

**Ref: 12365/OP/OUTSOURCING/2023, Dt. 20.12.2023**

**PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY  
(PJTSAU)  
ADMN.OFFICE: RAJENDRANAGAR : HYDERABAD – 500 030.**



**TENDER NOTICE**

**FOR PROVIDING MANPOWER ON OUTSOURCING BASIS AT ADMN.OFFICE,  
AND OTHER OFFICES OF PJTSAU AT RAJENDRANAGAR CAMPUS, HYDERABAD-30.**

**website: [www.pjtsau.edu.in](http://www.pjtsau.edu.in)**

**Contact: 040-24015011 to 17 / 24015516**

**e-mail: [regrpjtsau@gmail.com](mailto:regrpjtsau@gmail.com)**



**PROF. JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY  
ADMN. OFFICE, RAJENDRANAGAR, HYDERABAD – 500030**

**TENDER NOTIFICATION FOR PROVIDING OUTSOURCING SERVICE**

The University invites tenders from eligible Contractors/Agencies for providing various outsourcing services at Offices located at Hyderabad. For details visit PJTSAU website: [www.pjtsau.edu.in](http://www.pjtsau.edu.in). **The last date of receipt of tender is 03.01.2024 by 4.00 PM.**

Dated: 20.12.2023

M.VENKATA RAMANA  
REGISTRAR

## CONTENTS

<b>Description</b>	<b>Page No.</b>
Time Schedule	1-2
Statement of important limits and values of bid	3
Tender Schedule	4-19
Financial Bid	20
Bid letter form	21
Bidder Information Sheet	22
Forms (Turn over, major customers & no. of manpower in Govt. organisations)	23
Check List	24

## **TIME SCHEDULE**

Professor Jayashankar Telangana State Agricultural University, Rajendranagar, Hyderabad is the only Agricultural University in the state of Telangana imparting Education, Research, Extension in Agriculture and allied subjects. The University requires certain manpower on outsourcing basis and as such hereby invites sealed tenders comprising Pre-qualification, technical bid and price bid from interested and eligible registered suppliers/ Contractors/Agencies (Bidders) for providing manpower for certain services on outsourcing basis at Admn. Office and other offices of PJTSAU located at Rajendranagar Campus, Hyderabad-500030.

### **Time schedule of various tender related events**

Bid calling date	20-12-2023
Bid document downloading start date	20-12-2023
Last date for receipt of Bids	03-01-2024 till 04.00 PM
Pre-qualification & Technical Bid opening date/time	05-01-2024 at 11.00 AM
Price Bid opening date/time	05-01-2024 at 02.00 PM
Contact person	Joint Registrar, PJTSAU, Rajendranagar, Hyderabad-30
Reference No.	12365/OP/OUTSOURCING/2023, Dt. 20-12-2023

**CLARIFICATIONS:**

- i. Queries if any, can be made through e-mail [regrpjtsau@gmail.com](mailto:regrpjtsau@gmail.com) on or before **27.12.2023**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries shall be sent on the official letter head.
  
- ii. The addendum/corrigendum if any will be published on PJTSAU website [www.pjtsau.edu.in](http://www.pjtsau.edu.in).
  
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, in their bid.

REGISTRAR  
PJTSAU, ADMN. OFFICE,  
RAJENDRANAGAR, HYD.

## STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee (Non-refundable)	Rs. 5,000/- for each category (By way of Demand Draft from any Scheduled Bank drawn in favour of Comptroller, PJTSAU, payable at Hyderabad.
Earnest Money Deposit (EMD) (Refundable)	Rs.2,00,000/- (Rupees Two lakhs only) for each category, (by way of Demand Draft drawn in favour of Comptroller, PJTSAU, payable at Hyderabad
Bid Validity Period	90 days from the date of opening of commercial Bid.
EMD Validity Period	90 days from the date of opening of commercial bid.
Variation in quantities/number of manpower	± 15 %
Period for furnishing performance Security	Within 10 days from the date of receipt of Letter of Intent.
<b>Security Deposit</b>	Rs.3,00,000/- to be deposited by the successful bidder at the time of entering into the agreement. However, the extent of EMD amount will be adjusted against the Security Deposit and the remaining Rs.1,00,000/- has to be deposited by the successful bidder.
<b>Bank Guarantee</b>	To be provided by the successful bidder from any National Bank at the time of entering into the agreement for the entire period of agreement
Period for signing the order acceptance	Within 7 days from the date of receipt of notification of award
<b>Payment terms</b>	
Payment of bill	On monthly basis

REGISTRAR  
PJTSAU, ADMN. OFFICE,  
RAJENDRANAGAR, HYD.

