



केन्द्रीय संस्कृत विश्वविद्यालय
शिक्षा मंत्रालय भारत सरकार के अधीन संचालित
भोपाल परिसर
संस्कृत मार्ग, बागसेवनिया, भोपाल-462043
फोन: 0755-2418043, वेबसाईट: www.csu-bhopal.edu.in



TENDER

Providing Manpower services for
the Central Sanskrit University,
Bhopal Campus, Bhopal M.P.-
462043



ई-निविदा सूचना-148

भोपाल परिसर, शिक्षण सत्र 2020-21 के लिए E-Tender ID No- 2022_RSKS_684310 के द्वारा डाटा इन्ट्री आपरेटर (DEO), मल्टी टॉस्क स्टॉफ (MTS), मैट्रॉन (Matron), माली, की अनुबन्ध के आधार पर नियुक्ति के लिए निविदाएं आमन्त्रित की जाती हैं निविदा की विस्तृत जानकारी हेतु निविदा परिसर की वेबसाइट www.csu-bhopal.edu.in / ई-प्रोक्चोरमेंट पोर्टल <https://eprocure.gov.in/epublish/app> के माध्यम से download की जा सकती है, जिसका संक्षिप्त विवरण निम्नानुसार है:-

1.	ऑन लाईन निविदा प्रपत्र का मूल्य	रुपये 1000/- (डिमाण्ड ड्राफ्ट)
2.	निविदा फार्म आनलाईन प्रकाशन/कय करने की तिथि व समय	दिनांक 04.11.2022 प्रातः 11.00 बजे से
3.	निविदा फार्म जमा करने की अंतिम तिथि व समय	दिनांक 18.11.2022 सांयकाल 05.00 बजे तक
4.	निर्धारित समयावधि में प्राप्त ऑनलाईन निविदाओं को खोलने की तिथि एवं समय	1. टेक्निकल बिड- दिनांक 22.11.2022 को 02:00 बजे 2. फायनेंशियल बिड. दिनांक 22.11.2022 को 03:00 बजे
5.	प्राप्त निविदाओं को खोलने का स्थान	कक्ष क्रमांक 103, केन्द्रीय संस्कृत विश्वविद्यालय, भोपाल परिसर, संस्कृत मार्ग, बागसेवनिया, भोपाल-462043

ई-निविदा सूचना में कोई भी संशोधन समाचार पत्र में न देकर परिसर की वेबसाइट पर ही जारी किये जायेंगे। केवल उपर्युक्त वेबसाइट से ही निविदा प्रपत्र डिमाण्ड ड्राफ्ट रूपये 1000/- का भुगतान कर कय किये जा सकते हैं। निविदा की विस्तृत शर्तें एवं जानकारी उपरोक्त वेबसाइट के माध्यम से प्राप्त की जा सकती है। **विधिवत् भरे ई-निविदा संबंधी समस्त दस्तावेज दिनांक 18.11.2022 को सांयकाल 05.00 बजे तक दो लिफाफा पद्धति से हार्डकॉपी में Demand Draft सहित अधोहस्ताक्षरकर्ता कार्यालय में जमा कराना अनिवार्य है। निविदा को बिना कारण बताये निरस्त करने का अधिकार निदेशक केन्द्रीय संस्कृत विश्वविद्यालय भोपाल को सुरक्षित होगा।**

निदेशक

Basic Details			
Organisation Chain	Rashtriya Sanskrit Sansthan Bhopal Campus-M.P. - RSKS		
Tender Reference Number	Tender for Main Power services 2022-23		
Tender ID	2022_RSKS_684310_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		Cover Details, No. Of Covers - 1				
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	Demand Draft	1	Fee/PreQual/Technical/Finance	.pdf	Tender for Main Power services 2022-23

