



DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

Main Wazirabad Road, Delhi-110094

Phones: 22814126, Telefax: 22814747

www.drbramedkarcollege.ac.in, Email: info@drbramedkarcollege.ac.in

Ref. No.: BRAC/Manpower/2016-17/ 1569

Date: 29/8/17

------(List Enclosed)-----
------(College Website)-----
------(Pub. Notice Board)-----

Sub:- Quotation for providing Manpower Services

Sir/Madam,

Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal as applicable are invited from experienced and established agencies empaneled preferably with appropriate agencies of Delhi/ Central Government to supply of manpower as under:-

| Requirement | Number of person (required)* | Minimum Qualification |
|-------------|------------------------------|---|
| JACT | 01 | 12 th or Graduate with knowledge of Computer |
| MTS | 03 | 10 th Pass |

*Nos may be increase or decrease on requirement

- Agency should not have been blacklisted by any agency etc. Its Rates/Prices should be valid for at least one year after the date of awarding the tender. Service Tax/VAT etc. as applicable should be mentioned separately. Any effort by the bidder to influence the college in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
- Prospective bidder requiring any clarification on the bid should contact through e-mail at the mailing address info@drbramedkarcollege.ac.in and may contract AO However, the quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
- Your quotations must enclose: (i) supporting documents as required in Annexure I (ii) list of clients for work done during the last three years (iii) firm/proprietors Profile; (iv) demand draft for the earnest money deposit (EMD) of Rs. 14,000/- should be drawn in favour of Principal, Dr. Bhim Rao Ambedkar College, payable at New Delhi. A bid received without Bid Security (EMD) shall be rejected. The same will be kept as performance security of the successful bidder and the draft of the unsuccessful bidders will be returned.
- Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark 'Quotation (Technical or Financial) for Providing Manpower Service' and should reach the college by **24.03.2017 upto 1:00 p.m.** Bids received after the specified date and time shall not be considered. Technical Bids will be opened on **24.03.2017** at 4:00 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bid and the date will be notified on the college website.
- The other Terms and Conditions of the tender is as per Annexure III
- Please note: The College reserves the right (i) to shortlist parties after examining the product for their technical specifications/ product supplies feedback/ standardization etc. (ii) to select more than one firm for the purpose (iii) to accept or reject a particular tender and is not bound to accept the highest bidder. The College will not be responsible in any manner for the delayed delivery of deposits of EMDs. (iv) to exclude the party not consideration if the documents/information is not provided as required or incomplete or hypothetical or lacking in any form; or the college had come to know that such a vendor/ proprietor/ person is canvassing in any manner or can go against the college interests at any stage; (v) to take the appropriate action as warranted from time to time if not satisfied with the work and delivery of services and penalty per day averaged amount of total consideration will be imposed if service/supply is time-barred and/or not up to the mark; (vi) to amend/modify discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; (vii) Change the quantity/ number of items depending upon the situation if circumstances so warrant and; (viii) to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof. You are advised to see the College website for all such matters/changes in Terms and Conditions.
- The decision of the Competent Authority will be final and binding and shall be put up on the college website and public notice board accordingly.

M.S. Vah
Principal

A.O.

Consultant

S.O. (AVCS)

Dealing Assistant

Technical Bid

Please Note: Organization has to Furnish Information/Attach all documents (without complete information and documents, Tender will be rejected). Clarification, may be sought through Email: info@drbrambedkarcollege.ac.in

| | |
|-----|---|
| 1. | (1) Name of the Proprietor:..... (2) Mobile No. (i); (ii).....; Email..... (3) Address..... |
| 2. | Name of the responsible Person/Manager of the office:..... Telephone No.: (Office).....; (Residential):..... |
| 3. | Office Address of the Firm:..... Telephone No:.....; Email:..... Empanelment with GNCTD No:..... Empanelment with Central Govt. No:..... |
| 4. | Number of Clients served during the last 2 years:..... Telephone No of Clients 1:.....; Client 2.....; Client 3..... Client Address for which presently working:..... |
| 5. | License from GNCTD:..... |
| 6. | License from NCT, Labour Department:..... |
| 7. | Employees state Insurance (ESI)..... |
| 8. | Employees provident fund (EPF) (Attach photo copy) |
| 9. | PAN No. Registration Certificate:..... (Attach all copies) |
| 10. | CST/VAT/ Excise Duty/TIN/Sales Tax/ Service Tax Registration No:..... (Attach a copy) |
| 11. | Audited accounts statements for last three years are attached: Yes.....; No..... |
| 12. | Detail of Demand Draft (EMD): (Please enclose Demand Draft) D.D. No.:.....; Date:.....; Amount:..... Name of the Bank.....; Branch:..... |
| 13. | Details of the bankers: Name of the A/c Holder:.....; Bank Name:.....; Account No..... IFSC Code:.....; MICR No.....; Branch Name..... Address..... |
| 14. | Copies of last three IT returns:..... |
| 15. | Copies of latest Service Tax/VAT paid:..... |
| 16. | Proof of experience in supplying Taxies to Govt. Deptts/PSUs/Autonomous Bodies:..... |
| 17. | We have examined Terms and Conditions and understood the contents of Tender. We further undertake to abide by those . I/We further promise to supply the items as per the samples examined (in terms of quality, colour, shade, size,/dimension and weight etc. by us and our firm is not blacklisted/ banned /suspended from business dealing with any institution/agency (Government or non-government) |

(Signature)..... Address..... Full Name of the firm

Full Name Organization's & Stamp.....