## TENDER SCHEDULE

### 1. PREAMBLE:

The Registrar, PJTSAU, Rajendranagar, Hyderabad, invites sealed tenders from interested and eligible registered suppliers/contractors for providing manpower for certain services on outsourcing basis.

### 2. SCOPE OF WORK:

Providing of following manpower on outsourcing basis at Admn. Office and other Offices of PJTSAU located at Rajendranagar Campus, Hyderabad-500 030.

#### Category – I

Designation
AEEs /AEs (Civil/Electrical), Senior Assistant, JACT, Cashier, Computer, LD Steno, Telephone Operator, Data entry operator, DTP Operator, Store keeper, Lab Assistant, Junior Library Assistant, Line Inspector, Computer Operator, Computer Assistant, AEO, Artist-cum-Photographer, Driver, Oil Engine Driver, Electrician, Draughtman, Draughtman Gr.II/III, Mechanic, Mechanic Gr.I/II/III, Carpenter, Tracer, Sr. Technician, Sr. Tech. Assistant, Sr. Mechanic, Technical Assistant, Technician (T1), Field Assistant, Projector Operator, Junior Machine Minder, Senior Machine Minder, Jr. / Sr. Proof Reader of Press, Printer-cum-Grinder, Offset Cameral man, Farm Machine Operator, Turner, Welder.
<b>Approximate Total No. of candidates: 130 ( vary <math>\pm</math> 15%)</b>

#### Category – II

Designation
Shelf Assistant, Xerox operator, MNO, ANM, Lab Technician, Dresser, Jr. Binder, Record Assistant, Roneo Operator, Field Supervisor, Cook, Plumber, Workshop Helper, Craftsman, Office Subordinate, Sweeper, Groundman, Watchman, Scavenger, Gardener, Waiter, Ward Boy, AWM, Messenger Boy, Games Boy, Kamati/Kamatan, Mate, Mali/Malan, Helper, Bearer, Cleaner, Sanitary Attender, Ayah, Server, Runner and Lab-Boy (All Class IV category).
<b>Approximate Total No. of candidates: 88 (vary <math>\pm</math> 15%)</b>

#### Category – III

Designation
Watchmen / Security Guards & other class IV category
<b>Approximate Total No. of candidates: 130 (vary <math>\pm</math> 15%)</b>

**\*Separate bids have to be submitted for each Category (Please refer clause 10 for more details)**

## Qualifications required

### Category – I

<b>Sl. No.</b>	<b>Category of work</b>	<b>Qualifications</b>
1.	Assistant Engineers (Civil/Electrical) / Test Engineer	Diploma in Civil/Electrical
	Assistant Executive Engineers (Civil/Electrical)	B.Tech. in Civil/Electrical
2.	Computer Operators	Graduation with Typewriting Lower Grade in English & a Diploma in Computer Application
3.	JACTs / Store Keeper	
4.	Data Entry Operator	Diploma in Computer Application)
5.	Telephone Operator	SSC & Certificate in operation of Telephone Exchange
6.	Senior Technician/Technician	SSC or Intermediate (with Science Group), Diploma Certificate.
7.	Diesel Mechanic/Mechanic/Fitter	Trade Certificate in ICE Mechanic or Motor Mechanic
8.	Line Inspector	ITI
9.	Electrician	ITI
10.	Computer	Must possess a degree in Mathematics, Economics, Statistics commerce with preference for those possessing experience in statistical analysis and computation in the Dept. or in any of the institutions 1. I.S.I. Calcutta. 2. GSC, New Delhi. 3. BES: A.P.
11.	AEO	Diploma in Agricultural Polytechnic
12.	UD/LD Steno	A University Degree, A pass In Govt. Technical examination in shorthand & Typewriting by lower grade
13.	Driver	With valid Heavy Vehicle driving license.
14.	Runner	Read & Write
15.	Bearer/Cook	Read & Write
16.	Agriculture Work men	Read & Write



Category – II

<b>Sl. No.</b>	<b>Category of work</b>	<b>Qualifications</b>
<b>1</b>	Shelf Assistant	Intermediate and Certificate in Library Science
<b>2</b>	Record Assistant	10 <sup>th</sup> class pass
<b>3</b>	Cleaner	Read & write in Regional language.
<b>4</b>	Office Subordinates (Class-IV Category)	Read & write in Regional language.

