



क्रमांक 911 /स्था./रा.मा.तो.वि.वि/2024

ग्वालियर, दिनांक - 03/12/2024

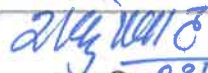
/ई-निविदा आमंत्रण/

राजा मानसिंह तोमर संगीत एवं कला विश्वविद्यालय, ग्वालियर में कुशल/अकुशल एवं सिक्यूरिटी पर्सनल के माध्यम से कार्य कराए जाने हेतु पंजीकृत योग्य प्रदायकर्ताओं/ठेकेदारों से ऑनलाईन टेण्डर ई-प्रोक्योरमेंट सिस्टम के पोर्टल <https://mptenders.gov.in> पर ऑनलाईन निविदा आमंत्रित की जाती है।

| स. क्र. | टेण्डर आई.डी. क्रमांक | कार्य का विवरण | कार्य की अनुमानित लागत राशि रूपये | ऑनलाईन धरोहर राशि रूपये | निविदा प्रपत्र की कीमत रूपये | प्रदाय करने की अवधि |
|---------|-----------------------|---|-----------------------------------|-------------------------|------------------------------|---------------------|
| 1. | 2024_RMTU_385413 | राजा मानसिंह तोमर संगीत एवं कला वि. वि., ग्वालियर में सेवाप्रदाता फर्म द्वारा कुशल/अकुशल एवं सिक्यूरिटी पर्सनल के माध्यम से कार्य कराए जाने बावत् | 80 लाख रु. | 2 लाख रु. | 1000/- | 01 वर्ष |

टीप - निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की बेवसाइट www.rmtmusicandartsuniversity.com पर भी किया जा सकता है।

1. ऑनलाईन टेण्डर परचेज करने की अंतिम दिनांक-26.12.2024 समय 5.00 P.M. तक
2. ऑनलाईन टेण्डर (प्राइज बिड) जमा करने की अंतिम दिनांक- 26.12.2024 समय 5.00 P.M. तक
3. टेक्नीकल बिड खोलने का समय एवं दिनांक-27.12.2024 समय 11.00 A.M. तक
4. निविदा की शेष तिथियों सम्पूर्ण जानकारी, शर्त एवं समस्त संशोधन केवल उपरोक्त दिखाई गई वेबसाइट पर देखी जा सकती है। इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नहीं किया जावेगा।
5. कुशल/अकुशल एवं सिक्यूरिटी पर्सनल की संख्या कम/ज्यादा भी हो सकती है।
6. एक वर्ष के लिए अनुबंधित किया जावेगा।
7. कार्य की निविदा स्वीकृत/अस्वीकृत/निरस्तीकरण या संशोधन के अधिकार कुलसचिव को हैं।


कुलसचिव 03/12/24

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

WEBSITE :

(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”

NOTICE INVITING TENDER DETAILS

| S.No. | Description | |
|-------|---|--|
| 1. | Department name | Raja Man Singh Tomar Music and Arts University ,Gwalior (M.P.) |
| 2. | Tender Number | RMTU/2024/001 |
| 3. | Tender Subject | SKILLED/UNSKILLED MANPOWER AND SECURITY PERSONNEL |
| 4. | Period of Contract | One Year |
| 5. | Form of contract | Schedule Wise |
| 6. | Tender type | Open |
| 7. | Tender category | Service |
| 8. | EMD/Bid Security (INR) (Enclose in separate cover) | 2,00,000 (Two Lakhs) |
| 9. | EMD/Bid security Payable to | Raja Man Singh Tomar Music and Arts University,Gwalior - 474002 (M.P.) EMD has to be paid online through www.mptenders.gov.in |
| 10. | Tender fee (non refundable) | The tender fee to be submitted online through www.mptenders.gov.in paid in the favour of Registrar, Raja Man Singh Tomar Music and Arts University, Gwalior. |
| 11. | Downloading of Tender Documents | www.mptenders.gov.in |
| 12. | Tender Publishing Date | 04-12-2024 (02:00 PM) |
| 13. | Tender Downloading Date | 04-12-2024 (02 :00 PM) |
| 14. | Last date of purchase of online | 26-12-2024(05:00 PM) |