Tender Fee Details, [Total Fee in ₹ * - 1,000]				EMD Fee Details					
Tender Fee in ₹	1,000	Fee Payable To	Central Sanskrit university Bhopal Campus	Fee Payable At	Bhopal	EMD Amount in ₹	2,00,000	EMD through BG/ST or EMD Exemption Allowed	No
Tender Fee Exemption Allowed	No					EMD Fee Type	fixed	EMD Percentage	NA
						EMD Payable To	Central Sanskrit university Bhopal Campus	EMD Payable At	Bhopal

Work / Item(s)					
Title	Tender for Main Power services 2022-23				
Work Description	Tender for Main Power services 2022-23				
Pre Qualification Details	Tender for Main Power services 2022-23				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	22,00,000	Product Category	Manpower Supply	Sub category	Tender for Main Power services 2022-23
Contract Type	Tender	Bid Validity(Days)	45	Period Of Work(Days)	30
Location	Central Sanskrit University Bhopal	Pincode	462043	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Central Sanskrit University Bhopal
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	04-Nov-2022 11:00 AM	Bid Opening Date	22-Nov-2022 02:00 PM
Document Download / Sale Start Date	04-Nov-2022 11:00 AM	Document Download / Sale End Date	18-Nov-2022 11:00 AM
Clarification Start Date	04-Nov-2022 11:00 AM	Clarification End Date	17-Nov-2022 02:00 PM
Bid Submission Start Date	04-Nov-2022 11:00 AM	Bid Submission End Date	18-Nov-2022 11:00 AM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender for Main Power services 2022-23	242.21	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Mainpower Suply 2023.pdf	Tender for Main Power Suply 2022-23	242.21

Tender Inviting Authority	
Name	Director Central Sanskrit University Bhopal
Address	Central Sanskrit University Bhopal

Tender Creator Details	
Created By	Naresh kumar Pandey
Designation	Assistant Prof.
Created Date	03-Nov-2022 03:19 PM

Terms & Conditions

Central Sanskrit University ,Bhopal Campus run by Central Sanskrit University(H.Q) New Delhi under ministry of EDUCATION, Govt. of India.

The undersigned is directed to invite sealed Tenders/Bids from the reputed firms/agencies for outsourcing the services of Data Entry Operator, Multi Tasking Staff, Matron, Gardener in Central Sanskrit University, Bhopal Campus, Bhopal. The terms and condition as below :-

- 1- The sealed Tender/Bid in two bid system (Technical and Financial) are invited from reputed firms along with **bid security of Rs.2,00000/- (Rs. Two laks only)**(with Technical Bid) in the form of Account Payee Demand Draft, should be drawn in favor of **Central Sanskrit University, Bhopal Campus**” payable at Bhopal” which is refundable
Interest Shall NOT be Payable on the Bid security /Earnest Money deposit.
- 2- The tenders/bids should be reach positively before 5 P.M. on 18.11.2022 The Tenders /Bidder will not be allowed after the due date and time. Tenders/Bids can also be sent by registered post at the aforesaid address so as to reach this office by the Scheduled date/time mentioned herein above.
3. Technical bids will be opened by this Office on **22.11.2022** at 02.00 Noon and Financial Bids open on **22.11.2022** at 03.00 Noon in the presence of representatives of the participating tenders/bidders who may be willing to be present at the time of opening of tenders/bids. Such persons should reach before 02.00 P.M. on that day and bring the authority letters from the renderers/bidders concerned on their letter head. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the Tenders / bidders.
4. The terms and conditions attached to this LTE are given in the **Annexure-1**. The proforma for submission of Technical Bids is given in **Annexure-II** and details of outsourcing positions for offering Financial bid in which rates should be quoted for monthly basis etc. is given in **Annexure-III**.
5. The service provider/Agency/firm should be registered with Appropriate authorities and have minimum 5 years experience in the relevant field and also minimum 03 years experience with Government/Educational Institutions.
6. turnover of the Service Provider/ Agency/ Firm should submit Balance Sheet/IT Annual Returns CA certificate for last 3 years)
7. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
8. The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service

provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.