Category – III

<b>Sl. No.</b>	<b>Category of work</b>	<b>Qualifications</b>
<b>1</b>	Watchman/Security Guards	at least 8 <sup>th</sup> standard (Speak and write in Telugu)

**3. PERIOD OF CONTRACT:**

The contract will be initially for a period of 2 (two) Years from the date of commencement of services. However, the period of contract may be extended for a further period of 1 (one) year which shall be at the sole discretion of the University.

**4. RATES, TAXES AND DUTIES**

All the rates shall be as per statutory requirement for PF, ESI, and Goods service Tax, etc.

**5. INCOME TAX**

During the contract period, the TDS 2% will be deducted on the total Bill amount from the service charges of the firm. No amount should be deducted from the wages of the personnel.

**6. TAX SERVICE**

During the contract period, the agency shall pay all taxes at prevailing rates as per Government of India during contract period to the concerned department regularly every month and proof of payment made to the department shall be produced to PJTSAU, Rajendranagar, for verification.

**7. EARNEST MONEY DEPOSIT (EMD) / SECURITY DEPOSIT:**

7.1 The tender should accompany Earnest Money Deposit (EMD) for Rs.2,00,000/- (Rupees Two lakhs only) – for each category by way of crossed Demand Draft from any Nationalized Bank Drawn in favour of the Comptroller, PJTSAU.

7.2 The EMD will be refunded to the unsuccessful bidders within one month from the date of opening of financial bid, whereas in the case of successful bidders, it will be retained. EMD does not attract any interest.

7.3 The successful bidder will have to deposit a Security Deposit of Rs.3,00,000/- (Rupees Three lakhs only) for each category . However, the extent of EMD amount will be adjusted against the Security Deposit and the remaining Rs.1,00,000/- has to be deposited by the successful bidder.

7.4 Further, the successful bidder will have to provide Bank Guarantee of Rs.20,00,000/- for Category–I, Rs.10,00,000/- for Category–II and Rs. 12,00,000/- for Category- III from any Nationalized Bank for the Agreement period at the time of entering into agreement.

7.5 The Security Deposit /Bank Guarantee of successful bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities, if any. The Security Deposit/Bank Guarantee shall not attract any interest.

## **8. ELIGIBILITY CRITERIA:**

- 8.1. Should have registered head office in the state of Telangana.
- 8.2. Should have minimum of 3 (Three) years experience in providing Manpower on outsourcing basis.
- 8.3. The Bidder should have provided at least 100 persons in a Government organization/PSUs/Universities, etc., in each year during the last three years on outsourcing basis with good performance and shall enclose the performance certificate issued by the government organization.
- 8.4. Should have possessed valid registration for GST on the Manpower services Firm, Valid EPF, ESI and Professional Tax Registration.
- 8.5. Should have minimum 300 employees under its role during 2022-23. Evidence of EPF, ESI and GST returns & Challans should be enclosed and employees' contribution computerized slips copies should be produced and the Agency should have documents providing compliance of Minimum wage along with bank statement for them.
- 8.6. The bidder should have experience in providing such services as required in the tender. The bidder should furnish proof of having provided such services as required in the tender for the last three financial years i.e. 2020-21, 2021-22 and 2022-23 to an amount not less than Rs.2.00 Crores in each financial year. A Certificate of the Bidders turnover for the years 2020-21, 2021-22 and 2022-23 in Rupees must be enclosed and duly certified by Registered Chartered Accountants.
- 8.7. Should have possessed valid registration with the Labour Department.
- 8.8. Should have possessed PAN Card.
- 8.9. All the bidders shall include the following information and documents with their tenders.
  - 8.9.1 Copies of Original documents defining the constitution or legal status, place of registration and principal places of business; written power of attorney of the signatory of the Bid to commit the Bidder.
  - 8.9.2 Last three years Income Tax Saral form / Returns filed (for 2020-21, 2021-22 and 2022-23).

8.9.3 List of Present Clients with contact address & telephone numbers.  
**Note:** Any false information with regards to the submission of the document will lead forfeit of the EMD.

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

## **9 INSTRUCTIONS TO BIDDERS:**

9.1.Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. In case of any discrepancy between figures and words, the bid will be rejected.

9.2.BID should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.

9.3.Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.

