central University of Punjab
Bathinda- 151 001

Dear Sir,

Ref: Tender no: _____

After examining the conditions of contract and specifications described you in Notice Inviting Tender, we the undersigned intend to offer our services for the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall provide the services in accordance with, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance guarantee as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 60 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with its written acceptance thereof in the notification of award shall constitute a binding contract between both the parties.

Bid is properly prepared, sealed and submitted so as to prevent any subsequent alteration or replacement.

Dated thisDay of (The month and year)

Signature of Authorized Signatory

In capacity of Duly authorized to sign the bid for and on behalf of.....

The cost of bid document: Rs...../-.... Crossed D.D.no.....dated
..... Drawn on Bank:.....

Annexure -III
AUTHORITY LETTER FOR ATTENDING OPENING OF BID

Tender no:_____

To

The Registrar
Central University of Punjab
Bathinda- 151 001

Dear Sir,

Subject: Authorization for attending bid opening on.....(date) in the Tender no.for MULTITASKING FUNCTIONARIES for the CUPB.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
----------------------------	-------------	---------------------------

1.

2.

or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.

Annexure –IV

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER
BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by service provider for deployment in CUPB containing full details i.e. date of birth, marital status, address, educational qualification, photo ID Card provided by the security service provider etc.
2. Bio-data of all persons. .
3. Any other document considered relevant

Annexure -V
TECHNICAL BID FORMAT

(For providing manpower services to Central University of Punjab, Bathinda)

1. **Name of Tendering Service Provider:**
2. **Status (Proprietor/Partner/Director):**
3. **Details of Earnest Money Deposit:** DD No. Date..... of Rs...../- drawn on Bank
4. **Full Address of Registered Office:**
Telephone No :FAX No.:
E-Mail Address :
5. **Full Address of Branch Office:**
.....Telephone No :
FAX No.:
E-Mail Address:
6. **Name & Contact no. of Authorized officer to liaise with Field Office(s):**
7. **Bankers of the Service Provider:**
(Attach certified copy of statement of A/c for the last 3 consecutive years):
8. **PAN/GIR No. :** (Attach attested copy, annex.....)
9. **Service Tax Registration No. :** (Attach attested copy, annex.....)
10. **E.P.F Registration No.:** (Attach attested copy, annex.....)
11. **E.S.I. Registration No. :** (Attach attested copy, annex.....)
12. **Labour License/ Registration under The Contract Labour (Regulation & Control) Act, 1970:**
13. **Financial turnover of the tendering Service Provider for the last three Consecutive Financial Years.**

Financial Year	Amount (Rs. In lakhs)	Remarks, if any
2012-13		
2013-14		
2014-15		

14. **Additional information, if any:** (Attach separate sheet if space provided is insufficient)

15. **Give details of minimum 3 such contracts handled by the tendering Service Provider during the last three consecutive years in the following format (if the space provided is insufficient, a separate sheet may be attached):**

SN	Name of Client, Address, Telephone and Fax No.	Manpower Services Provided		Amount of Contract in Lacs	Duration of Contract		Remarks
		Type of Service	No.		From	To	

16. **Additional information, if any (Attach separate sheet, if required)**

Date : _____ Signature of the authorized person
Place : _____ Name : _____
Seal : _____

DECLARATION

1. I, Son / Daughter / Wife of Shri..... Proprietor/ Director/ Authorized Signatory of the Service Provider, mentioned above, I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :
Place :

Signature of the authorized person
Name:
Seal:

Annexure- VI
Financial Bid

To
Registrar
Central University of Punjab, Bathinda
Sir,

I/We wish to submit our Tenders for PROVIDING JOB/WORK CONTRACT FOR Multi Task Service on outsourcing basis for a period of one year ON MONTHLY CONTRACTCTUAL PAY BASIS FOR A PERIOD OF ONE YEAR AT Central University of Punjab, Bathinda and EXTENDABLE BY ONE MORE YEAR FURTHER SUBJECT TO SATISFACTORY COMPLIANCE OF TERMS AND CONDITIONS OF THE CONTRACT on the following rates:

No.	Particulars	Per Month	Service Charge	No. of Persons to be Deployed
Monthly consolidated rates are offered.				
1	Community outreach and networking, Assistance in Accounting work, Management of Campus and Support to Centers, Assistance in Management of administrative, ministerial, curricular, co-curricular activities, extra-curricular at the Campus and Technical as well as Non Technical Support to Centers, Consultancy in Construction and Campus upkeep, Assistance in System Administration - IT, Data Management Service, Assistance in Library Management, Technical Work and Analysis in Laboratories, Maintenance and technical assistance in Laboratories, Driving HMV, Storekeeping Cum Technical work	As per rates Given in Break up Sheet.		
in accordance with the highest standards of services and as per the terms and conditions specified in the tenders in respect of remuneration as per the directions of CUPB.				

