

# **Raja Mansingh Tomar Music & Arts University**

**“Swarang Parisar” Needam Road, Naka Chandravadni Chouraha, Lashkar Gwalior (M.P) 474002**

**PH-0751-2452650**

**No./Adm/2017/**

**Date:- 12-05-2017**

## **Tender Notice For Service Provider**

Raja Mansingh Tomar Music & Arts University, Gwalior invites sealed Tenders from reputed manpower agencies for.

### **High Skilled/Skilled/Unskilled Manpower & Security Personnel**

Number of Manpower may increase or decrease as per the actual requirement. Tender form and details are available on university Website:- [www.rmtmusicandartsuniversity.com](http://www.rmtmusicandartsuniversity.com) which may be downloaded. No separate tenders form will be issued.

The Tender form completed in all respects (Sealed) should reach by speed post to the Registrar, Raja Mansingh Tomar Music & Arts University, Gwalior latest by **Dated 29-05-2017**. Delivery by hand will not be accepted.

**Registrar**

**TENDER  
FOR  
HIGH SKILLED/SKILLED/UNSKILLED  
MANPOWER  
AND SECURITY PERSONNEL**

**RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY, GWALIOR**

**WEBSITE :**

([www.rmtmusicandartsuniversity.com](http://www.rmtmusicandartsuniversity.com))

**REGISTRAR, RAJA MANSINGH TOMAR MUSIC & ARTS  
UNIVERSITY, GWALIOR**

“Swarang Parisar, Needam Road, Naka Chandravadni Chauraha,  
Lashkar Gwalior (M.P.)- 474002”



## RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY

“Swarang Parisar, Needam Road, Naka Chandravadni Chauraha,  
Lashkar Gwalior (M.P.)- 474002”

**Date:- .....**

### **TENDER NOTICE**

Raja Mansingh Tomar Music & Arts Gwalior, invites sealed Tenders from the Reputed Manpower Agencies for outsourcing of High skilled, Skilled/unskilled and security personnel manpower on Contract basis. Number of Manpower may increase or decrease as per the actual requirement. The tender document may be downloaded from the university website [www.rmtmusicandartsuniversity.com](http://www.rmtmusicandartsuniversity.com). The tender document cost Rs. 1000/- and the Earnest money deposit Rs 100000 (One lac) should be deposited in the form of demand draft/banker's cheque separately in favour of the Registrar, Raja Mansingh Tomar Music & Arts university, Gwalior till- **Dated 29-05-2017** payable at Gwalior. for detailed terms and conditions, visit Website [www.rmtmusicandartsuniversity.com](http://www.rmtmusicandartsuniversity.com) cost of tender document, if downloaded from the website to be deposited as a separate DD along with the tender, failing which tender will be rejected.

The tender form completed in all respects (sealed) should reach by regd. post/by speed post to the Registrar, Raja Mansingh Tomar Music & Arts University, Gwalior latest by **dated- 29-05-2017 at 5.00 pm** and by hand delivery will not be accepted. Tender will be opened on the next working day at 3.00 pm. On the outer envelope “TENDER DOCUMENT” must be mentioned.

Tenders received late or without EMD and tender document cost or incomplete in any respect will not be considered. The university reserves all the rights to reject any or all the tenders without assigning any reason thereof.

**Registrar**

**RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY, GWALIOR(M.P.)**  
**(To be submitted in Envelope-1)**

**CHECK LIST OF ENCLOSURES**

Please arrange documents in **Envelope-1** for technical bid as per enclosure number given below - (Please write enclosure no. on the cover page of each document with ink)

- Enclosure-1** Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.
- Enclosure-2** Copy of PAN No. issued by Income tax department.
- Enclosure-3** Copy of Registration Certificate issued by Labour Commissioner Office.
- Enclosure-4** Copy of Registration Certificate issued by EPF Commissioner.
- Enclosure-5** Copy of Registration Certificate issued by ESIC Office.
- Enclosure-6** Copy of Service Tax Registration .
- Enclosure-7** Copy of Registration Certificate issued under MP Shops and Establishments Act or other applicable Act.
- Enclosure-8** Copy of Registration Certificate issued by Competent Authority under the Private Security Agency Regulation Act 2005.
- Enclosure-9** Copy of Audited Balance Sheet along with Audit Report of the firm for the last two financial years 2014-15, 2015-16 .
- Enclosure-10** Copy of Income Tax Return of the firm for the last two financial years 2014-15 & 2015-16.
- Enclosure-11** Copies of work orders for proving the experience of two calendar years 2014-15, 2015-16 and the last year 2016 in providing manpower services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices/Undertakings.
- Enclosure-12** Copies of the work orders , Proof of EPF and ESIC contribution made, proof of Service Tax submission along with list of atleast 50 manpower personnel in total for minimum two running contracts presently in calendar year 2016 in providing security services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices/Undertakings.
- Enclosure-13** Proforma 1
- Enclosure-14** Declaration

