

# राष्ट्रीयसंस्कृतविश्वविद्यालय,तिरुपति (एनएसयूटी)

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI (NSUT)

Tender Document (Two Bid System)

"TENDER FOR MANPOWER OUTSOURCING  
SERVICES

(Housekeeping, Hostel, Mess, Technical and other Staff)"

Tender Enquiry No: NSUT/Estt./Manpower/2024-2025/01

Tender published at Website:

<https://nsktu.ac.in>

  
26/1/2024

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## TENDER NOTICE

Tender Document No: NSUT/Estt./Manpower/2024-2025/01

dated 26.06.2024

### TENDER FOR MANPOWER OUTSOURCING SERVICES (Housekeeping, Hostel, Mess, Technical and Other Staff)

National Sanskrit University (NSU), Tirupati is a Central University established by an Act of Parliament in the year 2020.

Registrar, NSU, Tirupati invites bids (in two bid systems) for manpower outsourcing services on contract basis. The Tender Document can be downloaded from the website of the National Sanskrit University, Tirupati <https://www.nsktu.ac.in> and completed bid is to be dropped physically in the box provided for this purpose in the office of the Registrar, up to the last date and time of submission of tender.

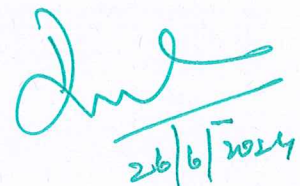
#### Important Dates of Tender

S. No.	Particulars	Date	Time
1	Date of Publication / Download of Tender	26/06/2024	11:00 hrs.
2	Pre-Bid Meeting	08/07/2024	11.00 hrs
3	Bid Submission Closing Date	18/07/2024	11:00 hrs.
4	Opening of Technical Bids	18/07/2024	11:30 hrs.

#### Pre-Bid Meeting

A Pre-bid meeting will be held in the Council's meeting hall on 08/07/2024 from 11:00 AM. During Pre-bid meeting the answers / clarifications to the queries will be attended. No queries will be entertained after the Pre-bid meeting.

All prospective bidders are requested to attend the pre-bid meeting on 08/07/2024.

  
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## Amendment to Bidding Documents

At any time prior to the due date for submission of bids, the UNIVERSITY may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, modify the bidding documents by issuing an amendment.

All prospective bidders who have downloaded the Tender Document should surf the University website from time to time to know about the amendments/modifications in the Tender Document. The amendments/ modifications would also be hosted on the website of the University and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Registrar, NSU, Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the UNIVERSITY. The decision of the Registrar, NSU, Tirupati in this regard shall be final and binding on all.

  
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REGISTRAR I/C

## **INSTRUCTIONS FOR SUBMISSION OF BIDS**

### **PREPARATION OF BIDS**

1. Bidders should take into account any corrigendum to the tender document published on the website of the University, before submission of the bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection/disqualification of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule.

### **SUBMISSION OF BIDS**

Bidders should personally ensure that completely filled-in bid documents with all the enclosures are submitted /dropped physically in the Box provided for this purpose in the office of the Registrar, up to the last date and time of submission of tender.

### **ASSISTANCE TO BIDDERS**

- i. Any queries relating to the tender document, terms and conditions contained therein and process of bid submission in general may be addressed to the Office of the Registrar or any other authorized person nominated by the University.

  
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## TECHNICAL BID

### TENDER FOR MANPOWER OUTSOURCING SERVICES

(Housekeeping, Hostel, Mess, Technical and Other Staff)

#### PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE BIDDER

Advertisement for Tender Document No.NSUT/Estt./Manpower/2024-2025/01 dated 26.06.2024 in connection with providing Manpower Outsourcing Services (Housekeeping, Hostel, Mess, Technical and Other Staff) in NSU Tirupati on contract basis in the form of manpower for various types of services/duties as per **Annexure-1**.

Sr. No	Particulars	Details
01	Name of the Agency/ Firm/ Company/ Bidder	
02	Address of the Office of the Agency/ Firm / Company/ Binder  Landline No., Mobile No. Email	
03	Legal status - Individual/ Proprietary/ Partnership Firm/ Limited Company/ Corporation, etc.) (Submit Copy of the appropriate registration certificate)	Submitted/ Not Submitted
04	Name, designation and contact details.  Name. Landline No., Mobile No. e-mail	