I/We hereby undertake that the bill shall be preferred for payment only after having been paid the requisite payment as detailed in the **Break-up Sheet** to the employed Manpower as well as remitted the EPF to the Provident fund exclusively for employed manpower of CUPB separately through challans verifiable from EPF authorities failing which CUPB is free to take any kind of action against our firm.

I/we agree to forfeit the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. I/We have carefully read the terms and conditions of the tender and agreed to abide by these in letter and spirit

(Signature with stamp)

Note: Bids quoting 'Nil' charges/consideration shall be treated as unresponsive and will not be considered.

DRAFT SPECIMEN AGREEMENT

This agreement is made at (Place)on (month/year)..... day of between Central University of Punjab, Bathinda (hereinafter called CUPB) through Registrar on the first part and (name & address of the firm) (Hereinafter called the Firm) which term shall include its authorized representatives, assignees etc. on the other part.

Whereas the CUPB has decided to assign the annual job work contract for providing..... (Nature of job):..... at City Campus, Mansa Road, Bathinda to the firm on the terms and conditions hereinafter contained.

Now it is hereby agreed by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f.(date)..... and will remain in force for a period for six months but can be terminated by CUPB by giving one calendar months' notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms for six months.
2. The firm shall be responsible for annual job work contract for providing (Nature of job)..... at (Location).
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall at all times and for all purposes be deemed to be employees of the firm and the CUPB shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at CUPB premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The CUPB shall have the right to ask for the removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the CUPB.
7. The manpower deployed by the Agency should work as per the working days and timings of the CUPB.
8. Wages to be paid to the contractual manpower will not be less than as per the terms of the agreement or any modification, mutually agreed from time to time.
9. Monthly consolidated charges for job/ work contract for providingservices at CUPB is as per terms and conditions specified and scope of work as given in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the CUPB. The firm will raise a bill of this amount only after making payment to the manpower i.e. on 7th of each month in the form of account payee cheque, in presence of the nominated officer/Project In-charge at the premises of CUPB, City Campus, Mansa Road, Bathinda and the payment will be released by the CUPB in the form of crossed cheque to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challans along with list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.

10. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
11. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the Competent Authority, CUPB. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties. The arbitration proceedings shall be governed by Arbitration & Conciliation Act, 1996 as amended from time to time.
12. That the firm shall issue identity card to each of the workers engaged for entry into CUPB premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, CUPB may cancel the contract.
15. That the Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services 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. obligations under Contract labour (Regulation & Abolition) Act. 1970, workmen's Compensation Act, 1923, E.P.F., E.S.I. & M.P. Act, 1952 etc. Firm agrees to indemnify and keep indemnified the CUPB on account of any failure to comply with the obligations under various laws or damage to CUPB due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the CUPB and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the CUPB against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of CUPB.
17. The contract is subject to the conditions that the firm shall comply with all the laws and byelaws of Central Govt./State Govt. as applicable relating to this contract.
18. In case of any loss or damage to the property of the CUPB at which is attributable to the firm, the full damages will be recovered from the firm as decided by CUPB.
19. The Firm shall not transfer its right or sub- contract to anyone else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
22. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the Firm and not by CUPB in any manner.
23. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by her/him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the organisation.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount equivalent to two days of contract amount subject to a minimum of Rs. 10,000/ will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section it will be brought to the notice to the firm by CUPB and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 5000/- per worker per day will be deducted from the bill. The decision of the competent authority at CUPB shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

In Witness whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)
(For the CUPB)

Witness:-

1. _____

2. _____

Annexure -VII
PROFORMA FOR CHECKLIST DOCUMENTS

SN	Particular	Reply	Pg. no. of Document
1	Name of the Agency		
2	Detail of Earnest Money Deposit Amount..... DD No. Date..... Bank.....		
3	Date of Incorporation or registration of the Agency (Copy of Registration Certificate)		
4	Office address of the Agency including Phone No. of Persons to be contacted		
5	Whether registered with all concerned govt. auth. ESI/EPF/Service Tax/ Labour Commr./S. Tax etc.)		
6	PAN Number of the Agency (Copy to be enclosed)		
7	Service Tax Registration Number (Copy to be enclosed)		
8	An Affidavit attested by Notary on a Stamp paper of appropriate value to this effect, that company has not been blacklisted or banned for their business dealings with Government Departments.		
9	Experience in dealing with Educational Institutions. (Copy of work order or relevant documents to be enclosed).		
10	List of other clients		

**Signature of the authorized signatory
of the bidder with seal of the Firm**