



PALAMURU UNIVERSITY :: MAHABUBNAGAR :: 509 001

Tender Notice No.78/Admn./PU/2022, Dated: 14-06-2022.

TENDER NOTICE

Sealed Tenders are invited from registered Service Providers / Agencies / Firms for the following category of services: -

- 1. Security Services**
- 2. House Keeping Services**
- 3. Gardening (Maintenance)**
- 4. Sanitation Maintenance**

Interested Agencies holding license with updated registration and all statutory licenses, submit their sealed tenders on or before **02-07-2022 up to 03.00 p.m.** to the Registrar, Palamuru University, Mahabubnagar. For Terms and Conditions, please visit University website www.palamuruuniversity.ac.in

The Technical Bids & Financial Bids should be kept in two separate envelopes super-scribing **“TECHNICAL BID”** & **“FINANCIAL BID”**

**Sd/-
Registrar**

Tender Notice

Tender Notice No.78/Admn./PU/2022, Dated: 14-06-2022.

Sealed Tenders are invited in the prescribed formats from the interested Registered Service Provider / Agency / Firm for providing Manpower Services to Palamuru University, Mahabubnagar in the following categories: -

- 1. Security Services**
- 2. House Keeping Services**
- 3. Gardening (Maintenance)**
- 4. Sanitation Maintenance**

The interested Out-Sourcing Agencies holding license with updated registration can submit their tenders along with the demand draft for **Rs. 3,000/- (Rupees three thousand only) drawn in favour of the Registrar, Palamuru University, Mahabubnagar, towards Tender Form cost separately for each of the above listed outsourcing works.** The sealed tenders must reach the Office of the Registrar, Palamuru University on or before dated: **02-07-2022 by 3.00 PM.** The Application Form and further details can be downloaded from the University website www.palamuruuniversity.ac.in The Tenders will be opened on **04-07-2022 at 11.30 am** in the premises of Administrative Building, Palamuru University, Mahabubnagar in the presence of Tenderers or their authorized representatives.

The selected agency shall execute an agreement with the Registrar, Palamuru University and also as per Terms and Conditions.

I. REQUIREMENT FOR TECHNICAL BID:

1. That the Service Provider / Agency / Firm is duly registered with all Statutory Bodies.
2. Work experience of the Service Provider / Agency / Firm of providing manpower in other PSUs/Universities/Departments of Government of Telangana during the last Two years. Copies of job orders and particulars of contract offer in the concerned Departments may please be enclosed (for the purpose of verification).
3. The bidder should also attach copy of GST registration certificate.
4. The bidder should submit the latest income tax returns (ITR) for the last 2 Financial years (2019-20 & 2020-21).
5. The period of contract will be initially for 1 year extendable for one more year depending upon the satisfactory completion of the services rendered.

II. ESSENTIAL REQUIREMENTS:

1. That the Service Providers / Agencies / Firms should be registered with all Statutory Bodies, i.e, ESI Act, for GST and EPF Act and a copy of the registration may be submitted along with the tender. The Agency should provide an undertaking that they shall comply with all relevant statutory norms.
2. The Service Providers / Agencies / Firms should have a minimum of 3 (Three) years' experience in supplying manpower. Preferably to Central/State Government Departments / Universities.
3. The Service Providers / Agencies / Firms should submit all its copies of registrations like PF, ESI, Labour Registration, PAN, GST Registration Number and along with tender documents.
4. Earnest Money Deposit (EMD), drawn separately in favour of the **Registrar, Palamuru University**, be submitted along with the Tender Form for each following category of services: -
 1. Security Services - Rs. 2,00,000/- (Rupees Two Lakh Only)
 2. House Keeping - Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only)
 3. Gardening (Maintenance)- Rs. 50,000/- (Rupees Fifty Thousand Only)
 4. Sanitation - Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only)

III. UNDERTAKING/ACCEPTANCE FOR THE FOLLOWING:-

1. All the Statutory/Legal liabilities will be handled by Service Providers / Agencies / Firms only and Palamuru University will not be liable for the same in any circumstances.
2. Break-up of monthly payment details for each category of outsourced staff together with service charges be submitted with the monthly bills at the Palamuru University Office for admitting the claims.
3. The Service Providers / Agencies / Firms will supply manpower of the specified standards only (in terms of qualifications and skill requirements) for each category of manpower.
4. The Service Providers / Agencies / Firms selected for awarding the job will be required to deposit an interest free security deposit equivalent to the amounts mentioned for the services mentioned at para no. II (4) above.
5. Replacements of manpower as and when sought by the Palamuru University, Mahabubnagar will have to be provided by the Service Providers / Agencies / Firms in accordance with the quality norms mentioned above.