**Signature of Tenderer with Seal**

**(TECHNICAL BID FORM)**  
**RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY, GWALIOR (M.P)**  
**(Format for submission of the tender on letter head of the Agency)**

To,  
**The Registrar,**  
Raja Mansingh Tomar Music & Arts university  
Gwalior (M.P)

Sub :- Tender for outsourcing of High skilled, Skilled /unskilled Manpower and security  
personnal on contract basis.

Sir,

In response to the tender notice published in..... on  
.....I had purchased tender no.....  
from your Raja Mansingh Tomar Music & Arts university, Gwalior.

I am sending herewith my tender documents in a sealed cover along with the following  
documents:

1. Name of the Agency\_\_\_\_\_
2. Office Address\_\_\_\_\_
3. Tel./mob. No.\_\_\_\_\_
4. E-mail Address\_\_\_\_\_
5. Crossed Bank Pay Order no.(DD No.)\_\_\_\_\_ dated \_\_\_\_\_ for Rs.....
6. Tender cost of Rs..... If downloaded from the website payorder/DD no.....
7. Photocopy of EPF registration\_\_\_\_\_
8. Photocopy of ESI registration\_\_\_\_\_
9. Photocopy of Pan card\_\_\_\_\_
10. Photocopy of Registration of Service Tax \_\_\_\_\_
11. Photocopy of Shop Establishment Registration No\_\_\_\_\_
12. Photocopy of income Tax Returns for last two year\_\_\_\_\_
13. Balance Sheet of last two years duly certified by a chartered Accountant\_\_\_\_\_
14. List of clients (Govt./Semi govt./Autonomous body) along with proof\_\_\_\_\_
15. Annual turn over of the firm for the year 2014-15, 2015-16
16. Details of experience of last two calendar year in providing spilled man.  
I here by accept all the terms and conditions laid down in the tender form.

**Date:**\_\_\_\_\_

**Encl: As above**

**Authorized signatory**  
**(Name in Block Letters)**  
**Signature of the Tender**  
**(Seal & sign of the Tender)**

Power to govt educational & training institutions govt / public undertaken ( please enclosed order)

Details of experience of two calender year 2014-15 & 2015-16 and the year 2016 in providing manpower services to Govt. Educational and Training Institutions. Govt. Hospitals and Govt. Offices/undertaking:  
(Please enclose work order)

<b>Year</b>	<b>No.</b>	<b>Name of the offices</b>	<b>Work order in enclosed</b>
2014-15	1		YES/No
	2		YES/No
	3		YES/No
	4		YES/No
	5		YES/No
2015-16	1		YES/No
	2		YES/No
	3		YES/No
	4		YES/No
	5		YES/No

**Signature of Tenderer with Seal**

**Details of minimum two running contracts presently in calendar year 2015 in providing Manpower to Govt. Educational and Training Institution, Govt. Hospitals and Govt. offices/undertaking having engaged atleast 50 Manpower in total (Please enclose copy of work order, proof of EPF and ESIC contribution made and service Tax submission proof along with list of atleast 50 Manpower)**

<b>Year</b>	<b>Name of the office</b>	<b>No. of security personnel engaged</b>	<b>Work order is enclosed</b>	<b>proof of Service Tax submission is enclosed</b>	<b>proof of EPF contributions made enclosed</b>	<b>proof of ESIC contribution made enclosed</b>
<b>2016</b>	<b>1</b>		YES/No	YES/No	YES/No	YES/No
	<b>2</b>		YES/No	YES/No	YES/No	YES/No
	<b>3</b>		YES/No	YES/No	YES/No	YES/No
	<b>4</b>		YES/No	YES/No	YES/No	YES/No
	<b>5</b>		YES/No	YES/No	YES/No	YES/No

I Certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of security work expected from us. The information furnished is true to the best of my knowledge.

**Signature of Tenderer with Seal**

## **RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY GWALIOR (M.P)**

### **Terms & conditions and instructions of the tender are as follows:-**

The Registrar Raja Mansingh Tomar Music & Arts University, Gwalior invites Tender for High Skilled, Skilled/Unskilled and security personnel **Raja Mansingh Tomar Music & Arts university Gwalior (M.P)** The scope of work and General Instructions for submitting Tenderer are given below.