  
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05	Month and Year of commencement of manpower supply business.	
06	<p>Statutory Details of Agency/ Firm/ Company  <b>(Relevant Photocopies be submitted):</b></p> <ol style="list-style-type: none"> <li>1) In the case of a company, the registration number issued by the Registrar of Companies.</li> <li>2) Registration number of the firm (Issued under Andhra Pradesh Shops &amp; Establishment Act,1988)</li> <li>3) Permanent Account Number(PAN).</li> <li>4) Goods and Service Tax-Registration Number.</li> <li>5) Registration number issued by Regional Provident Fund Commissioner.</li> <li>6) Registration number issued by Employees State Insurance Corporation.</li> </ol> <p><b>[These Documents Are Mandatory For The Bids To be considered]</b></p>	
07	<p>Agency/ firm/ company should have an annual turnover of at least Rs. 200 lakhs in the Manpower Outsourcing business alone in each of the three previous financial years. Relevant supporting documents duly certified by the Chartered Accountant to be submitted.</p> <p>Submit copies of the audited Balance Sheet duly certified by the Chartered Accountant and income tax returns filed for all the financial years, 2021-22, 2022-23 and 2023-2024</p> <p><b>[These Documents Are Mandatory For The Bids To be considered]</b></p>	<p>Financial Year-2021-22, 2022-23, 2023-2024: Rs.</p> <p>Submitted/Not Submitted</p>


*[Handwritten Signature]*  
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08	<p>Agency/ Firm/ Company should have at least 3 years of continuous experience in providing a minimum of 200 persons in a single contract or multiple contracts in a year towards manpower services (Housekeeping or Technical or Ministerial) in Central/ State Government Organizations/ Government funded Autonomous Bodies/ Government funded Academic Universities/ Five Star Hotels in any of the last three financial years as mentioned above in point No.07.</p> <p>Submit Photocopies of The Relevant Work Orders, certificates &amp; extensions (if any)/ Client Certificates/ agreement which must clearly give full details about contract period, category of employees provided.</p> <p>(INELIGIBLE, IRRELEVANT &amp; INCOMPLETE CERTIFICATES/ DOCUMENTS WILL NOT BE ACCEPTED)  <b>[These Documents Are Mandatory For The Bids to be considered]</b></p>	<p>Yes/ No</p> <p>Submitted/ Not Submitted</p>
09	<p>In case the tender is signed by the person other than the sole proprietor/ owner, authorization given by the Executive Body authorizing the officer/ partner for signing the tender documents for this tender to be submitted in the letterhead of the firm/company</p>	<p>Submitted/ Not Submitted/ Not Applicable</p>
10	<p>Submit details regarding financial resources, fixed and movable assets with supporting documents or a certificate issued by the Auditor to such effect.</p>	<p>Submitted/ Not Submitted</p>
11	<p>Submit affidavit in the prescribed format (Annexure-2) on non-judicial stamp paper of Rs.100/- duly attested by a Magistrate/ Notary Public.</p>	<p>Submitted/ Not Submitted</p>
12	<p>Submit Acceptance (Annexure-3) in a letterhead in prescribed format.</p>	<p>Submitted/ Not Submitted</p>

*[Handwritten Signature]*  
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13	Affixing signature on all pages of the tender document	Yes/ No
14	Details of the Earnest Money Deposit (EMD) submitted.	DD/ Pay Order No. _____ dated _____ for Rs. 4,00,000/- (Rupees Four Lakhs Only, drawn in favour of The Registrar National Sanskrit University, Tirupati and payable at Tirupati
15	Any other information relevant to the Tender	
	Place: Date:	Signature of Tenderer  Name, Address Stamp/ Seal

  
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# राष्ट्रीयसंस्कृतविश्वविद्यालय,तिरुपति (एनएसयूटी)

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI (NSUT)

## "TENDER FOR MANPOWER OUTSOURCING SERVICES

(Housekeeping, Hostel, Mess, Technical and Other Staff)"

Tender Enquiry No: NSUT/Estt./Manpower/2024-2025/01

### FINANCIAL BID:

Supply of manpower as per "Annexure-1". Only administrative charges are to be quoted. University shall bear the liability of applicable Tax and other statutory charges as applicable from time to time on the bills payable by the University. TDS will be recovered as per the prevailing rate on gross billed amount.

RATE: ADMINISTRATIVE CHARGES \_\_\_\_\_ %

(In words \_\_\_\_\_) of monthly CTC of employees.

