

**TENDER NOTICE FOR OUTSOURCING OF MANPOWER TO  
CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR**

**Tender No. 04/2019-20**

**Date of Issue: 18.07.2019**

**Date of closing: 07.08.2019**



**Central University of Tamil Nadu**

Neelakudi Campus  
Kangalanchery-Post  
Thiruvaramur-610 005



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)

नीलकुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvavur- 610 005

☎:04366-277359 / email: purchase@cutn.ac.in

## **NOTICE INVITING TENDER FOR OUTSOURCING OF MAN POWER TO CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR**

**Tender No. 04 /20-19 dated 18.07.2019**

Tenders in sealed cover are invited under **TWO-BID** system from reputed, experienced and financially sound Manpower Agencies for providing manpower on outsource basis to Central University of Tamil Nadu, Thiruvavur, which comes under **Class C** type city. The Agencies/ Firms should have valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Goods and Service Tax Registration (GST) and PAN Card, and having similar line of services not less than **3 years**. The service providers should have local Offices in the State of Tamil Nadu and Pondicherry to ensure satisfactory fulfilment of contractual obligations. The manpower requirement will be provided as detailed below;

Sl. No.	Category	Approx. Nos.	Period of engagement	Wages / Emoluments
1.	Sanctioned Manpower	137	One year	It should be fixed as per GOI / University Norms
2.	Non- Teaching Sanction post	45	Until Non-Teaching recruitment Completed.	It should be fixed as per GOI / University Norms

**Note: No of manpower's subject to variation on to the discretion of the University**

The Agency has to appoint a supervisor to act as one point contact to manage personnel and coordinate with University; payment for the supervisor should be Payable by the agency. The supervisor has to report the officer in Admin for day to day activities (Viz. Collecting attendance, absentee's statement, alternating arrangement etc.)

The Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to apply.

### **Pre-bid Conference:**

A pre-bid conference will be held on **25.07.2019 @ 11.30 AM**. All prospective bidders/tenderers are requested to attend the pre-bid conference. In order to facilitate CUTN for proper conduct of the pre-bid conference, all prospective bidders/tenderers are requested to submit their queries with envelope bearing the tender number and date on top and marked "**Queries for Pre-Bid Conference**" so as to reach CUTN well before the date for Pre-bid Conference or by email to [purchase@cutn.ac.in](mailto:purchase@cutn.ac.in) with subject "**Queries for pre-bid Conference**". CUTN will answer the queries during the pre-bid conference, which would become a part of the proceedings of the conference. All the participating bidders/tenderers shall sign the proceedings. These proceedings will become a part of clarifications/amendments to the bidding documents and would become binding on all the prospective bidders/tenderers. These proceedings will also be published in CUTN website for the benefit of all the prospective bidders/tenderers. Before submitting the bids, all prospective bidders/tenderers are advised to go through the CUTN website after the pre-bid conference, in order to enable/make cognizance of the changes made in the bidding document.

The interested agencies are required to submit the Technical Bid (**Annexure-I**) (qualifying bid) and Commercial Bid (**Annexure-II**) separate Cover duly superscripted as

**“Technical Bid”** and **“Commercial Bid”** respectively and both the sealed cover should be placed in a third sealed cover superscribed as **“Tender for Outsourcing of Manpower to CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR”** and must be addressed to The Registrar, Central University of Tamil Nadu, Neelakudi, Thiruvapur 610 005.

The sealed quotations should reach the University, latest by **07.08.2019 by 15:00 hours** and it will be opened on same day at **16:00 hours** in the Room No.F1-02, Pro VC Hall, Administrative Block, CUTN in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next working day at the appointed time.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from website [www.cutn.ac.in](http://www.cutn.ac.in). The bid security (EMD) of **Rs. 9,22,000/- (Rupees Nine Lakhs Twenty Two thousand only)** should be paid by Demand Draft in favour of **“Central University of Tamil Nadu”**, payable at **“Thiruvapur”**. The Tender Enquiry Documents are not transferable. Tender submitted without EMD will be summarily rejected.

The outsourcing of manpower is purely on Temporary basis and the University reserves the right to outsource (or) not to outsource the positions advertised. The minimum rate of wages should be fixed based on the order from the office of the Chief labour commissioner, Ministry of Labour & Employment, GOI and amendments from time to time.