1. The tenderer are for providing the adequate Manpower services for Office work of Skilled/Unskilled security personnel. Required from 9.30 Am to 5.30 pm on Working days and may a also be required on holidays and weekends.
2. **Period :** The contract will be initially for one Financial year (01-04-2017 to 31-03-2018) from the date of taking up the Service of manpower. The period of Contract may be further extended on mutually agreed terms and conditions, provided the requirement of the services from the agency persist at that time or, may be curtailed/terminated at any time before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. The university, however, reserves the right to terminate the contract at any time even before the expiry of the period after giving 10 days notice to the selected service provider.
3. ***Eligibility criteria & Qualification of the service provider***
  - a. The agency must have been registered under the Contractor Labour (Regulation and Abolition) Act, 1970 and have a valid labour License;
  - b. The agency must pay salary to its employees as per the payment of Minimum Wages Act. Copy of acquaintance should be attached along with the bills for claiming payment monthly.
  - c. Must have experience in providing such services earlier atleast to 2 Govt/Semi Govt./Autonomous body. The list of clients for whom the agency is providing similar services may be provided for records and future reference.
4. The Tenderer should accompany with a copy each of the following in a sealed envelope of which one is to be marked has TECHNICAL BID.
5. The Second envelope will be sealed and marked as “Financial Bid” which will contain only financial tender form duly filled in and signed by the tenderer. No other documents would be placed in this envelope.
6. Both these separately sealed envelopes will be placed in a third one (big one) which may be called the container envelope and it will also be sealed and marked as **“TENDERS FOR HIGH Skilled, Skilled/Unskilled Manpower and Security Personnel”**.

**Signature of Tenderer with Seal**



7. The tender complete in all respects should be in a sealed cover and addressed to the Registrar, Raja Mansingh Tomar Music & Arts University, Gwalior and should reach by Speed post latest by **Dated 29-05-2017**. Tenders received after the due date and time due to any reason what so ever including postal delays shall not be considered. By hand delivery will not be accepted. The tender cover must be superscripted **“TENDER FOR SUPPLY OF MANPOWER”**
8. The tender will be opened on **Dated 30-05-2017** on **3.00 PM** at Raja Mansingh Tomar Music & Arts University, Gwalior in presence of the representatives of the agencies. The rates should be quoted only as per format given in Annexure. Conditional bids, tenders without the documents above shall not be considered and will summarily be rejected. No overwriting/cutting is permitted and in such cases the tender will be rejected
9. EMD: An Earnest Money Deposit (EMD) of Rs. 100000/- (One Lakh) in the form of an F.D.R or account payee Draft of any Nationalized Bank in favour of The Registrar Raja Mansingh Tomar Music & Arts University, Gwalior must accompany each tender bid. Bids without the Draft F.D.R for EMD shall be summarily rejected. In case the agency is not selected, the EMD will be refunded without any interest. The EMD of selected agency will be adjusted against the Security Deposit.
10. The agency that has quoted the lowest rate on the basis of “Total charges” in Annexure will be selected; however, the decision of The Registrar Raja Mansingh Tomar Music & Arts University, Gwalior will be final. If the lowest quoted agency does not accept the order, their EMD will be forfeited. The rates quoted should ensure that the personnel deployed for this service contract are paid as per the statutory norms including the wages, as prescribed and the statutory benefits like PF, ESI etc. in Annexure. Rates below minimum wages will not be acceptable.
11. The agency shall –
  - a. Ensure that the persons deployed for the job are reliable and should obtain proper police verification before deployment.
  - b. Ensure that the personnel deployed for this service contract are paid as per the statutory norms including the minimum wages, as prescribed by the Government of M.P. from time to time, and the statutory benefits like PF, ESI etc. Shall be responsible for ensuring satisfactory execution of the job as well as compliance of all statutory requirements/benefits.
  - c. The monthly wages for the month in which the persons deployed should be made in the subsequent month but not later than 7th of each month. Payment will be released after submission of all receipts of all statutory payment i.e. EPF/ESI. Payment will be made on monthly basis. Timely Payment to the engaged manpower will be responsibility of the deployer.
  - d. Ensure that the personnel to be deployed should be a bonafide citizen of India.
  - e. The person deployed should be Graduate for skilled manpower and should be added poss for unskilled or skilled manpower shall with at least two years experience and shall be able to work in computers and similar automations and having a good speed of typing in English & Hindi 40 word per minute. Further the person should have studied computer as a course/either at +2 or graduation level from a reputed institution.