9.4.All assertions made in connection with the tender is to be supported / substantiated by relevant documents. The Registrar, PJTSAU, Rajendranagar, reserves the right to verify the credentials of the bidder as per the eligibility criteria.

9.5.The Registrar, PJTSAU, Rajendranagar will notify the bidder whose tender has been accepted.

9.6.The successful bidder shall execute an agreement with The Registrar, PJTSAU, Rajendranagar on Non-judicial stamp paper worth Rs.100.00 agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. Failure on entering into an agreement within the stipulated time will result in forfeiture of the EMD.

9.7.The Registrar, PJTSAU, Rajendranagar reserves the right to issue instructions / modifications at any point of time before award of contract.

## 10 METHOD OF SUBMISSION:

- 10.1 Bids along with all the detailed information can be downloaded from the University website [www.pjtsau.edu.in](http://www.pjtsau.edu.in). The duly filled in Bids for each of the Category shall be submitted separately along with separate E.M.D. for Rs.2,00,000/- (Rupees Two lakhs only) (Refundable) and Rs.5,000/- (Rupees Five thousand only) towards Bid document Fee (Non-refundable) by way of Demand Draft from any scheduled bank drawn in favour of “**Comptroller, PJTSAU**” duly superscribing on the cover “Tender for providing outsourcing services at Admn. Office and other Offices at R’nagar Campus, Hyderabad” for Category – I, II and III (which ever applicable) should reach the **Registrar**, Administrative Office, PJTSAU, Rajendranagar, Hyderabad-30.Telangana State **on or before 03-01-2024 by 4.00 P.M.** Postal delays will not be condoned. Tenders received after the due date will be summarily rejected.
- 10.2 Since the financial bid of only those bidders who comply the Technical Bid will be opened, the bidders shall ensure that, the duly filled in Financial BIDs are kept in a separate sealed cover and sent along with the bid letter. The bidders shall sign on all the statements, documents certificates submitted by them, owning responsibility for their correctness/authenticity.
- 10.3 The bidders should ensure that they have submitted all the documents/ requirements as per the check list.
- 10.4 Failure to furnish any of the documents, certificates as required will result in the rejection of the bid. The PJTSAU shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the EMD will be forfeited.

## EVALUATION PROCEDURE:

11. For short listing of agency the following criteria shall be applied. For this purpose agency shall submit proof of documents along with the tender and the agency not confirming to any of these parameters will not qualify for short listing.
- 11.1. The Tenders will be opened as per the schedule by The Registrar, PJTSAU, Rajendranagar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 11.2. The Technical Bids consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the services for the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause ‘8’ above.

The following aspects will be considered for evaluation.

- a. Background and track record of the bidder.
- b. Total turnover in providing Manpower outsourcing services for the year ending 31<sup>st</sup> March 2023.
- c. Experience of the bidder in providing such services
- d. Manpower available and the capacity of the bidder to mobilize required manpower.
- e. Documents related to registration certificate of Income Tax, GST, valid license issued by Labour Department Registration with Regional Provident Fund Commissioner and Registration with ESI.

11.3. The bidders should quote their service charges in both figures and words. The lowest quoted tenderer does not automatically have claim as successful bidder which are subject to fulfillment of eligibility criteria and satisfaction of the documents submitted. The successful bidder will have to enter into an agreement with the terms and conditions mentioned in the Bid document.

11.4. The Financial/Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in Clause '8' above, will be opened and the Price Bid of the bidders who do not fulfill the eligibility criteria will not be opened and their Tender stands rejected.

11.5. In case of tie in the prices quoted by the bidders (i.e. if more than one bidder quotes the same least price) the short listing will be done by giving points on the following aspects. The firm which gets highest points will be awarded contract:

			<b>Total (50 Points)</b>
1	Experience (for awarding points the firm must have provided Minimum 100 persons in a year)	1 point per each running year	Max. 15 points
2	Average Turnover during the last three Financial years i.e. 2020-21, 2021-22 & 2022-2023	1 point per each crore	Max. 20 Points
3	Present Number of Outsourcing Manpower in Govt. organizations	1 point per each 100 employees	Max. 15 points

\* For the purpose of calculating Annual Turn over and the number of outsourcing manpower in government organization shall include employees of the firm irrespective of category of services.

@. In case of further tie, the firm having maximum number of years of experience will be considered.

11.6. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the PJTSAU. No further correspondence will be entertained regarding the disqualification.