9. The service provider shall engage necessary number of persons as required by this Department from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their 2nd day salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Sansthan and further the said persons of the service provider shall not claim any employment, engagement or absorption in Central Sanskrit University, Bhopal Campus.
10. The service provider's persons shall not claim any benefit/compensation/absorption/ regularization of service from/in this campus under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this campus.
11. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature.
12. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Bhopal Campus. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
13. The persons deputed shall not be below the age of 18 years years and they shall not interfere with the duties of the employees of the Bhopal Campus.
14. The Campus may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this Sansthan because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Campus.
15. The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
16. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
17. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Campus shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
18. Working hours would be normally from 9.30 A.M. to 6.00 P.M. during working days including ½ an hour (1:30 P.M. to 2:00 PM) lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Sunday and other Gazetted holidays, if required.

19. That the service provider/agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this Campus will not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, ESI, of its employees engaged in this Campus.
20. The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the Second week of the following month after deduction of taxes deductible at source under the laws in force.
21. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
22. No wage/remuneration will be paid to any staff for the days of absence from duty.
23. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Campus.
24. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
25. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this Campus to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this Campus in fulfillment of the contract from time to time.
26. This Campus shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
27. This Campus will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
28. The selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for Eleven months from the date of award of the contract . The performance security shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency. This performance Security may taps only when the selected firm do not follow all or any of the terms & conditions. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Campus or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

29. The successful bidder will enter into an agreement with this Campus for supply of suitable and qualified manpower as per requirement of this Campus on these terms and conditions. The agreement will be valid for a period of 11th months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 11th months and no request for any change/modification shall be entertained before expiry of the period of 11th months. Any statutory increase in wages etc. during this period is to be absorbed by the service provider. The contract/agreement is extendable on 12 months basis subject to satisfactory performance of the agency and such amendments as mutually agreed to.
30. The service provider shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of this Campus.
31. However, the agreement can be terminated by either party by giving one month's notice in advance. If the service provider/agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider/agency from this Campus shall be forfeited by the Campus.
32. That on the expiry of the agreement, as mentioned above, the service provider/agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the service provider/agency, it shall be the entire responsibility of the service provider/agency to pay and settle the same.
33. The Campus shall have the right to terminate the contract at any stage, without assigning any reason. Non Compliance of any terms and condition enumerated hereinafter the award of contracts shall be treated as breach of contract. This Campus reserves the right to accept/reject any tender/bid The decision of the Director Central Sanskrit University, Bhopal Campus, Bhopal would be final and binding on all.
34. The text of this Limited Tender Enquiry along with Annexure, is also available at the official website of **Central Sanskrit University, Bhopal Campus Bagsewania Bhopal Madhya Pradesh – 462043.**
35. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over 0755-2418043.

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES

1. Standards/Benchmarks for the services sought are as under:-

Sl.	Position	Qualification/Experience required	Nature of Duties
1.	Data Entry Operator (DEO)	<ul style="list-style-type: none"> • 12th Class pass or equivalent qualification from a recognized Board or University. • A typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word) <p>Desirable: - Experience of having worked in Office</p>	Computer typing, Data Entry making etc and official work as assigned
2.	Multi Tasking Staff (MTS)	<p>A secondary School Certificate (10th) or its equivalent qualification from a recognized Board/University/Institution.</p> <p>Desirable: -Experience of having worked in Office. - Skilled in gardening/civil/electrical/plumbing/ electronic maintenance/ Xeroxing/Faxing/working knowledge of computer etc.</p>	<p>Any of the following works as approved for the post of MTS as per requirement:</p> <ul style="list-style-type: none"> • Physical Maintenance of record of the Section. • General cleanliness & upkeep of the Section/Unit. • Carrying of files & other papers within the building. • Photocopying, sending of FAX etc. • Other non-clerical work in the Section/Unit • Assisting in routine office work like diary, dispatch etc., including on computer. • Delivering of dak (outside the building) • Watch & ward duties. • Opening & closing of rooms. • Cleaning of rooms • Dusting of furniture etc. • Cleaning of building, fixtures etc. • Work related to his ITI qualification, if it exists. • Driving of Vehicles, if in possession of valid driving license. • Upkeep of parks, lawns, potted plants etc. • Any other work assigned by the superior authority.