6. The job contract will be awarded initially for a period of **one year**. It is extendable for another one year based on satisfactory performance of the manpower of the Service Providers / Agencies / Firms.
7. The Service Providers / Agencies / Firms shall be responsible for getting the character and antecedents of the persons be verified from the Police Authorities before deploying any person to work and that person should be free from any communicable diseases.
8. Any violation of these Terms and Conditions will lead to termination of the contract duly forfeiting the security deposit besides blacklisting of Service Providers / Agencies / Firms for future jobs.
9. Any Legal disputes arising out of the job contract will be settled in the Jurisdiction of Hyderabad & Mahabubnagar only.

For any queries or more information may contact the Office between 11.00 am to 4.00 pm on all working days in person.

IV. 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 each category. In respect of Security Services, the security staff deputed should be between the ages of 25 years to 50 years. A copy of the age proof of the security guard should be provided to University before deployment.
2. The persons supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider will got verified by the service provider before their deployment after investigation by the local police collecting proofs or identify like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Palamuru University. The service provider 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.
3. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Palamuru University.

4. 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. The service provider shall ensure proper conduct of these persons in Office premises and enforce prohibition of consumption of alcoholic drinks, paan / gutka, smoking, loitering without work.
5. The transportation, food, medical and other Statutory/Legal requirements in respect of each personnel of the service provider shall be responsibility of the service provider.
6. There should be no over-writings in the quotations/ financial bids. Otherwise the quotation/financial are liable to be rejected.
7. The man-power employed by the agency should work as per the working days and timings of Palamuru University. No Extra wages will be paid for attending the Office on weekends/holidays/late sitting. The normal Office working hours shall be ranging from 9.00 am to 5.30 pm.
8. The agency must submit its bill to the Palamuru University, Mahabubnagar latest by 5th day of each month along with the proof of the required documents in respect of the deployed man-power. The payment will be made only on completion of the term and conditions of the agreement. The agency shall be solely liable for any violation of provisions of the said acts or any other act.
9. The Service Providers / Agencies / Firms shall be responsible for timely compliance of the obligations under various laws and Acts, namely EPF Acts, ESIC Act, Workman Compensation Act, Income Tax and GST etc., or under any other statutory requirements as applicable to Telangana State and amended from time to time in respect of the manpower deployed and also to present the documents as and when required or asked for by the Palamuru university, Mahabubnagar. The Service Providers / Agencies / Firms shall be the Principal Employer of the workman and any other staff to be deployed by him/her in the Office of the Registrar, Palamuru University, Mahabubnagar and in no case there shall be relationship of Employer and Employee between the Palamuru University, Mahabubnagar and the said man-power.
10. The manpower employed by the Agency shall have no rights, what so ever for any appointment in the Palamuru University in Temporary/Adhoc/Daily Wages/Regular vacancy on the basis of their work in Palamuru University.
11. In case of any other person so deployed by the Service Providers / Agencies / Firms does not come up to the mark in terms of general discipline or does not perform her/his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of Registrar, Palamuru University shall immediately withdraw such person(s) from the premises of the Registrar, Palamuru University, Mahabubnagar.

12. The Service Providers / Agencies / Firms shall keep the Registrar, Palamuru University indemnified against all the claims whatsoever in respect of the employees deployed in Palamuru University, Mahabubnagar at VARIOUS POINT OF TIME. In case any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be sole responsibility of Agency to contest the same at appropriate forum(s).
13. In case, the Registrar, Palamuru University, Mahabubnagar, is made a party and is supposed to contest the case, the actual expenditure incurred by the Registrar, Palamuru University, will be reimbursed by the agency to the Registrar, Palamuru University.
14. The deduction of Income Tax from the bills of the Service Providers / Agencies / Firms will be made at source under section 194(c) of the Income Tax Act, 1962 at the rate as applicable from time to time.
- (a)** GST will be applicable on bills as per the Govt. rates from time to time.
- (b)** The University shall deduct 2% GST from the bills of the agency and will be credited to the GST Authorities. The Agency / Contractor / Firm is responsible for payment of remaining GST as applicable to the Govt.
15. In case of unsatisfactory services rendered by the Service Providers / Agencies / Firms, the Registrar, Palamuru University, reserves the right to terminate the contract even during the continuance of the contract and no payment will be made after that. However, an opportunity shall be provided to Agency / Contractor / Firm, to clarify the position.
- If any, accident occurs with any worker of the Agency / Contractor / Firm while doing his / her job, the Registrar, Palamuru University will not be liable in any way and the sole responsibility will be of the Agency / Contractor / Firm.
18. The Agency / Contractor / Firm shall abide by the terms & conditions strictly.
19. The PAN/ GST Number of the firm may be indicated. The quotations of the firms who do not have PAN /GST will NOT BE CONSIDERED.
20. The Agency / Contractor / Firm shall submit the monthly bill on 5th of every month along with attendance sheet, statutory deductions and usual taxes paid if any. The payment will be made after completion of one month only and not in advance. However, the Agency shall pay the wages to its staff on the last day of a month.
21. The Agency / Contractor / Firm should attach a copy of the Work Contract Registration Certificate required under the provisions of the T.S Sales Tax / Work Contract Act.