11.7. The Registrar, PJTSAU, Rajendranagar, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Registrar, PJTSAU, Rajendranagar also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Registrar, PJTSAU is final and binding.

## **12. VALIDITY OF THE TENDER/BID**

The Tender shall be valid for a period of 90 days from the date of opening of commercial bid.

## **13. RATES:**

13.1 The present rate of Minimum wages payable as per Minimum Wages Act, EPF, ESI, GST will also be paid. Provision of Service Charges has also been incorporated in the Price Bid.

13.2 The rates indicated in the Price Bid shall remain firm and fixed and no additional amount shall be paid during the period of contract, except increase / decrease on minimum wages, GST, EPF & ESI made by the Government.

13.3 In the case of increase or decrease of minimum wages by the Government of Telangana, the increased wages or decreased wages shall be adjusted in the payment to be made to service provider from the date of such increase or decrease. The service provider shall, in turn pay wages at such increased / decreased rates to the employees deployed by him on our University. Proof of payment shall be produced along with next bill.

## **14 RESPONSIBILITIES OF THE TENDERER / SERVICE PROVIDER**

14.1 The Service Provider shall recruit/deploy/depute trained, qualified and experienced personnel as per the requirement of PJTSAU as specified from time to time.

14.2 The manpower proposed to be deployed by the contractor shall be subject to ascertaining their antecedents and checking suitability of their skills. Before deploying a person in PJTSAU, the contractor shall furnish complete particulars and obtain written approval of the Registrar, PJTSAU, Rajendranagar

- 14.3 The Contractor/Service provider shall be responsible for the good conduct and behavior of the employees of the contractor. If any of the employees of the contractor is found misbehaving, the contractor on receipt of instructions from the official of PJTSAU, shall replace such employees immediately.
- 14.4 No person below the age of 18 (Eighteen) years shall be employed at PJTSAU, Rajendranagar.
- 14.5 The Contractor shall pay its employees wages as agreed to by PJTSAU duly ensuring that all the relevant legislations are scrupulously followed. The salary shall be credited to their bank account directly through electronic transfer. The Contractor shall be solely responsible for the welfare of their personnel posted at the Employer's premises under the various Acts, Ordinance, Rules and Regulations, whether Central or State.
- 14.6 On the 25<sup>th</sup> date of every month, PJTSAU, Rajendranagar will forward the attendance particulars of the employees deployed at PJTSAU, Rajendranagar, so that their wages are disbursed on or before 5<sup>th</sup> of the following month without fail.
- 14.7 All the employees of the contractor will have to be covered under insurance against any personal accident by the contractor and PJTSAU will not be liable for payment of any compensation on the account.
- 14.8 If any claim arises from any of the employees of contractor deployed at PJTSAU, such claims are to be dealt with solely by the contractor on its own and at its own cost. PJTSAU shall not be responsible or does not have any obligation either for dealing such claims or for the cost of dealing or setting such claims.
- 14.9 All the persons deployed by the Contractor at PJTSAU premises will have to carry identity cards. Contractor shall also submit the bio-data of the employees to be deployed by them. Any negligence/offence on their part will attract immediate removal from premises.
- 14.10. Manpower deployed by the Contractor at PJTSAU for carrying out contracted works is strictly prohibited from being associated with any other works in the campus.
- 14.11 The Personnel engaged by the Contractor at the PJTSAU's premises shall be the employees of the Contractor for all legal purposes and consequences and not of the Employer.
- 14.12 The Contractor shall be solely responsible for all acts of commission and / or omission on the part of their personnel posted at the PJTSAU's premises.



- 14.13 The Contractor shall be solely responsible for all expenses, employment benefits, safety norms and statutory liabilities and obligations as per Government norms in respect of the Personnel employed by them hereinafter referred to as "the Employees". The Employer shall not be liable in any manner whatsoever with regard to these personnel.
- 14.14 The Contractor shall not sublet or sub contract any of the jobs to other parties under any circumstances.
- 14.15 Acknowledgement of equipment etc., handed over by the Employer to the Contractor, maintaining them in good working condition and handing over them to Employer in good working condition at the time of expiry / termination of the contract shall be responsibility of the Contractor.
- 14.16 The Contractor shall be solely responsible for any accidents / injuries/death to their personnel or to second or third parties arising out of or in the course of employment of such personnel with them. The Contractor shall adhere to all the formalities / regulations / obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.,
- 14.17 The Contractor shall have no authority to make statements, representation or commitments of any kind or take any action binding on the Employer. It is expressly agreed that it is not the purpose or intention of this agreement to create, nor shall the same be construed as creating any partnership or joint operation between the Employer and the Tenderer / Service Provider.
- 14.18 The Contractor shall exercise all responsibilities, care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the Employer.