3.	Matron (Female) (Girls Hostel)	10+2 or Graduate in any discipline	<ul style="list-style-type: none"> • Ensure that no ragging takes place in the hostels and maintain ragging free premises. • Ensure the safety and security of the students. • Monitoring of the Record keeping of the movement of students, Hostel Mess Management, other related • Administrative & Managerial Skills <p>Responsible for general welfare of students in the hostel.</p> <ul style="list-style-type: none"> • Ensure quality and hygiene of the mess facility in the hostel. • Ensure availability of resources viz hot water supply etc. and its proper distribution amongst students in the hostel as per their needs. • Liaison with medical department for health matters of hostel students. • Any other duty assigned by the management from time to time
4.	Gardener	Middle Standard	<ul style="list-style-type: none"> • Minimum Educational Qualifications 8th Standard Pass. • Basic knowledge of garden and experience in gardening for one year.

SCHEDULE OF REQUIREMENTS

S.no	Type	Equivalent to	Tentative Numbers required
1.	Data Entry Operator (DEO)	(Skilled)	03
2.	Matron (Hostel)	(Skilled)	02
3.	Multi Tasking Staff (MTS)	(Semi Skilled)	07
4.	Gardener	(Semi Skilled)	01

(Note: Service shall be from 0900 to 1800 hrs on Monday to Saturday, with a 30 minutes lunch break. The contractor may be called upon for the services on Sunday or Gazetted holidays also, if required, without any extra charge. No other emoluments shall be entitled .

1.	Last date for submitting the Tender/bid	18.11.2022 (5 PM)
2.	Date and Time for opening of Technical Bid and Financial bid	Technical Bid 22.11.2022 (02:00 noon) Financial Bid 22.11.2022 (03:00 noon)
3.	Date and time for opening of Financial Bid for Technically Qualified Bidders	At the convenience of Main Pow1er Committee

Detailed Notice Inviting Tender.

S. No.	Item	Information
1.	Tender No.	2022_RSXS_684310 dated 03.11.2022
2.	Name of work	Providing Man Power(D.E.O/Matron/MTS & Gardner services through Outsource Service contract. for the Central Sanskrit University Bhopal Campus) premises like Buildings, Guest Houses, Hostels, Staff quarters etc. in the Campus.
3.	Date & time of issue of tender	04.11.2022 from 11.00 A.M to 5.00 P.M from Administrative Office of the Campus or may be downloaded from the Campus website – www.csu-bhopal.edu.in
4.	clarification of Queries.	4th Nov 2022 to 18th Nov 2022 in office working time 9:30 AM to 6:00 PM
5.	Receipt of tender- Date and time	18th Nov 2022 at 5.00 P.M. (to be dropped in the box kept for tender in the –date and time of the Central Sanskrit University Bhopal Campus.
6.	Estimated Yearly value of Tender	Rs. 20 Lakh (for 13 Main Power)
7.	Duration of work	One Years (The work may be extended further based on the performance of the agency)
8.	Earnest money	Rs.2,00000/- (Rs. Two lakh only) to be submitted along with tender document in the form of Demand Draft/ Bankers Cheque drawn in favor of “ Central Sanskrit University, Bhopal Campus” payable at Bhopal.
9.	Validity of Tender	45 Days
10	Essential Eligibility Criteria for acceptance of tender	<ol style="list-style-type: none"> 1. Details of the Outsource Agency/ firm/ company as per the format. 2. Minimum five years experience of providing Outsource services in Govt./ Semi- Govt./ Large Private Industrial/ Commercial Organizations. (Please provide information in “Form A”) 3. The Outsource Agency/ firm/ company should have minimum turnover of Rs. 35 Lakh p.a.(Submit full set of audited accounts or certificate from CA for last two years) 4. On roll at least 50 Outsource. (Please attach list of Outsource on roll along with their EPF and ESI numbers as well as bank account numbers as proof). 5. Valid Registration with / License from appropriate authorities for Outsource services on the date of application. <ol style="list-style-type: none"> i. Under Govt. of M.P. Shop Establishment Act 1958 at Bhopal. ii. M.P. Police department/ Home Department, MP Govt. under The Private Agencies (Regulation) Act, 2005 iii. PAN number in the name of Outsource firm/ company as issued by the Income Tax Department. iv. Employee Provident Fund Commissioner v. Employee State Insurance Corporation vi. Labor License from the Labor Commissioner under Contract Labor Act. vii. Valid arms and ammunition license from competent authority for (Submit clear and self attested copy of latest EPF/ESIC/Income Tax Clearance Certificates/ Inspection Report/ Returns duly stamped & signed from competent authority for last three years with details in “Form B”.) 6. The agency should submit an affidavit on non judicial stamp of Rs. 500/- to the effect that no legal matter/ court case is pending against the Proprietor/ Partners/ Directors or Outsource Agency/ firm/ company related to any matter including EPF, ESI and Income tax. 7. Registered Office in Bhopal (Self attested Copy of Registration)

