



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Ordinance No. 03 of 2013)

SHORT TERM TENDER NOTICE

Indira Gandhi University, Meerpur, Rewari intends to outsource the services of Security Guards, Mali, Electricians, Plumbers, Clerks, Peons, Staff Nurse, Lady Attendants and other labours etc. at various locations in the University for one year from 01.01.2016 to 31.12.2016 further, renewable upto one year at a time as per requirement.

Sealed tenders (Technical Bids and Financial Bids separately) are invited on behalf of the Registrar, Indira Gandhi University, Meerpur, Rewari from the service providers registered with the labour Department, Haryana having at least 5 years experience in the related field and valid license from labour/Home Department of the State/Union Territory and also having ESI/EPF/PPF, Service Tax and PAN/TAN No. from the concerned authority of the State/Central Government. The interested registered service providers should send their offers on the prescribed tender form which can be downloaded from the University website: www.igu.ac.in and a Demand Draft of Rs. 1500/- in favour of Registrar, Indira Gandhi University, Meerpur, Rewari towards its cost be enclosed while sending the Tender. The Tender must be accompanied with an earnest money of Rs. 10,000/- in favour of the Registrar, Indira Gandhi University, Meerpur, Rewari payable at Rewari in the form of Demand Draft. The EMD received in any form other than Demand Draft would not be accepted. The copies of PAN Card, TAN/TIN No., Labour License, Registered with PF & ESI authorities, Earnest Money, Income Tax Return for the assessment years 2014-15 & 2015-16 and balance sheet for the last two financial years must be sent with the Technical Bid. **The Tenders quoting service charges below 5% shall be summarily rejected.** The performance Certificates from at least 3 Department/Institutions not later (older) than 4 years must be added with the tender form otherwise the same shall be out-rightly rejected.

The tender form duly filled in alongwith all the relevant documents in a sealed cover should reach the office of the Registrar, Indira Gandhi University, Meerpur, Rewari latest by 24.12.2015 upto 5:00 pm. duly superscribed on the envelope, "Tender for outsourcing services of various types". The Technical Bid will be opened on 28.12.2015 at 11:00 am. in the office of the undersigned in the presence of the Bidders or their authorized representative who may like to be present at that time.

The brief details of work are as under:

Sr. No.	Name of Work	Tentative No. of Employees/Labor required monthly	Earnest Money (Rs.)	Date/Time of Opening of tender	Period of Service
1.	Supply of Services of Men Power for different type of Jobs for the University	100	10,000/-	28.12.2015 at 11:00 AM	01 Year from date of allotment

The Financial Bid of only those Bidders, who is found technically qualified, will be opened at 2:00 pm. on 28.12.2015. In the event of the date of opening tenders being declared as a holiday, the due date of receipt and opening of the tenders will be the following working day at the same time. The detailed terms and conditions in this regard may be obtained at our University Website www.igu.ac.in.

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Detailed Terms & Conditions with regard to Short Term Tender Notice for the supply of Men Power

1. Rates are to be quoted by the Agency/Contractor on the Tender form. The monthly wages rate of men power will be as approved by the Deputy Commissioner, Rewari from time to time to be provided to the University.
2. Rates are to be quoted for service charges on percentage basis. **No tender of any agency/contractor having quoted rate of less than 5% on account of service charges will be considered and tenders of only those Agencies/Contractors having currently working experience for providing of men power to Universities/Govt. Departments/Organizations/Boards/Corporations etc. with turnover of not less than Rs. 5 Crores during the last three years duly certified by the Chartered Accountant will be entertained.**
3. In case tender opening day happens to be a holiday, the tender will be opened on the next working day at the same time.
4. Earnest money is to be deposited in the shape of demand draft in favour of Registrar, IGU, Meerpur, Rewari.
5. **Tenders without accompanying earnest money will not be entertained. Exemption of earnest money will not be permitted in any case.**
6. The conditional tender is liable to be rejected.
7. **Rs. 10,00,000/- will be required to be deposited by the allottee as security with the University at the time of issue of allotment letter and this amount will be refunded without any interest thereon after completions of contract. In any case no Bank Guarantee in this behalf will be excepted.**
8. The payment of the bill for the preceeding month will be released only on the production of the copy of the Challans of EPF & ESI duly deposited with the concerned quarter and a certificate will also be submitted with the Challans to the effect that the payment of the ESI & EPF of the previous month as shown in Challans made to the concerned quarter includes the amount of deductions of the persons engaged in Indira Gandhi University, Meerpur, Rewari.
9. **The University reserves the right to accept or reject or negotiate any of the tender or conditions without assigning any reason.**
10. Tender by post/courier shall out rightly be rejected.
11. The Bid of any Tenderer who has not complied with one or more of the conditions prescribed in the terms & conditions/minimum technical parameter will be summarily rejected.
12. Tenderers shall quote monthly complete rates for the services required as per tender notice which should not be less than the above prescribed rates over & above the DC rates in the State of Haryana fixed under the minimum wages Act, 1948, indicating the details of ESI, EPF, Service Tax etc.
13. The intending tenderers shall submit proof of solvency amounting to Rs. 20.00 lakhs from a scheduled bank.
14. The service Provider shall submit documentary proof in support of satisfactory performance of the contract from the concerned Departments/Agencies where he has undertaken such job during the past three years.
15. **The tenderer shall submit an affidavit duly attested by Public Notary/Oath Commissioner to the effect that the agency has neither been blacklisted nor debarred by any authority.**
16. The University will reimburse the wages & other statutory charges and no advance payment will be allowed to the successful firms.
17. **The payment of monthly wages of the outsourced staff shall be made by the agency in their saving bank accounts on or before 7th of each month. The agency will submit the wages bill along with complete details of contractual staff viz name and designation, address of the contractual employee, complete details of statutory deductions, EPF/ESI account number etc. to the University by the 7th of every month for payment. The bills submitted for payment by the agency will be cleared/paid by the concerned office upto 9th of the each month. In no case, the wages to the contractual staff will be made later than 7th of each month.**
18. The agency will provide service for different categories for variable nos. & periods as per requirement of the University.

19. The agency will not be allowed to sublet the work under any circumstances.
20. Identity cards will be provided to the personnel whose services are offered to the University by the agency.
21. The Contractor/Agency will be responsible for obtaining a valid license or renewal from the competent authority/labour Commissioner and supply the same to the University.
22. Tender must be accompanied with requisite amount of earnest money in favour of the Registrar, Indira Gandhi University, Meerpur, Rewari in the shape of demand draft of any scheduled Bank in India payable at Meerpur. Earnest Money in any other form shall not be accepted. The University will return earnest money to the unsuccessful Tenderers after the finalization of the tender.
23. The rates should be mentioned both in figures as well as in words.
24. The Service Provider who is awarded the contract shall have to sign a service agreement on non-judicial paper worth Rs. 30/- within 15 days of the offer of the contract failing which the firm will be blacklisted and its EMD shall be forfeited.
25. Tenders will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the University for a period one year valid from 01.01.2016 to 31.12.2016. The following documents shall be submitted along with the tender duly filled and signed and complete in all respect:
 - (i) Registration Certificate of the agency under Companies Act duly attested by the Gazetted Officer of the Government/Notary Public.
OR
 - (ii) Copies of the relevant documents if the agency/firm is sole proprietary firm duly attested by a Gazetted Officer of the Government/Notary Public.
OR
 - (iii) Copies of the partnership deed duly attested by a Gazetted Officer of the Government/Notary Public. (Please submit relevant documents as applicable in your case.)

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