Any future clarification and/or corrigendum(s) will be communicated through the website of [www.cutn.ac.in](http://www.cutn.ac.in).

**Registrar**

## (Documents related to Eligibility Criteria)

**PROFORMA FOR TECHNICAL BID**  
(In separate sealed cover-I super scribed as "Technical Bid")

S. No	Description							Page .No
1.	Name & Address of the Agency with phone number, email etc. and name, address and telephone/mobile number of contact office in Tamil Nadu and Pondicherry or any other nearby city/Town.							
2.	Date of establishment of the agency							
3.	Experience in the work of providing Manpower Services with Govt. Department. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 5 years along with a certificate from the organisation where the job was carried out (In following format).							
	Sl. No	Name of the Organisation with complete address & telephone no, to whom services provided	From	To	Details of work done/ Experience	Total contract Amount (in Rs.)	Reason for Termination	
4.	PAN Number ( copy to be enclosed)							
5.	Labour Registration Certificate of the agency/Firm from the appropriate authority (copy to be enclosed)							
6.	Goods and Service Tax Registration Number (GST) (copy to be enclosed)							
7.	EPF Registration Number (copy to be enclosed)							
8.	ESI Registration Number (copy to be enclosed)							
9.	Annual Turnover (Rs. In Lakh) 2016 – 17 2017 – 18 2018– 19 Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed.							

10.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.		
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificates to be attached in this regard.)		
12.	Details of the DD of <b>Rs.9,22,000/-</b> towards bid security (EMD). DD No. Date: Drawn on:		

**Declaration by the Tenderer:**

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.

**Encl.:**

1. DD No. \_\_\_\_\_
2. \_\_\_\_\_  
(each page must be signed and sealed)
3. Technical Bid
4. Commercial Bid.

Place:.....  
Date:.....

**(Signature of Tenderer with seal)**

Name:  
Address  
Phone No (O):  
Fax No. (O):  
E-mail:

**COMMERCIAL BID**

**The rates quoted in the tender will be** valid for a period of one year from the date of accepting the rates. However, the minimum wages as revised by the Ministry of Labour & Employment, GOI from time to time would be payable. The agency shall have to supply manpower depending upon the requirements of the University from time to time.

**SALARY STRUCTURE:** will be as per the manpower deployed and according to the minimum wages act on monthly basis.

**STATUTORY PAYMENTS:** (ESI, EPF, Service Tax etc.): As per GOI norms

Description	Rate of Services/ Agency Charges in Percentage (%) ( upto two decimal point) to be charged on total remuneration excluding ESI, EPF and taxes as applicable from time to time as per GOI norms
Providing manpower of various categories based on the requirement of tender documents on the monthly remuneration fixed by CUTN	

**Note: The agency shall have to supply manpower services depending upon the requirement of the University from time to time**

Signature of the Tenderer  
Name & Address of the Tenderer with Office Stamp  
Date:  
Place:

**(To be made on Rs 100.00 Non Judicial Stamp Paper)**  
**DRAFT AGREEMENT FORMAT**

This agreement is made at Thiruvavarur on the \_\_\_\_\_ day of \_\_\_\_\_ (month & year) between Central University of Tamil Nadu, Thiruvavarur, through **The Registrar , CUTN, THIRUVARUR – 610 005**(*hereinafter* called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