11.	Designated department for execution of work	Director Central Sanskrit University Bhopal Campus, CENTRAL SANSKRIT UNIVERSITY BHOPAL CAMPUS , Bhopal
12.	Terms & conditions of work	As per Tender document
13.	Opening of tender	Technical bids will be opened on Technical Bid 22.11.2022 (02:00 noon) Financial Bid 22.11.2022 (03:00 noon)
14.	Authority for acceptance of tender	Tender committee of Central Sanskrit University , Bhopal Campus.
15.	Agreement	After acceptance of tender & receipt of relevant required documents, an agreement will have to be executed to start the work.

Technical Criteria – The following criteria will be applied to evaluate the quality of the bidder for technical comparison purpose.

Sr. No.	Details	Maximum marks	Marks obtained
1.	Number of years of experience in the field of Outsource Services. (2 marks for each year of experience), Max. Marks - 20	20	
2.	No. of companies/ Campus/ organization where manpower deployed in the last three years. 2019-20 ----- 2020-21 ----- 2021-22----- (2 mark for each companies/ Campus/ organization where manpower deployed in last 3 years, Max. Marks - 20)	20	
3.	Turnover in the last three years 2019-20 ----- 2020-21 ----- 2021-22----- (Less than 65 Lack 0 marks, 65 Lakhs 5 marks, 1 mark each for additional Rs. 10 Lack, Maximum Marks - 20 for average turnover of last 3 years)	20	
4.	Amount of Provident Fund deposited for the month of Oct. 2022 (2 marks for EPF deposits up to Rs. 50,000/-, 1 mark each for additional Rs. 25,000, Max Marks 10)	10	
5.	Amount of ESI Contribution amount deposited for the month of Oct 2022 (2 marks for ESI deposits up to Rs 30,000/-, 1 mark each for additional 15,000/- Max. Marks 10)	10	
6.	Service provided to Government/ Semi-Government Organizations/ Public Undertakings (5 marks for 1800 no. of average manpower deployed in last 3 years, proportionate marks for higher manpower, Max. Marks 10)	10	
7.	The agency must have global ISO Certificate for quality service assurance.	10	
	TOTAL	100	

Note - Fill must above information (With all sporting Documents)

Note: minimum marks for technical qualification = 50

1. Documentary proof to be attached for all the nine parameters of evaluation.
2. Experience in the field of Security services will be considered on the basis of ESI registration date.
3. Turnover will be considered only on submission of full set of audited Accounts or certificate from CA for the years.
4. Photocopy of the Certificates from the employer is to be submitted as proof for counting number of Institutions where agency has deployed its manpower.
5. Photocopy of the Challans of EPF and ESI to be submitted for the month of Oct 2022 as evidence.
6. Photocopy of the work orders and certificate from employers for last five years are to be enclosed as proof to count no. of Govt. organizations/ Public undertakings.
7. Photo Copy of agency global ISO Certificate for quality service assurance.