## **15. STATUTORY LIABILITIES OF THE TENDERER / SERVICE PROVIDER :**

All statutory obligations as per the Labour Laws (e.g. Minimum Wages Act), Contract Labour (Regulation of Abolition) Act, ESI, PF, Bonus etc., as amended from time to time will be met by the Contractor. The Contractor will have to submit necessary proof and certificate for the compliance of all statutory obligation/ labour laws or any other applicable Indian Law, which is entirely his duty, failing which necessary deductions would be made by the Employer from all running bills and payments of the Contractor. The Contractor will have to be necessarily registered with the ESI and PF Authorities and other necessary authorities as required under the Applicable Office / Shops & Establishment Act.

- 15.1. The Contractor shall obtain at their cost all permits, licenses as may be required under various laws / regulations for carrying out their obligations under these presents.
- 15.2. The Contractor shall maintain proper records, registers etc., as applicable and required under various enactments including, but not limited to, Contract labour (Regulation & Abolition) Act, 1970, EPF Act and Miscellaneous Provisions Act 1952 and the schemes framed there under, ESI Act 1948 and Rules, the Payment of Bonus Act 1965 and Rules and all other applicable Acts and Regulations and further shall comply with all statutory provisions thereof in obtaining registrations licenses, filing returns, submitting information etc.,
- 15.3. The Contractor shall submit copies of remittance challan along with details in respect of payment / contributions paid to ESI, PF etc., on month to month basis to the PJTSAU.
- 15.4. The Contractor shall, at all times, make available to the PJTSAU authorized official records / registers required to be maintained under various laws in force and necessary certificates and licenses for reference / inspection and shall provide copy (so of any returns, statements etc., to the Employer as may be required from time to time.
- 15.5. The Contractor shall maintain all records at site regarding duty schedules, leave, salary disbursement etc., pertaining to the personnel deployed by them in the said premises.
- 15.6. Notice of Non-compliance: The Employer shall promptly notify the Contractor upon discovering any instance where the Contractor has failed to comply with the provisions as given in above paragraphs. On receipt of such notice, the Contractor has to comply within 3 days, failing which Clause (20) will be evoked.

**16. EMPLOYEES:**

- 16.1. The number of staff employed at the premises will be as decided by the PJTSAU to be adequate to ensure well running of obligations under this contract.
- 16.2. The service provider shall provide additional persons to the employer whenever required at the same rates as mentioned in Price Bid.
- 16.3. The Contractor shall ensure that all Employees are supplied with and wear uniforms, identity cards, other necessary items etc., While working in the premises, they have to behave in a cordial manner when interacting with the employees of employer and visitors and follow the safety regulations and disciplinary procedures.

In case of Security services

- 16.4. In case of Security Service the trained Head Guard and trained Civilian Guard should qualify the following minimum standards.

- Minimum height - 1.63 mts (5'-5')
- Chest - 0.75 to 0.80 mtr (30'-32')
- Weight - 50 Kgs (110 lbs)

They should be strong, stout, intelligent, alert and mentally sound and they will be deployed subject to medical check up before resuming duty at PJTSAU.

- He should be able to speak or write Telugu and should be at least 8<sup>th</sup> standard pass.
  - The Watchman/Security Guard engaged shall be a disciplined with sound character and good service record.
  - Watchman should not be less than 21 years of age or above 55 years of age.
- 16.5 The successful security Contractor/Agency shall attend the duties round the clock in shift as directed by the organization from time to time and should safe guard the property and other interests of the PJTSAU, Hyderabad which will be entrusted from time to time. The Registrar, PJTSAU will have the right to engage the security services for 24 hours in a day or part thereof.
  - 16.6. The successful security Contractor/Agency shall take up responsibility to undertake investigation of theft, losses, whenever such incidents occur. They should also coordinate with police authorities for necessary investigation in case of any losses of theft or in other such cases.