**Second Part**

**M/s** \_\_\_\_\_, having its registered office at  
\_\_\_\_\_

(*Herein after* called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Manpower for Central University of Tamil Nadu, Thiruvavarur on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, EPF, ESI, etc., relating to personnel deployed in Central University of Tamil Nadu, Thiruvavarur. The Client shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel deployed by it at Central University of Tamil Nadu, Thiruvavarur. The Client shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the Client reserves its right to:
  - a. revoke the contract; and / or
  - b. Impose penalty up to 10% of the Total Annual Value of contract
6. **Security Deposit of Rs.46,10,000/- (refundable without interest after two months of termination of contract) in the form of Demand Draft or Bank Guarantee shall be furnished by the Agency at the time of signing of the Agreement.**
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at Central University of Tamil Nadu, Thiruvavarur.
8. The personnel provided by the Agency shall not claim to become the employees of Central University of Tamil Nadu, Thiruvavarur and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment at Central University of Tamil Nadu, Thiruvavarur.
9. There would be no increase in rates payable to the Agency during the contract period.
10. The Agency also agrees to comply with Terms and Conditions contained in Annexure-III appended to this Agreement and amendments thereto from time to time.
11. Decision of The Vice Chancellor, CUTN in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
12. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.
13. In case of any dispute between the Agency and Client, The decision of the Vice Chancellor shall be final dispute if any arises shall be entertained by the Local court at Thiruvavarur

THIS **AGREEMENT** will take effect from \_\_\_\_\_ day of \_\_\_\_\_ (month & year) and shall be valid for one year. The same can be renewed for further period on mutual consent

**IN WITNESS WHEREOF** both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Thiruvarur in the presence of the witness

<p>For and on behalf of the '<b>Agency</b>'</p> <p>Signature of the authorized Official _____</p> <p>Name of the Official _____</p> <p>Stamp / Seal of the '<b>Agency</b>' _____</p> <p>SIGNED, SEALED AND DELIVERED By the said _____ _____ (Name) _____ on behalf of the '<b>Agency</b>' in presence of</p> <p>Witness _____</p> <p>Name _____</p> <p>Address _____ _____ _____</p>	<p>For and on behalf of the '<b>CUTN</b>'</p> <p>Signature of the authorized Official _____</p> <p>Name of the Official _____</p> <p>By the said _____ _____ (Name) _____ on behalf of the '<b>CUTN</b>' in presence of</p> <p>Witness _____</p> <p>Name _____</p> <p>Address _____ _____ _____</p>
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**TERMS & CONDITIONS OF CONTRACT**

(Annexure to Agreement)

**A. Scope of Work:**

The Agency shall provide Manpower at Central University of Tamil Nadu, Thiruvavur by deploying adequately trained and well-disciplined personnel of the following categories.

Sl. No.	Description	Scope of work
1.	Office Assistant	Maintenance of files in the prescribed manner. File, Register, typing work, Dispatch & Diary work, office records, placing of PUC's, docketing them etc. Scrutiny of case & noting and Drafting of the files to facilitate the officer to take a decision. Up-to-date maintenance of various rules/order/instructions/guard files.
2.	Networking Assistant	To coordinate with the System Administrator in keeping the entire campus wide network functioning; provide complete software and hardware support; prepare plan for frequent up gradations after evaluating the products available
3.	Library Assistant	Maintain records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.
4.	Laboratory Assistant	Under general supervision, assist in the preparation of instructional materials for laboratory demonstration or use: assist students with assignment and demonstrate techniques in the use of specialised equipment: may supervise the work of student assistants: and perform related work as required.
5.	Laboratory Attender	The role maintains and cleans the work space, equipment/ accessories, glassware: disposes laboratory waste into coloured bags for further disposal: performs work such as shifting of small equipment, accessories, samples, reagent, bottles etc., as requires; receive samples and assign laboratory identify marks; prepare vials if necessary.
6.	Office Attender	Opening and Closing of the office. Will be on duty half an hour before the working hours of the office and leave half an hour after office hours. Will look after of distribution of office dak & files of general nature among the officers/sections. Will do such other duties as may be allowed to him by the responsible personnel/officers.
7.	Medical Attendant	Knowledge in Hospital management ,patient care etc.
8.	Electrical Supervisor	Common job duties for electrical supervisors include making schedules, assigning work and training employees. They also ensure the proper maintenance of equipment, compliance with electrical codes and adherence to safety regulations. Electrical supervisors assist with electrical system installation, troubleshooting and repair as needed. Designing electrical systems and circuits, as well as contributing to improved designs and manufacturing processes are other common job functions.
9	Electrician	Assemble, install, test, and maintain electrical and electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers, or other components. Inspect electrical systems, equipment and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Advise management on whether continued operation of equipment could be hazardous. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.