1. Second sealed envelope - Price Bid-

This envelope will contain price bid filled in by the bidder in Annexure III along with attested copy of the prevailing minimum wages declared by the Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi and proofs of prevailing EPF, ESI.

The rates of "Service Charges" quoted by the bidder shall be fixed for the full duration of the contract and the extended period thereafter, if any; except wage revision of the workers as may be notified by from time to time.

Third sealed envelope - Earnest Money Deposit.

1. An Earnest Money Deposit of Rs. Rs.100000/- (Rs. One lakh only)
2. Each bidder should submit in the form of Demand Draft/ Bankers Cheque of any Nationalized Bank drawn in favor of the "**Central Sanskrit University, Bhopal Campus**" payable at Bhopal. The Tender submitted without requisite Earnest Money will not be considered. The earnest money of the bidder who do not qualify in the bid will be refunded without any interest within 15 days after the process of evaluation is over and in case of Security/ firm/ company, who is awarded the contract, this EMD will be treated as part of performance Guarantee as mentioned in Clause 1.11 of General Terms & Conditions valid for the contract period. contract, this EMD will be treated as part of performance Guarantee as mentioned in Clause 1.11 of General Terms & Conditions valid for the contract period.
3. Conditional Tender: Conditional tenders will be rejected.
4. Each bidder should submit only one tender for this work. If two tenders are submitted by single firm/company, then both the tenders are liable to be rejected.
5. If an individual is an owner/ partner/ director in more than two firms/ company, then only one of such firms/ companies should submit the tender for this work. If it is found that more than one tender has been submitted by such firms/companies, then such tenders are liable to be rejected.
6. The employees of this institute and their near-relatives (by near-relative, here means- wife, husband, parents, grandparents, children, brother, sister & cousins and their corresponding in-laws) shall not be permitted to submit the tender.
7. The bidder shall not be permitted to tender for this work, in which near-relative of the employees/ officers of this institute (responsible for the award and execution of this work) are posted/ nominated/ designated in any capacity. If this is observed then the tender/ work is liable for rejection.
8. The bidder should ensure signature of authorized signatory and seal of organization on every page of tender documents as acceptance of every term & condition.
9. Canvassing: Canvassing in any form for the acceptance of tender will disqualify the bidder.
10. Unsealed Tender: The tender shall be rejected if not properly sealed (Wax Seal)
11. The Director, Central Sanskrit University Bhopal Campus reserves the right to accept any or reject all Tenders received, without assigning any reason.
12. Tender/s received after scheduled date and time will not be considered.
13. **Validity:** Validity of the tender shall be **45 days** from the scheduled tender submission date.

14. Opening of Tender documents-

- 1.
2. The envelopes containing the EMD & Technical Bid will be opened 22nd Nov at 02:00 noon and Financial Bid will be opened on 22nd November 2022 at 03.00 noon in the committee room of the Campus.
3. Bids submitted without Tender Fess Earnest Money will not be accepted.
4. Envelope of the Financial Bid will be opened only of those firms whose offers in the Technical bid fulfill the Essential Eligibility Criteria for acceptance of tender specified by the Campus. Financial Bid will be opened before the bidders or their representatives on the date & time to be notified later.
5. Technical Bids of those agencies/ parties, which are not according to the tender requirements, the Financial Bid (envelope) together with EMD will be returned in due course of time.
6. If the representative of any firm is not present at the scheduled time of opening of the tender, the objection on the issue will not be entertained.
7. The competent authority reserves the right to increase or decrease the engagement of House keeping Man Power and the tendered amount will be increased or decreased on pro-rata basis.