## **17. PAYMENT TERMS:**

- 17.1 Payment will be made on monthly basis. Payment shall be made on the basis of performance of services. The Employer has authority to alter / reduce the bill as per the performance of the Contractor.
- 17.2 The Contractor shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price Bid.
- 17.3 The invoices shall be raised by the 1<sup>st</sup> of each succeeding month for the services provided during the preceding month. Invoices should be accompanied by a copy of PF Challan, ESI Challan, GST Challan, Salary statement of previous month, Attendance details of current month etc., Payment will be made within 10 days of receipt of the invoice. Payment will be made by account payee cheque/Electronic Transfer.
- 17.4 Income tax will be deducted by the PJTSAU from all payment made to the Contractor. This will be as per the Rules and Regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 17.5 At the time of signing of the Agreement, the Contractor shall submit to the PJTSAU, a photocopy of his PAN identity for record.
- 17.6 GST, EPF, ESI, other statutory duties / levies, as applicable shall be paid by the Tenderer / Service Provider to the concerned departments and proof of such payments shall be made available along with the bill of next month of the Employer. Failure in submission of proof of payments, employer withholds the payment till its production and the agreement is liable for termination for which the service provider shall forfeit the security deposit.

## **18 PAYMENTS TO BE MADE TO THE STAFF BY THE CONTRACTOR :**

- 18.1 The Contractor shall make payments of wages to the staff employed by him on or before 5th of succeeding month without waiting for the payment from the Employer. Proof of payment shall be submitted to the employer along with the bill of next month.
- 18.2 After submitting the invoice along with attendance and particulars certified by the concerned Officials, the payment shall be paid.

## **19 FORCE MAJEURE**

- 19.1 No liability shall be attached to the Contractor for non-operation or execution of his obligation under this contract as a result of Force Majeure or any other act or beyond the control of the Contractor.
- 19.2 No liability shall be attached to the Contractor for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

## **20 TERMINATION:**

20.1 The contract can be terminated

20.1.1 .by either without cause, after giving to the other party at least two calendar months' written notice thereof

20.1.2 .by the Employer, if the Tenderer/Service Provider fails to fulfill their tasks to the satisfaction of the Employer. Such failures constitute a breach of the Tenderer / Service Provider's obligations under contract, which are not remedied within 30 days from the date of giving of written notice requiring such breach to be remedied.

20.1.3 If failed to pay the salaries to the employees for one month.

20.1.4 If failed to pay to consecutive months EPF, ESI, GST.

## **21 DISPUTES:**

All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co-operation and the Employer's decision shall be final on all such matters and shall be binding on the Tenderer / Service Provider.

## **22 DISCLAIMER:**

22.1 Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

22.2 Neither PJTSAU nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the PJTSAU to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independence advice from appropriate sources.

22.3 The Registrar, PJTSAU, Rajendranagar reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

22.4 The Registrar, PJTSAU, Rajendranagar reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

### **23 REJECTION OF TENDERS:**

- 23.1 The Registrar, PJTSAU, Rajendranagar, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 23.2 No bidder is entitled to withdraw his offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule will stand forfeited.
- 23.3 For breach of any of the conditions prescribed in the tender as specified by the organization from time to time, the Security Deposit is liable to be forfeited. Decision of the Registrar, PJTSAU, Rajendranagar in this regard is final and binding on the Contractor.

REGISTRAR  
PJTSAU, ADMN. OFFICE,  
RAJENDRANAGAR, HYD.

**(on the official Letterhead of the firm)**  
**FINANCIAL BID FOR CATEGORIES - I, II & III**  
**(To be kept in a separate sealed cover)**

**MANPOWER ON OUTSOURCING BASIS**

The Bidder shall indicate Financial bid for Service Charges in the form of % both in figures and words):

Category	Designation	Basic wage (Rs.)	Ser. Charge% to be proposed
1	2	3	4
	AEEs /AEs (Civil/Electrical)	48230/-	
I	Senior Assistant, JACT, Cashier, Computer, LD Steno, Telephone Operator, Data entry operator, DTP Operator, Store keeper, Lab Assistant, Junior Library Assistant, Line Inspector, Computer Operator, Computer Assistant, AEO, Artist-cum-Photographer, Driver, Oil Engine Driver, Electrician, Draughtman, Draughtman Gr.II/III, Mechanic, Mechanic Gr.I/II/III, Carpenter, Tracer, Sr. Technician, Sr. Tech. Assistant, Sr. Mechanic, Technical Assistant, Technician (T1), Field Assistant, Projector Operator, Junior Machine Minder, Senior Machine Minder, Jr. / Sr. Proof Reader of Press, Printer-cum-Grinder, Offset Cameral man, Farm Machine Operator, Turner, Welder.	19500/-	
II	Shelf Assistant, Xerox operator, MNO, ANM, Lab Technician, Dresser, Jr. Binder, Record Assistant, Roneo Operator, Field Supervisor, Cook, Plumber, Workshop Helper, Craftsman, Office Subordinate, Sweeper, Groundman, Watchman, Scavenger, Gardener, Waiter, Ward Boy, AWM, Messenger Boy, Games Boy, Kamati/Kamatan, Mate, Mali/Malan, Helper, Bearer, Cleaner, Sanitary Attender, Ayah, Server, Runner and Lab-Boy (All Class IV category)	15600/-	
III	Watchmen / Security Guards & other class IV category	10923/-	