Sl. No.	Description	Scope of work
10	Plumber	Should have at least 3 years' experience as under: (i) Should have a working knowledge of Plumbing trade in all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. (ii) Should have a thorough knowledge of working with various tools used in the Trade such as wrenches, spanners, caulking tools, stocks and dies etc. (iii) Should be able to make leak-proof joints for all types of pipes (of different materials). (iv) Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof. (v) Should be able to follow drawing and sketches and execute work according to lay out. (vi) Should possess plumbing licences in localities where such licences are issued by local authorities. (vii) Must be able to carry out overhaul of bibcock's, ball valves, sluice valves, including grinding and seating.
11	Carpenter	(i) Should have a fair knowledge of the various kinds of timber & other materials used as woods substitutes & should be able to select timber & all other materials used as wood substitutes to suit different jobs. (ii) Should also be able to detect defects in timber & all others materials used as wood substitutes. Should be capable of preparing approx. estimates of materials required for different jobs. (iii) Must be able to make in a workman like manner any kind of joint satisfactorily such as mortice and tennon, dove tailing, grooving, dowelling, mitred or screwed joints. (iv) Should be able to prepare articles of furniture to accurate dimension and as also to repair them and be able to turning of all type of materials. (v) Should be able to prepare and assemble timber and joint timber pieces in tension and compressing members thereof (i/e other materials used or wood substitutes). (vi) Should be able to work on body building (or repair thereof) the body of motor vehicles preferably. (vii) Prepare simple pattern for foundry. (viii) Should be able to work on particle boards (Commercials, laminated) ply boards for making/repairs of cupboard racks etc. Should be able to use & operate Mechanical/Electrical/battery operated machines & tools required for performing duties of carpenter.
12	Welder	<ul style="list-style-type: none"> <li>• Read drawings, work orders and production schedules to determine product or job instructions and specifications.</li> <li>• Operate manual or semi-automatic welding equipment to fuse metal using gas shielded metal arc.</li> <li>• Examine work for defects, and measure with straightedges or templates to ensure conformance with specifications.</li> <li>• Set up and operate hand and power tools common to the welding trade such as shielded metal arc and gas metal arc welding equipment, grinders and carbon rod gauging.</li> <li>• Detect faulty operation of equipment and/or defective materials or products and notify supervisors.</li> </ul>
13	Helper (Electrician)	Responsible for assisting electricians with installing and maintaining electrical and power systems. Works at construction sites, academic and admin buildings and residential areas. Assist in installing electrical systems. Install lighting, electrical outlets, and circuit breakers. Secure brackets to bulkheads with screws and bolts and pull wires through conduit leading to connection boxes, switch panels, and other terminals. Replace faulty circuit breakers, fuses, switches, electrical and electronic components, or wire. Replace old fuse boxes. Hook up appliances for power. Repair motors, transformers, generators, and electronic controllers on machine tools.
14	Helper (Plumbing)	Responsible for assisting plumber at Academic, Administration and Residential buildings. Helps install, repair, and maintain pipes used for water distribution and wastewater disposal. Assist in installing and maintaining plumbing systems. Read blueprints and drawings to determine exact specifications and where plumbing system will be installed. Determine water supply networks and waste drainage systems. Coordinate with plumber on installation. Install systems used to transport water, waste, gases, or liquids. Cut openings in structures in preparation for pipes. Select all materials needed for installation, including type and size of pipe. Install supports and hangers for pipe, fixtures and equipment.

Sl. No.	Description	Scope of work
		Assemble and install valves and fittings. Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment. Install other plumbing equipment, such as sinks, tubs, toilets, water heaters, air conditioners, appliances, and trim. Measure, cut, thread and bend pipe to required angle. Test pipe systems and fix leaks. Repair and maintain water treatment equipment. Perform scheduled maintenance. Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade.
15	Helper (Welding)	Responsible for assisting Welder in the repairing of products by dismantling, straightening and reshaping.
16	Nursing Assistant	Set up medical equipment and assist with some medical procedures
17	Driver	Drive vehicle for official travel and business, or as requested by the University.
18	Sweepers & Gardeners	To maintain cleanliness of all rooms/Halls, laboratories, library, bathrooms, toilets, wash basins, corridors, staircase, Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers office cubicles, photocopier machines, fax machine, printers, Daily cleaning of window panes, Periodic cleaning of ceilings to remove cobwebs, The Maintenance work includes the entire lawn, plants/trees/ Shrubs/ground covering plants, on the fences etc. in and out of Administrative Building, VC Bungalow, Staff Quarter, Car Parking and Hostel Block and total open area including the ZTC compound wall. It includes maintenance of the existing as well as any other additions to the garden/lawn/plants etc.
19	Cook	A Central Kitchen Cook prepares, cooks and bakes items following standard recipes in a timely manner. The Cook may need to supervise kitchen assistants on tasks such as ingredient preparation, packaging, and cleaning of workstations and cooking equipment