22. The Agency / Contractor / Firm should also attach a copy of GST Registration Certificate.
23. The Agency / Contractor / Firm should submit the latest Income Tax Clearance Certificate & Sales Tax Clearance Certificate and Balance Sheet for the last two years.
24. The qualified and suitable Candidates to be provided by the Agency / Contractor / Firm will be screened by the Palamuru University Committee and on satisfaction of the Committee only, will be allowed to join Palamuru University. In case of non-satisfactory of the standards of the candidates, the Agency / Contractor / Firm would be liable to provide alternate candidates. If more than 50% candidates are rejected by this process, then the contract of the Agency / Contractor / Firm, will be cancelled. Therefore, the selected Agency / Contractor / Firm is advised to ensure quality of service in the first instance itself, so as to avoid such eventuality.
25. The Service Providers / Agencies / Firms should have a past experience of providing minimum Five (5) vehicles on hire to reputed organizations (Government / Government undertaking / Autonomous body). A performance report from the concerned offices may also be enclosed with the Technical Bid.
26. While submitting the bill, the service provider will submit the following certificates / copies of documents: -
1. Certificate to the effect that all wages for previous month have been disbursed in full to the outsourcing personnel provided to Palamuru University.
 2. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF, GST with the concerned Departments/ Office, for each individual of previous month.
27. Unless the documents indicated at Sl.No.23 & 25 are received, the payment for the services provided by the Service Providers / Agencies / Firms shall not be made.

COMMON APPLICATION FORM FOR ALL SERVICES CUM TECHNICAL BID

1	Name of the Agency / Contractor / Firm.	::	
2	Address of Agency / Contractor / Firm & Contact Number, E-mail ID	::	
3	Year of the Establishment (Enclose Proof)	::	
4	Trade Registration Number	::	
5	Establishment Registration (SSI No.) (Enclose copy)	::	
6	G. S. T. No.(Enclose Copy)	::	
7	PAN No. (Enclose copy)	::	
8	PF Registration (Enclose copy)	::	
9	ESI Registration No. (Enclose of Photo copy)	::	
10	Income Tax Clearance Certificate (Enclose copy)	::	

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11	Certificate copy of Financial Status (Bank Statement)	::	
12	Certified Audit copy by CA for Last 2 years Balance Sheet	::	
13	Clientele list : Govt./Semi Govt. Public Sector / Autonomous Bodies enclose copy proof	::	
14	Details of application fee	::	DD No. _____ Date: _____ for Rs.3.000/- drawn in favour of Registrar, Palamuru University, Mahabubnagar.
15	Details of Earnest Money Deposit of	::	DD No. _____ Date: _____ Rs. _____/- drawn in favour of Registrar, Palamuru University, Mahabubnagar.

Date:

Place:

(Signature of Authorized person)

Name:

Designation:

Office Address:

Contact No:

(Office Seal)

DECLARATION

I hereby certify that information furnished in the above Tender is true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect at any stage, my tender shall liable to be cancelled/terminated without any notice or compensation in lieu thereof.

Signature with seal

Experience of the firm (minimum of 3 years):

Sl. No	Name of client	Contact person & Mobile no.	From	To	Duration	Type of Labour deployed	No. of Labour deployed
1							
2							
3							
4							
5							

If necessary a separate detailed chart may be enclosed.

FINANCIAL BID

1. SECURITY SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl. No.	Details	Wages for each Security Guard in Rs.	Remarks
1	Wages		
2	Employer's share EPF 13%		
3	Employer's Share (ESI) 3.25%		
4	GST as applicable		
5	Service Charges		
Total Amount			
Rs. _____ (Rupees _____ only) per each Security Guard including all statutory taxes			

Note:-

1. The Bidder should quote wages per person per month in figures and works inclusive of monthly wage, EPF, ESI, Service Charge, GST etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder: _____