**\* L1 will be taken on the basis of service charge percentage.**

**Note:-**

1. EPF, ESI & GST deductions should be as per the provisions of the respective acts.
2. The bidder should quote the Service Charge in the form of % in figures and words.
3. The service charges quoted shall be common for all the services in a particular category.
4. Quoting different service charges for different services will not be entertained. However, different service charges can be quoted for different categories.
5. In case of any discrepancy between figures and words, the bid will be rejected.

**Signature of the bidder along with seal**

## Bid letter form

From:  
(Registered name and address of the bidder)

To  
The Registrar,  
Administrative Office  
Prof. Jayashankar Telangana State Agricultural  
University  
Rajendranagar, Hyderabad.-30.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide the **manpower services on outsourcing basis**, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide above services, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs ..... (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by PJTSAU or its user organization.

If our bid is accepted, we undertake to:

- a. Provide services /execute the work according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract, and
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.



## Bidder Information

(in technical bid)

1	Name of the Firm/Agency	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.'s	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	TIN No.	
12	EPF Registration No.	
13	ESI Registration No.	
15	GST Registration No.	
16	Registration with Labour Dept.	
12	Total No. of branch offices in Telangana	
13	Bid Document Fee (Non refundable)	Amount Rs. :
		DD No. :
		DD Date :
		Issuing Bank & Branch :
14	EMD	Amount Rs. :
		DD/BG No. :
		DD/BG Date :
		Issuing Bank & Branch :
17	Details of certificates enclosed.	

**Form P-2**

**Turn over details –2020-21, 2021-22 & 2022-23**

<b>S.No</b>	<b>Solution/ service</b>	<b>Amount (Rs in Lakhs)</b>

**List of Major Customers**

<b>S. No</b>	<b>Customer Full Address</b>	<b>Year of Service providing</b>	<b>Service Type</b>	<b>Turn Over Under form P-2(Nos.)</b>

**No. of Manpower in Government Organizations:**

<b>S.No.</b>	<b>Service</b>	<b>FY. 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
1				
2				
3				

## CHECK LIST

### IMPORTANT:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.(in the following order only).

Sl. No	Particulars	Yes/ No	Pg. No.
1.	Tender Document Fee of Rs.5000/- in the form of DD.		
2.	EMD of Rs.2,00,000/-(Demand Draft) drawn from a Scheduled Bank		
3.	Bidder Information Sheet		
4.	Financial BID ( <u>kept in a separate Sealed Cover</u> )		
5.	Tender document, duly signed and stamped in token of accepted all the terms and conditions of the tender schedule.		
6.	Registration Certificate (firm registration)		
7.	Copy of PAN card		
8.	Valid registration Certificates i. GST ii. EPF iii. ESI iv. Professional Tax v. Labour Department		
9.	Proof of having provided Manpower on outsourcing services for 3 years. (work orders and satisfactory certificates to be enclosed)		
10.	Certificate of the bidders turnover for the financial years 2020-21, 2021-22 and 2022-23 in rupees must be enclosed and be duly certified by firm of Chartered Accountant.		
11.	Proof of having provided minimum 100 persons in Govt organizations in a year during last three years. Proof of having minimum <b>300 employees</b> under its role during <b>2022-23</b> .		
12.	Copy of PF, ESI and GST returns for 300 Employees		
13.	Latest Income Tax Saral form/returns filed.(2020-21, 2021-22 & 2022-23)		
14.	List of present clients with contact address & telephone numbers.		
15.	Any other information/documents that are required in the bid document		

**NOTE: All pages of the bid documents must be serially numbered and signed.**