**Note: The agencies shall have to supply manpower depending upon the requirements of the Institute from time to time.**

The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work and but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible to any illegal action by the deployed personnel.

Their deployment may be in shift at any of the campus of Central University of Tamil Nadu, Thiruvavur. The Agency will provide (Identity Cards) to all deployed personnel. The Agency will also ensure that engaged manpower should maintain vigilance and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the initial period of contract also. The engaged manpower shall maintain strict confidentiality about the office matters of CUTN.

**B. Eligibility Criteria:**

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, who possess the required valid licenses, registration document etc. as per the law and should remain valid till completion of the period of contract.
2. Conditional bids shall not be considered and will be outrightly rejected in very first instance.
3. The bidder should have their office in Chennai/ Trichy /Thanjavur/ Kumbakonam /Pondicherry or any other new places. An office should be opened in Thiruvavur within 30 days of the award of work.

4. There should be no criminal case pending in court of law against the Proprietor / Firm / Partner or the Company (Agency).
5. Valid Licence issued by Regional Labour Commissioner, Govt. of India.
6. Following documents attached along with the Technical Bid, should be self- attested by the bidder:
  - Copies of Labour Legislations
  - Copy of PAN/GIR/TAN, Labour Licence, Goods Service Tax Registration.
  - ESI,EPF registrations
  - Annual Turnover, Financial statement for 2016-17, 2017-18 & 2018-2019.
7. Annual Turnover for the last three financial year of the Contractor should be duly certified by the Chartered Accountant and it should not be less than **Rs. 1 Cores** Only.

### **C. Information and Conditions relating to Submission of Bids**

1. The initial period of contract shall be for **12 / 6 months** that may be extended by **two / one year, one** year at a time depending on performance of the Agency and the satisfaction at discretion of The Vice-Chancellor, Central University of Tamil Nadu, Thiruvarur or the competent authority for it.
2. The interested agencies are required to submit the Technical and Commercial Bids separately in the format enclosed. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Commercial Bid**" should be placed in a third sealed cover super scribed "**Tender for Outsourcing of Manpower**" should reach **Registrar, CUTN, Neelakudi, Thiruvarur - 610005** before **15:00hrs** on or before **31.07.2019**. The Technical bids shall be opened on the same day at **16:00hrs** at CUTN, THIRUVARUR in presence of the bidders or their authorized representatives who chooses to remain present.
3. All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions.
4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Commercial Bid Form. In such cases, the tender shall be summarily rejected. However, the corrections, if any, in the Technical Bid application must be signed by the person authorized to sign the tender bids.
5. The bidder shall pay Bid Security Earnest Money Deposit (EMD) of **Rs.9,22,000/-** (Rupees Nine Lakhs Twenty Two thousand only) along with the Technical Bid by Demand Draft in favour of "Central University of Tamil Nadu" drawn on any Nationalized Bank / Scheduled Bank and payable at Thiruvarur. Bids received without (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. Firms who are registered with National Small Industries Corporation (NSIC) or Small Scale Industries (SSI) or Micro, Small & Medium Enterprises (MSME) are exempted from submitting the EMD. The firm have to submit valid NSIC/SSI/MSME Certificate for exemption of EMD.
6. **Security Deposit of Rs.46,10,000/- (refundable without interest after two months of termination of contract) in the form of Demand Draft or Bank Guarantee shall be furnished by the Agency at the time of signing of the Agreement.**
7. The bid shall be valid and open for acceptance of the competent authority for a period of **120 days** from the date of opening of the tenders and no request for any variation

in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.

8. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
9. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the **lowest Service Charges %** after complying with all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same **Service Charges %** , the Vice Chancellor, Central University of Tamil Nadu, Thiruvarur shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the bidders and length of experience etc. Such decision by such authority shall be final. Central University of Tamil Nadu, Thiruvarur, has the power to select on the same rate any of the willing agency(ies) found to have quoted the same rates, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.
10. EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the agreement
11. **Service Charges** will be only criterion for evaluation of the financial bid
12. Central University of Tamil Nadu reserves the right to accept or reject any or all bids without assigning any reasons. Central University of Tamil Nadu also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
13. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
14. The period of the contract may be extended by **two years, one year** at a time after the successful / satisfactory completion of initial contract & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving one week notice to the selected service providing Company / Firm / Agency.
15. A Mandatory form for payment through EAT Module in PFMA as **Annexure – IV**

#### **Terms and Conditions:**

1. The services and provisions for the required manpower shall be provided after award of tender to the bidder.
2. The Agency shall ensure fulfilment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions. The Agency will get their antecedents, character and conduct and medical health suitability verified.
3. The full particulars of the personnel to be deployed by the Agency including their names & addresses shall be furnished to the Executive Engineer (Estate Section), Central University of Tamil Nadu, Thiruvarur along with testimonials before they are actually deployed for the job.
4. The persons supplied by the Agency should not have any 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 persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license,

bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. 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 the office for any reasons immediately on receipt of such a request. A certificate to this effect to be submitted by the service provider at the beginning of the contract.

5. The tenderer will have to bear cost of providing personnel for this work load/ duty hours or weekly off. 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 wages every month.
6. The Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Central University of Tamil Nadu at any time without assigning any reason whatsoever.
7. The Supervisor of Agency shall be In-charge of the manpower system and shall be responsible for the efficient rendering of the service under the contract. The Supervisor will ensure proper conduct by the deployed personnel and prohibition of alcoholic / any form of tobacco consumption etc. The personnel shall work under directives and guidance of the Registrar and will be answerable to the Registrar. This will, however, not diminish in any way, the Agency's responsibility under the contract to the Central University of Tamil Nadu, Thiruvarur. The Supervisor will also maintain the muster roll, the wages / payment register and other documents as provided in the Contract Labour Act.
8. The Agency shall provide necessary undertaking and documentary evidence in this regard.
9. A senior level representative of the Agency shall visit Central University of Tamil Nadu, Thiruvarur at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the University officials the officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The responsibility of transportation, food and other essential requirements in respect of each deployed personnel will be solely with the agency. The Agency will strictly ensure that any sensitive / confidential nature of information related to the University is not divulged or disclosed to any person by the personnel deployed by it.
10. The Agency shall ensure that any replacement of the personnel, as required by the Registrar, Central University of Tamil Nadu, Thiruvarur for any reason specified or otherwise, shall be effected promptly without any additional cost to the Central University of Tamil Nadu. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Registrar, Central University of Tamil Nadu, Thiruvarur at Agency's own cost.
11. The Agency shall provide good uniform with Photo Identity Cards to its personnel deployed at Central University of Tamil Nadu, Thiruvarur at its own cost and ensure that these cards are to be constantly displayed, maintained in good condition and their loss should be reported immediately. Incidentals for the respective categories of manpower shall be borne / supplied by the Agency at its cost.
12. The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the CUTN / Govt. of India / any State or any Union Territory.
13. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Registrar, Central University of Tamil Nadu, Thiruvarur. Proposals for efficient functioning shall be discussed, considered and implemented from time to time by the agency with approval of The Registrar, Central University of Tamil Nadu, Thiruvarur or other competent authority.