| | | |
|-----|--|---|
| | tender | |
| 15. | Bid Submission Closing Date | 26-12-2024 (05:00 PM) |
| 16. | Submission of E-Bid | www.mptenders.gov.in For delay, University cannot be held responsible. |
| 17. | Technical Specification Bid Opening Date | 27-12-2024 (11:00AM) |
| 18. | Price Bid Opening | www.mptenders.gov.in |
| 19. | Place of Technical Bid Opening | In the Administration Block of Raja Man Singh Tomar Music and Arts University. Gwalior |
| 20. | Officer Inviting Bids/Contact Person | Registrar, Raja Man Singh Tomar Music and Arts University - 474 002, (M.P.) |
| 21. | Eligibility Criterion | As per the tender document (Annexure -02) |
| 22. | Procedure For Bid Submission | e-BID has to be submitted through www.mptenders.gov.in . Documents should be uploaded online on MP Tender portal. |
| 23. | General Terms and Conditions | As per tender document |

Annexure – 01**Schedule of Quantity**

Supply, of SKILLED/UNSKILLED Manpower at Respective Places of Raja Man Singh Tomar University Gwalior (M.P.)

| S.No. | Description of Work | Quantity |
|--------------|---|-----------------|
| 1 | SKILLED MANPOWER AND SECURITY PERSONNEL | 28 |
| 2 | UNSKILLED MANPOWER AND SECURITY PERSONNEL | 16 |
| | Total | 44 |

TENDER FEES (To be submitted online)

| Sr. No. | Description of Service | Tender Fees (Non refundable) |
|----------------|---|-------------------------------------|
| 1. | SKILLED/UNSKILLED and security Manpower | 1,000 (Rs.) |

ELIGIBILITY CRITERIA AND SPECIAL TERMS AND CONDITIONS

| S. No. | Eligibility Criteria |
|--------|--|
| 1. | EMD Should be Submitted online. |
| 2. | Current empanelment with Registrar of Firms/campiness and ISO (Partnership act) |
| 3. | Currently valid license With labour Commissioner minimum 30 person. |
| 4. | Proof of having an established office set-up in Gwalior. |
| 5. | Currently valid registration with the EPF Commissioner. |
| 6. | Copy of Challan and ECR for payment made towards EPF of personnel in the previous one year of submitting the bid. |
| 7. | Certified copies of the list of personal in whose favour the EPF contribution payments made. |
| 8. | Currently valid Registration with ESIC |
| 9. | Copy of Challan for payment made to words ESI of personal the previous one year of submitting the bid. . |
| 10. | Certified copy of the list of personal in whose favour the ESIC contribution payment made duly certified by the security agency. |
| 11. | Currently valid registration of GST. |
| 12. | Copy of challan for payment made to words service tax in the previous one year of submitted the bid with ST-3 (Return) |
| 13. | License under security Reg Act 2005 |
| 14. | C.A. Audited Balance sheet, profit & loss A/C for the years. I.E. 2020-21 and 2021-22, 2022-23 along with. 2.0 crore and more each of the financial year for manpower. |
| 15. | Statements showing the contract assignment undertaken in last 5 years along with the list of personal deployed. |
| 16. | List containing name, Address, EPF,ESI, No. of Employee whose are already working. |
| 17. | List of client organizations during the last five years in VIZ. Government or semi government offices, Public sector organizations. |
| 18. | Experience and performance Letter from the above organizations for manpower supply. |
| 19. | Undertaking to strictly adhere to the terms and conditions of Agreements and this tender documents and authority to cancel the contract fothwith in the event of any breach of contract and to forfeit the security deposit. |
| 20. | AFFIDEVIT ON 100 /- Rs. STAMP PAPER That the firm is not black listed from any Govt. Department and neither debarred from any Department /Authorities should be enclosed.Stamp Paper should be notarized. |
| 21. | Original documents should be shown by Agency at the time of selection. |

Annexure-3**List of Documents to be enclosed**

The following documents should be uploaded along with the bidding form otherwise the tenders are liable to be disqualified.