**Signature of Tenderer with Seal**

- f. The agency shall not deploy any person who has not completed eighteen years of age.
- g. The persons deployed in this University will be on the roll of the supplying Agency and have no right for any claim of regular employment in the University;
- h. The service provider has to provide the photo identity cards to the persons employed by him for carrying out the work this card are to be constantly displayed.
- i. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office or incompetence, in proper conduct upon receiving written notice from the office.

**12. Supervision of the services and manpower deployed:**

- a. The Agency will depute one senior person responsible for monitoring the performance and presence of the manpower deployed for the University. The record of attendance of the deployed person will be maintained by the service provider.
- b. The person deployed must be well mannered and loyal and if any time found to be guilty of mis-conduct in any matter, the concerned personnel may be replaced by the agency within 24 hours, and such personal shall not be redeployed for duty again.
- c. The Agency should ensure that the person deployed wear a neat, clean and proper office attire and also maintain discipline & behavior like non-consumption of alcohol and smoking while on duty etc.
- d. The personnel deployed, during the course of their work, shall be privacy to certain official documents and information which they are not supposed to divulge to third parties. Breaching the above shall make the service provider as well as the person concerned liable for penal action under IPC, Cr. P.C. or any other relevant proviso besides, action for breach of contract.
- e. Agency shall be held responsible in case any of the person engaged by them creates unwanted situation, unnecessarily shouts, raises slogans against any officer/person within the office premises or during the period of the job order. This act shall be considered as breach of the job assignment and shall be dealt with as may be deemed fit by the University; Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- f. Agency shall be solely responsible for any loss or damage to University's property while it is in his charge during the period of the job order/ assignment.
- g. In case it is felt by the University that any person engaged by the Agency is not suitable for carrying out the job inside the University premises then the person is to be replaced immediately by the Agency.

**13. The contract is further subjected to the conditions that**

- a. The work shall be carried out properly and of full satisfaction.
- b. Dress code for the Security Personal.
- c. Penalty amount Rs. 5000/- per day may be imposed for any lapse/misconduct.

**Signature of Tenderer with Seal**

- d. The Agency shall have no claim against University in respect of any work withdrawn from them at any point of time during the period of the contract order or reduction in scope of services.
  - e. The Agency shall ensure that no problem pertaining to their employees is passed on to University, fully or, partly in any manner whatsoever.
  - f. University shall not be responsible or pay any claim or damages/ cost other than rates agreed to in the job order/ assignment.
  - g. The agency should not assign or sub-let the contract or any part of it to any other agency. The penalty for non-compliance shall be revoked including forfeiture of the Security Deposit.
  - h. University reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.  
Payment Procedure a. Pre-receipted monthly bills (in triplicate) shall be submitted by the Agency for the services provided in the preceding month after making payment to the deployed staff With PF and ESI details.
14. a. The bills shall be processed and paid within a reasonable time. The bills should be submitted along with proforma/certificates as required by the University, ESI challan, PF account details of the personnel deployed etc.
- b. TDS: TDS at the prescribed rate from time to time would be made from the bills in accordance with the provision of Income Tax Act, 1961.
- c. Agency should supply the attested copies of challans of contribution of provident fund and service tax challans every month.
- d. Any other deductions mandated by the prevailing laws applicable to such contracts would also be made.
15. **SECURITY DEPOSIT:** The Successful Tenderer will have to execute an agreement with the University on Stamp Paper. The Successful Bidder should also furnished a security deposit equivalent to Rs-1,00000/- (One Lakh) The Security Deposit be refunded on expiry/completion of the contract if not continued further. In the event of the agency failing to comply with any provision of the contract the security deposit shall be forfeited by University. No interest shall be payable by the Tribunal on the Security Deposit.
16. **SUMMARY TERMINATION:**
- a. In the event of the agency having been adjudged insolvent or going into liquidation or winding up their business or making arrangements with their creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, the University shall be at liberty to terminate the contract forthwith without prejudice or any other rights or remedies under the contract and to get the work done for the unexpired period of the contract at the risk and cost of the agency and to claim from the agency any resultant loss sustained or costs incurred.