15. Award of Work-

1. **Initially technical criteria will be considered based on 2.2.1 and 2.2.2. If minimum 50 marks are obtained by the bidder, then only financial bid will be opened.**
2. **Lowest and responsive bidder in financial bid will be considered for award.**
3. Tenders quoted without fixed service charges in percentage will be summarily rejected.
4. **If two bidders are equal financially, bidder with higher technical qualifying marks as mentioned in Technical Criteria**

**Director
Central Sanskrit University,
Bhopal Campus**

FORM A

Details of Last Five Years Experience

Please attach copies of the work orders for last three years and work orders of Outsource Service contracts which are currently running.

(To be Inserted in First Envelope & then sealed)

S. No.	Name & address of organization to whom services provided	Duration of contract	Amount of contract	Number of service Man Power provided
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature / Seal of the Bidder
Name & seal

FORM B
Details of Income Tax, ESI & EPF paid for last three years
(To be Inserted in First Envelope & then sealed)

S. No.	Year	Total Income of the firm/ company in Rs.	Income tax paid in Rs.	Employees' Provident Fund paid in Rs.	ESI paid in Rs.
	2019-20				
1.	2020 -21				
2.	2021 -22				

Note: Minimum marks for technical qualification = 50 (Documentary proof as per Point 2.2.2.)

Signature / Seal of the Bidder Name & seal

Payment Details

- Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand only) (non-refundable) from Nationalized/ Scheduled bank drawn in favor of "**Central Sanskrit University, Bhopal Campus**" payable at **Bhopal** has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank submitted.
- The applicant has to deposit Earnest Money (EMD) of Rs. **2,00,000/- (Rupees Two Lakh only)** in the form of a Demand Draft Nationalized Bank drawn in favor of **Central Sanskrit University, Bhopal Campus**" payable at **Bhopal** The same has to be submitted in soft copy format on line.

S.no	Description	Amount	Name of Bank	D.D No	Date of Issue
1.	cost of Tender Document (non-refundable)	Rs,1,000/- (Rs,One Thousand only)			
2.	Amount of EMD to be deposited (Refundable)	Rs,2,00,000/- (Rs. Two lakh only)			

Bidders Profile & Certificates

Photograph of the tenderer / authorized signatory holding power of attorney
--

1.	Name of Tendering Company/ Firm / Agency (Attach certificate of registration) Type of Firm i.e Proprietorship /Partnership or company registered under company Act 1956	
2.	Type of firm i.e Proprietorship / partnership or company registered under company act 1956	
3.	Name of proprietor / Director of Company/Firm/agency	
4.	Full Address of Reg. Office with Telephone No., FAX No. & E-Mail	
5.	Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail	
6.	PAN / GIR/TAN No (Attach Self Attested copy)	
7.	Service Tax Registration No. (Attach Self Attested copy)	
8.	E.P.F. Registration No. (Attach Self Attested copy)	
9.	E.S.I. Registration No (Attach Self Attested copy)	

10. Self-Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in outsourcing Office up keeping & Housekeeping or job of similar nature to Central/State Government/ Public Sector/ Banks during last three years. The summary of that can be tabulated in the given format in chronological order

SN	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. lakhs)	Experience certificate for the period from and to	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

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

Signature of authorized person

Date:

Name:

Place:

Seal:

TECHNICAL BID		
Sl. No.	Particular	To be filled by the Tender
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	

5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Service Tax Registration Number (Copy to be enclosed)	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Department/Educational Institutions (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
11.	Annual turnover	
12.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
13.	Whether agency profile is attached	
14.	List of other clients.	

**PROFORMA FOR FINANCIAL BID
FINANCIAL BID**

**Providing Mainpower services for the Central Sanskrit University, Bhopal Campus
(To Be Inserted in Second Envelope & then sealed)**

S. No.	Particulars	Relevant information from firm/ company
1.	Name & Postal Address of the Bidder

Name of Work- Providing Man power services for the Central Sanskrit University, Bhopal Campus premises and installations including Campus Buildings, Guest Houses, Hostels, Staff quarters, materials, equipment & installations in the Campus and Campus as defined in Annexure I services and safety of the property of the Campus premises & campus.