14. The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at Central University of Tamil Nadu, Thiruvarur site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard. The Agency shall produce / enclose a copy of the remittance receipt of EPF, ESI etc. exclusively for the personnel engaged in CUTN relating to the previous month in accordance to the claim made, while claiming the wages for a month. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Central University of Tamil Nadu for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications:-
- (a) The Payment of Wages Act 1936
  - (b) The Employees Provident Fund & MP Act, 1952
  - (c) The Contract Labour (Regulation) Act, 1970
  - (d) The Payment of Gratuity Act, 1972
  - (e) The Employees State Insurance Act, 1948
  - (f) The Employment of Children Act, 1938
  - (g) The Motor Vehicle Act, 1988
  - (h) Minimum Wages Act, 1948
15. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Registrar, Central University of Tamil Nadu, Thiruvarur and maintain liaison with the police. FIR will be lodged by CUTN, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
16. The agency shall ensure that staff appointed by them is fully loyal-to and assist the officers of Central University of Tamil Nadu, Thiruvarur during normal periods as well as during other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the CUTN, Thiruvarur.
17. In case of any loss that might be caused to the Central University of Tamil Nadu, Thiruvarur due to lapse on the part of the personnel discharging their responsibilities will be borne by the Agency and in this connection, Registrar, Central University of Tamil Nadu, Thiruvarur shall have the right to deduct appropriate amount from the bill or from the Performance Bank Guarantee submitted by the contracting agency to make good such loss to CUTN, Thiruvarur besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the agency, the Registrar, Central University of Tamil Nadu, Thiruvarur shall within its right terminate the contract forthwith or take any other action without assigning any reason whatsoever. Such penalties / termination shall be binding on the agency.
18. One day rest in a week shall be provided by agency to its employees. In the event of any personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
19. As and when Central University of Tamil Nadu, Thiruvarur requires additional manpower strength on temporary or emergent basis, the Agency will depute such personnel under the same terms and conditions. For the same, a notice of two days will be given by the Registrar, Central University of Tamil Nadu, Thiruvarur. Similarly, if the personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Central University of Tamil Nadu, Thiruvarur shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
20. The Agency shall arrange to maintain the daily attendance record of the personnel deployed by it showing their arrival and departure time. The Agency shall submit to

the Central University of Tamil Nadu, Thiruvarur an attested photocopy of the attendance record and enclose the same with the monthly bill.

21. The wages shall be paid by the agency to their manpower on or before 5<sup>th</sup> on every month for the services rendered during the previous month. The Central University of Tamil Nadu, Thiruvarur shall reimburse the agreed amount on production of monthly bill (in duplicate) towards services rendered along with attendance sheet, pay bill acquaintance sheet satisfactory performance certificate duly verified by the Registrar, Central University of Tamil Nadu, Thiruvarur and other requisites. No other charges of any kind shall be payable. No advance payment shall be made to the Agency. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
22. In case of noncompliance/non-performance of the services according to the terms of the contract, the Registrar, Central University of Tamil Nadu, Thiruvarur shall be at liberty to make suitable deductions from the bill without *prejudice* to its right under other provisions of the Contract.
23. The Agency shall be solely liable for all payment/dues of the personnel deployed by clearly specifying the deductions on account of EPF, ESI and other statutory obligations etc. The Agency shall fully indemnify CUTN, Thiruvarur against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in Central University of Tamil Nadu, Thiruvarur. Any complaint towards non-payment of wages, other liabilities, and statutory obligations will lead to immediate termination of contract with penalty.
24. The Service Charges payable to the agency in providing the requisite manpower will be in claimed percentage of the total monthly wages (as specified earlier) payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.
25. The decision of the Vice Chancellor Central University of Tamil Nadu, Thiruvarur in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
26. In case of any dispute between the Agency and the client The Vice Chancellor, Central University of Tamil Nadu, Thiruvarur shall have the power to decide. However all matters of jurisdiction shall be at the local courts located at Thiruvarur.
27. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by The Vice Chancellor, Central University of Tamil Nadu, Thiruvarur. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
28. Income Tax to be deducted at source by the University on the whole monthly bill amount.
29. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
30. An agreement shall be signed with the successful bidder as per specimen enclosed.

**Note:** These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between '**Client**' (**First Part**) and the '**Agency**' (**Second Part**) and any non-compliance shall be deemed as breach of the Contract/Agreement.



**MANDATE FORM FOR PAYMENT THROUGH EAT MODULE IN PFMS**

**DETAILS OF ACCOUNT HOLDER:**

Name of the Vendor/Beneficiary	
Name of the Bank	
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No./email id	

I hereby declare that the particulars given above are correct and complete.

DATE:

SIGNATURE