Financial Bid

**For providing Manpower to the Dr. Bhim Rao Ambedkar College (University of Delhi),
Yamuna Vihar Delhi-110094**

1) Name of tendering Company/Firm/Agency _____

2) Details of Earnest Deposit: Rs. 14,000/-
(Please attach DD with Technical Bids) DD/PO No. & Date.....
.....
Name of the Bank & Branch.....
.....

3) Rate per person per month (8 hours excluding ½ hr. lunch) is Rs.....

4) Monthly wage Rate (Not less than minimum wages as per Delhi University Notification for contract employees. Rs.....P.M.

| Sr. No. | Component of Rate | Amount per month in Rupees |
|---------|---|----------------------------|
| 1. | (i) Gross amount per employee for 6 days/8hrs to be charges from the college (ii) Service tax@.....; Amount Rs..... Agency Charges@.....; Amount Rs Other, if any.....; Amount Rs | |
| 2. | (i) Net carry home amount to be paid by you to the worker: (ii) Other details of other statutory deductions/dues to be paid: EPF@:.....; Rs..... ESI@:.....; Rs. Bonus@:.....; Rs. Others, if any.....; Rs. Total:.....; Rs..... | |

(Signature)..... Full Name Full Name of the firm

Firm's Address..... Organization's & Stamp.....

Signature

TERMS AND CONDITIONS

- 1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for the category.
- 2) 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 the College.
- 3) The Service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- 4) The service Provider shall withdraw such employees who are not found suitable by the college for any reasons immediately on receipt of such a request form the College.
- 5) The service provider shall engage necessary persons as required by this College from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month through ECS and provide a proof of doing so to the College. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master & Servant relationship between the employees of the service provider and this College and further that the said persons of the service provider shall not claim any absorption in the College on any ground whatsoever.
- 6) The service provider's personnels shall not claim any benefit/ compensation/absorption/regularization of services from/in this College under the provision of Industrial Disputes Act., 1947 of Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the College.
- 7) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.
- 8) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this College. The service provider shall be responsible for any act of indiscipline on the part persons deployed by the Agency.
- 9) That the persons deputed shall not be below the age of 19 years and they shall not interfere with the duties of the employees of the College.
- 10) The College may require the service provider to remove from the office, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct or due to any other reason whatsoever, the service provider shall forthwith comply with such direction and shall replace such person immediately.
- 11) The service provider has to provide Photo Identity Cards to the persons deployed by them for carrying out the work. These card are to be constantly displayed by their persons & their loss reported immediately.
- 12) The service provider shall ensure proper conduct of their persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
- 13) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- 14) That the 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 Act, ESI Act, etc. and the College shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the College, on monthly basis, along with bill submitted by them.
- 15) The service provider will submit the bill, in triplicate in respect of a particular month in the first week of the next month along-with copies of receipts towards EPF/ESI deposition for the previous month and copies of attendance register(s). The payment will be released by the 2nd week of the following month after deduction of taxes deductible at source under the laws in force.
- 16) Payment to the service provider would be strictly on certification by the officer with whom the person deployed is attached that his services were satisfactory and his attendance certified as per the bill

Handwritten signature in blue ink, with the date 28/8/17 written below it.

preferred by the service provider.

- 17) No wage/remuneration will be paid to any person for the days of absence from duty.
- 18) The service provider will have to provide the required number of additional persons for a shorter period also, in case of any exigencies as per the requirement of this College.
- 19) The service provider shall provide 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.
- 20) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger form College to the service provider shall be acknowledged immediately on receipt, on the same day. The Service provider shall strictly observe the instructions issued by the College in fulfillment of the contract from time to time.
- 21) This College shall not be liable for any loss, damage, theft, burglary or robbery or any personal belongings, equipment of vehicles of the personnel of the service provider.
- 22) That the agency on its part and through its own resources shall ensure that the foods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees, etc. If the College suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the College for the same. The agency shall keep the College fully indemnified against any such loss or damage.
- 23) The College 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.
- 24) The successful bidder shall furnish a Security Deposit equivalent to Rs.50,000/- (Fifty thousand only) in the form of an account payee demand draft drawn in favour of the "The Principal, BRAC payable at New Delhi/Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank, in an acceptable form, safeguarding the interest of the College in all respects. The security deposit shall remain valid for a period of sixty 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 the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the College of 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.
- 25) The successful bidder will enter into an agreement with this College for supply of suitable and qualified manpower as per requirement of this College on these terms and conditions. The agreement will be valid for a period of twelve months from the date of contract and shall continue to be in force in the same manner, unless terminated in writing. The contract/agreement is further extendable subject to satisfactory performance of the agency with such amendments as mutually agreed upon.
- 26) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this College.
- 27) However, the agreement can be terminated by either party by giving one month's notice in advance. If the 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 agency from the College shall be forfeited by the College.
- 28) That on the expiry of the agreement as mentioned above, the 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 agency, it shall be the entire responsibility of the agency to pay and settle the same as per rules.
- 29) The services provider shall provide services with requisite Professional efficiency and effectiveness.
- 30) The services provider shall not allow any unauthorized person without permission of the Principal.
- 31) Any dispute arising out of the agreement shall be amicably settled failing which, will be referred to an Arbitrator mutually agreed upon and his word shall be final and binding on both the parties.
- 32) In the event, if any dispute arises touching any the clauses of the agreement, the matter will be referred to the Principal, Dr. BRAC whose decision shall be binding on both the parties.
- 33) The Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of the performance security deposit as well as the termination of their contract and getting the work done through some outside agency at their cost and risk, during the remaining period of contract.

(Signature)..... Full Name Full Name of the firm

Firm's Address..... Organization's & Stamp.....