- (i) **Wage Component** - I/we understand that the Campus will pay the minimum rates of wages per month for applicable at Bhopal as declared by Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi as amended from time to time which shall be applicable for all employed by the Agency. above, the Campus shall pay the following allowances on the basic minimum wages to all the Contract Workers per month:-

Sl.No.	Wages/ Allowances
1.	EPF – 13 %
2.	ESI – 3.25%

The followings things are confirmed and undertake by us that:

- a. **Quotation for Service charges shall be in percentage on Wages amount only. Service Charges shall not be paid on amount of EPF, ESIC, Bonus and GST.**
The Service Charges should not be less than 1% and it should not be in rupees. The amount of service charges" quoted by the bidder shall remain unchanged for the entire Contract period. Except wage revision of the workers as may be notified by Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi from time to time. If service charges quoted by two agencies are similar then tender will be decided based on following conditions.
(a) Agency's turnover of last 3 years.
(b) Existing numbers of employee working in Govt./Semi Govt. organizations.
(c) Experience in similar organizations.
d. if there condition or all similar then they have to submit revised proposal in sealed envelop.
- b. Offer price shall be valid for a period of 45 days from the date of opening of Technical bid of this tender.
- c. We agree with the terms and conditions specified in the tender document and if selected, the execution of supplies & services would be made in compliance.

(ii) **Format for Submission of Price Bid -**

Position	Minimum wages per month as Per Central Government of India	EPF Rate if EPF is applicable	ESI Rate if EPF is applicable	Service Charges (Minimum 1%)	Total (Rs.) per month – per person excluding column no. 4
	1	2	3	4	5
Data Entry Operator (DEO) (Skilled) (26 Days)					
Multi Tasking Staff (MTS) (Semi Skilled) (26 Days)					
Matron (Skilled) (26 Days)					
Gardner (Mali) (Semi Skilled) (26 Days)					

Date:

Signature of Authorized Bidder
with proper rubber stamp
Name:
Designation:
Mobile No:

AGREEMENT

1. ASSIGNMENT OF THE AGREEMENT

The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

11. DISPUTE SETTLEMENT

In the event of any dispute or difference between the parties arising out of in connection with the terms and conditions of this agreement the decision of indenting office will be final. Jurisdiction for settlement of disputes or differences shall be Bhopal.

SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this agreement on the day, month and year mentioned hereinbefore.

Parties

For and on behalf of Central Sanskrit
University, Bhopal Campus, Bhopal

Signature

Name

Designation

Seal

Parties

For and behalf of Contracting Agency

Signature

Name

Designation

Seal

Agreement signed in the presence of

1. Witness
Signature
Name & Address

2. Witness
Signature
Name & Address

1. Witness
Signature
Name & Address

2. Witness
Signature
Name & Address

CHECK LIST FOR BIDDERS

SN	Documents	Yes/No or /NA)
1.	Cost of Tender documents. DD No. Amt. Date	
2.	EMD DD No. Amt. Date	
3.	Whether all the Pages are stamped and signed & properly tagged with all documents?	
4	Whether Bid Form is filled up? (Section-II)	
5.	Whether Bidder's Profile is filled up? (Section-III)	
6.	Whether Self Attested copy of Registration of the firm is attached?	
7.	Self Attested copy of Partnership Deed or proprietorship deed / Memorandum of Association / Articles as applicable.	
8.	Self Attested copy of latest Income Tax return.	
9.	Self Attested copy of PAN card.	
10.	Self Attested copy of Service Tax certificate.	
11.	Self Attested copy of EPF certificate.	
12.	Self Attested copy of ESI certificate.	
13.	Self Attested copy of Experience certificate (Minimum one year of similar nature of work).	
14	Declaration regarding no relative working in DOT on Stamp Paper & notarized	
15.	Declaration towards Non – Tampering of tender document.	
16.	Declaration about Blacklisted/Non-Blacklisted company on stamp paper & notarized	
17.	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.	