- b. The University shall also have without prejudice to other rights and remedies, the right, in the event of breach by the agency of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the unexpired period of the contract forthwith and to get the work done for the unexpired period of the contract at the risk and cost of the agency and/or forfeit the security deposit or any part thereof for the sum or sums due for any damages, losses, charges, expenses or costs that may be suffered or incurred by the University due to the agency's negligence or unwork-man like performance of any of the services under the contract.
17. **LIABILITY FOR PERSONEL** : All persons employed by the agency shall be engaged by them as their own employees/ workers in all respects and the responsibility under the Indian Factories Act, or the Employee's compensation Act, or any other similar enactments in respect of all such personnel shall be that of the agency. The agency shall only be liable to compensate the all claims whatsoever in respect of the said personnel under the Employees's Compensation Act or any statutory modification thereof, or otherwise for in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workmen or other person whether in employment of the agency or not.
18. **SET OFF** : Any sum of money due and payable to the agency (including security deposit returnable to them) under this contract may be appropriated by the University and set- off against any claim of the University for the payment of any sum of money arising of or under any other contract made by the agency with the University.
19. In any dispute decision of the university will be binding and for all disputes jurisdiction will be Gwalior.

**Date:**  
**Place:**

**Signature of authorized person**  
**Full Name:**  
**Seal**

**RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY, GWALIOR (M.P.)**

**FINANCIAL BID**

(To be submitted in Envelope-2)

Name of the Tenderer : .....

Firm: .....

Address : .....

..... Phone No. : .....

S. No.	Particular	Basic wages (including weekly off) RS	EPF Rs.	ESI Rs.	Service charge Rs.	Service Tax Rs.	Gross Total (3+4+5+6+7) Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	<b>High Skilled</b>						
2.	<b>Skilled Manpower</b>						
3.	<b>Unskilled Manpower</b>						
4.	<b>Semi Skilled</b>						
5.	<b>Security Personnel (30 Days)</b>	<b>Gunman</b>					
		<b>Dandaman</b>					

Gross Total in Words Rs. ....

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of security work expected from us .

**Signature of Tenderer with Seal**

(लिफाफा क्रमांक 1 में समस्त शर्तों संबंधी कागजात प्रस्तुत करने हेतु प्रारूप)

प्रारूप क्रमांक 01

द्वारा:- निविदाकार का नाम व पता

.....  
.....  
.....

प्रति,

महोदय,

समाचार पत्र का नाम..... में.....

दिनांक..... को प्रकाशित निविदा सूचना के संदर्भ में हम वांछित निविदा प्रारूप मेरी/हमारी निविदा बावत् के सुरक्षा कार्य हेतु इसमें वर्णित निर्वन्धनों पर और कार्यालय से अभिप्रात संविदा की शर्तों पर प्रस्तुत करता हूँ/करते है।

- (अ) संस्था का पंजीयन एवं पुलिस विभाग द्वारा जारी मान्यता प्रमाण पत्र।
- (क) 10 लाख रूपय प्रतिवर्ष एवं कम से कम तीन वर्षों का कार्य अनुभव केन्द्र/राज्य के विभाग एवं अर्द्धशासकीय विभागों से संबंधित प्रमाण पत्र। निविदादाता किसी शासकीय/अर्द्धशासकीय विभागों द्वारा ब्लैकलिस्टिट नहीं किया गया हो। (इस संबंध में नोटरी का शपथ पत्र)
- (स) कर्मचारी भविष्य निधि एवं कर्मचारी राज्य बीमा स्वास्थ्य सेवा कार्यालय का पंजीयन क्रमांक।
- (द) आयकर समाषोधन प्रमाण पत्र/पेन नं. संलग्न करना अनिवार्य होगा।
- (फ) सेवाकर पंजीयन प्रमाण पत्र एवं जमा कराने का प्रमाण पत्र।

सहपत्र :- .....

स्थान :- .....

दिनांक :- .....

निविदाकार/आवेदनकर्ता के हस्ताक्षर

## घोषणा-पत्र

1. मैं/हम भारत के नागरिक हूँ/है।
2. मैं/हम भारतीय संविदा अधिनियम के अनुसार संविदा करने के सक्षम हूँ/है।
3. मैं/हम वस्तुओं का असमाधानप्रद प्रदाय करने के कारण मध्यप्रदेश शासन के किसी विभाग द्वारा बहिष्कृत नहीं किया गया हूँ/है।

मैं/हम किसी ऐसे ठेकेदार को जो कि मध्यप्रदेश शासन के किसी विभाग द्वारा बहिष्कृत किया गया हो न तो अभिकर्ता हूँ/है और न ही उसके लिए कार्य करता हूँ/करते है।

स्थान:-.....

दिनांक:-.....

निविदाकार के हस्ताक्षर