Signature of the bidder
along with seal

FINANCIAL BID

2. HOUSE KEEPING SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl. No.	Providing of Housekeeping services in the following areas	Approximate Area in Sft.	Rate per Sft per month Rs.	Total (3 x 4) Rs.
1	2	3	4	5
1	Administrative Block	18,000		
2	Academic Block	8,000		
3	Health Centre	2,000		
4	Library Building	8,000		
5	College of Pharmacy	20,000		
6	University PG College (Ground Floor, 1 st Floor & 2 nd Floor)	20,000		
7	Science Block	20,000		
8	Boys Hostels	20,000		
9	Girls Hostel	25,000		
10	Girls Hostel Annex Building	6,000		
11	Vice-Chancellor's Residence	5,000		
12	University Guest House	6,000		
13	New Examination Branch	30,000		
14	Sports Complex	15,000		
15	New Pharmacy Boys Hostel -I	9,000		
16	New Pharmacy Boys Hostel -II	9,000		
17	CC Roads Main gate to University College & upto Pharmacy Building, Central Library	Will be measured separately		
Total		2,14,000		
i. Rate per Sft. Rs. _____ (Rupees in words _____)				
ii. Tenderers are requested to quote Rate for SFT. Extract area of cleaning will be declared at the time of awarding the Contract.				

Note:-

1. The above mentioned building measurements are tentative and University has right to restrict / increase the plinth area, as per requirement.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
The agency shall be responsible for cleaning of the entire area as above.
4. It is the responsibility of the agency to estimate the accurate requirement of staff on day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the house keeping.
The agency should take in to consideration the area, material and manpower while quoting the price lump sum for each sq.ft.
6. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Signature of the bidder

Name of the bidder: _____

along with seal

FINANCIAL BID
3. GARDENING SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl.No.	Providing Gardening services at following areas:	Area in Sq. Mtrs.	Rate per Sq. Mtr. per month Rs	Total (3 x 4) Rs.
1	2	3	4	5
1	Administrative Block	Approximately total 2,500 Sq. Mtrs.		
2	Acad. Block			
3	Library Building			
4	College of Pharmacy			
5	University College			
6	Boys Hostels			
7	Girls Hostels			
8	Land scaping from MAIN Gate to Pharmacy colleges			
i. Rate per Sq.Mtr. per month Rs. _____ (Rupees in words _____) (inclusive of all taxes, duties and cost of consumables')				

Note:-

1. The above mentioned landscape area are tentative and University has right to restrict / increase the area, as per requirement.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The agency shall be responsible for monitoring of gardens for the entire area as above.
4. It is the responsibility of the agency to estimate the accurate requirement of staff on day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the Gardens.
5. The agency should take in to consideration the area, material and manpower while quoting the price lumpsum for each campus.
6. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder: _____

Signature of the bidder
along with seal

FINANCIAL BID

4. SANITATION SERVICES

The bidder shall fill the required columns of Financial Bid:

Sl. No	Providing of Sanitation services in the following Buildings	Approximate Units																			
		Toilets/ WCs	Urinals	Bath rooms	Long Wash Basins	Small Wash Basins															
1	Administrative Block	<p>Approximately total 350 Units</p> <p><u>Unit comprising of:</u></p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td> <td style="width: 70%;">One Toilet</td> <td style="width: 25%;">One Unit</td> </tr> <tr> <td>2</td> <td>Two Bath Rooms</td> <td>One Unit</td> </tr> <tr> <td>3</td> <td>Three Long Wash Basins</td> <td>One Unit</td> </tr> <tr> <td>4</td> <td>Three Urinals</td> <td>One Unit</td> </tr> <tr> <td>5</td> <td>Four Small Wash Basins</td> <td>One unit</td> </tr> </table> <p>* <i>Branded consumables and materials shall be provided by the Tenderer / Service provider.</i></p>					1	One Toilet	One Unit	2	Two Bath Rooms	One Unit	3	Three Long Wash Basins	One Unit	4	Three Urinals	One Unit	5	Four Small Wash Basins	One unit
1	One Toilet						One Unit														
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6	University College																				
7	Science Block																				
8	Boys Hostels																				
9	Girls Hostels																				
10	Corridors																				
11	Open Areas																				
12	Vice-Chancellor's Residence																				
13	University Guest House																				
14	Examination Branch																				
15	Sports Complex																				
<p>i. Rate per unit: Rs. _____ (Rupees in words _____)</p> <p>(inclusive of all taxes, duties and cost of consumables')</p>																					

Note:-

1. The above mentioned building units are tentative and University has right to restrict / increase the units, as per requirement.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. The agency shall be responsible for cleaning of the entire area as above.
4. It is the responsibility of the agency to estimate the accurate requirement of staff on day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the Sanitation services.
5. The agency should take into consideration the material and manpower while quoting the price lumpsum for each Unit.
6. The Service charges should not be less than the applicable rates of TDS and Education Cess under Section of IT 194C, there on to be deducted by the Palamuru University, Mahabubnagar from the bills payable.

Name of the bidder: _____

**Signature of the bidder
along with seal**