| S.no. | Technical Criteria | Documents to be provided |
|--------------|--|---|
| 1 | The Bidder should be a legally registered entity in india Registered as Manpower and Security supply Agency since last 5 (Five) years as on the Date of Bid submission. If firm is working in Gwalior than the agency should have Valid shop Act Registration in Gwalior | Copy of Registration/Incorporation certified of the Firm (Proprietor Firm/Partnership firm/Society/Limited Liability Partnership: LLp)/Company incorporated under companies Act, 1956, as applicable). |
| 2. | At least 100 average number of manpower (on the basis of month wise contribution of employee and employer submitted in Format-(d) for the year 2023 (Total manpower figure of 12 Months/12) as on the bid submission. | Month wise contribution of employees and consolidated annual statement in prescribed format under EPF scheme. Contribution YEAR 2023/2024 in Labour welfare Board-Bhopal, M.P.Format-(d) in year 2023 under M.P. Labour welfare Fund Act. 1982 under code. |
| 4. | The firm should have minimum average annual turnover of Rs. 2.0 Crore. (TwoCrore only during last 3 years.) | CA Certificate showing Average Annual Turnover from providing Manpower Supply Services. |
| 5. | Experience of having completed work order/project manpower supplies with any Government Education/ Institution/ University/Agency/Body of MP State Government for at least one year in a single work order, during last five years. | Client's work completion certificate and work order copy and Labourlicense. |
| 6. | Submit ISO 45001:2018, ISO SA 8000 : 2014, ISO 9001:2015 ISO 14001:2015 Certificates. | Certificates Should be uploaded |

Complete documents annexure-2 and annexure-3 should be uploaded.

Date:
Place:

Signature of authorized person
Full Name:
Seal

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

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

The Registrar Raja MansinghTomar Music & Arts University, Gwalior invites Tender for Skilled/Unskilled and SecurityPersonnel **Raja MansinghTomar 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.
2. **Period :** The contract will be initially for one year 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 Tender Bid Conditions.**
 - 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. "Financial Bid" should be uploaded on portal which will contain only financial tender form duly filled in and signed by the tenderer. No other documents would be placed in this financial. It will be necessary to fill more than 3% of the service charge.3% or less will not be accepted.
5. The tender "**FOR SUPPLY OF MANPOWER**" complete in all respects should be uploaded on **www.mptenders.gov.in**.
6. **EMD:** An Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Two Lakh) EMD has to be paid online through **www.mptenders.gov.in**
7. The agency that has quoted the lowest rate on the basis of "Total charges" will be selected; however, the decision of The Registrar Raja MansinghTomar 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 EPF, ESI etc. Rates below minimum wages will not be acceptable. The Bidder should also upload an undertaking on Rs 500/- stamp paper with Notary that the information given and the certificates uploaded are true and the bidder will provide the service in proper manner and there will not be any deviation in offered service. The hard copy of the same must reach to The Registrar Raja MansinghTomar Music & Arts University, Gwalior

before Bid end date and acknowledgement of same should be uploaded at the time of Bid submission.

8. 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 EPF, 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. A performance test may be conducted before deployment of the person by the agency.
 - 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.

9. 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 as well as the institution.
- 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.

10. 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. 1000/- per day may be imposed for any lapse/misconduct.
 - 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 :- 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.
- 11.
- a. The bills shall be processed and paid within a reasonable time. The bills should be submitted alongwith proforma/certificates as required by the University, ESI challan, EPF 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.
12. **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-2,00,000/- (Two 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.
13. **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 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.
14. **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.
15. **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.

16. Offer of service charge demanded by the service provider agency should be regulated according to the instructions of Govt. of India Ministry of Commerce & industry (GA Section) Om no. 31/14/1000/2014/GA Dt 17-09-2014.
17. In any dispute decision of the university will be binding and for all disputes jurisdiction will be Gwalior.
18. Agency should be prevailing under the following act.
 1. Minimum Wages Act 1948.
 2. Contributory P.F. & Misellaneous provision Act 1952.
 3. Factories Act & M.P. Rules 1948.
 4. contract labour {Regulation & Abolition policies 1970}
 5. payment of Wages Act 1936.
 6. Workman compensation Act 1923. & any other rules.
 7. Provision of G.S.T.

Date:
Place:

Signature of authorized person
Full Name:
Seal