**NOTE: TDS on INCOME TAX AND TCS ON GST AS PER THE APPLICABLE RATE SHALL BE DEDUCTED MONTHLY FROM THE GROSS AMOUNT TO BE PAID TO THE CONTRACTOR**

  
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## 1. GENERAL TERMS AND CONDITIONS OF TENDER

1. (a) The Tender document comprises two parts; (I) Technical bid and (II) price bid
- (b) Earnest Money Deposit (EMD) of Rs. 4,00,000/- (Rupees Four Lakhs Only) in the form of Demand Draft / Pay Order in favor of "Registrar, NSU, Tirupati" to be submitted along with Technical Bid in a separate envelope marked as "Earnest Money Deposit". Bids received without EMD will be rejected.
- (c) Agency/firm/company exempted from payment of EMD must submit requisite documents in support of their claim.
- (d) EMD or photocopies of the Exemption Related Certificates/ Documents also need to be submitted in a sealed envelope by due date at the following address with covering letter having tender details:

The Registrar  
National Sanskrit University,  
Tirupati-517 507, Andhra Pradesh, India.

- (e) Tender received without EMD OR Exemption Related Certificates/ Documents as per requirement will be summarily disqualified.
- (f) At first stage, the Technical Bid shall be opened on the due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility, etc. Bidders technically disqualified shall be intimated.
- (g) The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If the tenderer quotes NIL charges or less than 2%, the bid will be treated as unresponsive and will not be considered. In case of multiple tenderers emerging as the Lowest (L1), the Contract shall be then awarded to the tenderer amongst L-I who with the highest average annual turnover of last three years work based on the certificate of experience submitted along with tender and performance record at other sites. *Further, any other conditions the committee treats as essential will also be taken into consideration while considering the L1 tenderer.* Date and time of opening of financial bids shall be intimated by email to the technically qualified bidders.
- (h) The tender is not transferable under any circumstances.
- (i) Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- (j) Tender in any form other than the prescribed form issued by NSU Tirupati shall not be considered and will be summarily disqualified..

  
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- (k) Earnest Money Deposit (EMD) of Agency / Firm / Company who withdraws tender during the intervening period shall be forfeited.
- (l) Bid securities of the unsuccessful bidders (EMD) should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
2. **SCOPE OF WORK:** Providing Housekeeping, Hostel, Mess, Technical and Other Staff as per requirement from time to time as per "Annexure-1" to this document.
  3. **NAME OF CONTRACT:** Contract for providing Housekeeping, Hostel, Mess, Technical and Other Staff as per "Annexure-1".
  4. **PERIOD OF CONTRACT:** The Contract shall be initially for a period of two years, subject to satisfactory performance of services and compliance with all the terms and conditions of the agreement. The contract is extendable beyond two years based on satisfactory performance and need for services.
  5. **VISIT OF THE CAMPUS:** Tenderers are advised to visit the NSU TIRUPATI premises and ascertain the nature and quantum of work before tendering.
  6. The Competent Authority may allot the contract in full or a part of such contract to the next firms out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working Contractor or otherwise if it is deemed fit to do so in the public interest in order to ensure effective supply/supervision of these services by more than one Contractor even after the award of contract.
  7. The agency must be able to deploy persons having knowledge of local language and the agency must have ability to liaise, communicate & correspond with the local Labour Department and State Government Officers.
  8. The agency must have their Registered Office or Corporate Office or Head Office at Tirupati, Andhra Pradesh (or) in a town or city within a radius of 150 kms, with GST Registration in the States of Andhra Pradesh/Tamil Nadu / Karnataka, for ease of administrative & statutory requirements like timely submission of EPF, ESI, GST, PT and other statutory deductions, and ease of operations of the agency.
  9. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of photocopies & supporting documents submitted should be legible and self-attested except the financial documents, which must be attested by a Chartered Accountant. Only the documents as asked in the Tender must be submitted. It is to be strictly observed that no irrelevant (or) superfluous documents are submitted with the Bids.
  10. "Manpower Outsourcing Services" means supply of Highly Skilled, Skilled, Semi-skilled and unskilled manpower for carrying out various jobs viz., Housekeeping, maintenance of hostels, Messes, data entry, electrical, plumbing,

  
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carpentry, shifting of furniture, guest house maintenance, providing assistance in various offices, laboratories, classrooms, attenders, etc.

- 11. CERTIFICATE OF EXPERIENCE:** The tenderer must produce a certificate of experience from the clients. The certificate should clearly mention the following details:

S. No	Description
01	Name of the Client and Full address
02	Telephone and Fax number of the client
03	Details of work performed
04	Number and type of manpower supplied
05	Period of work (Starting and ending)
06	Value of work completed in Contract for supply of manpower, as explained in Para-10 above

Note 1: The Certificate of experience should be exclusively for supply of manpower for the purposes indicated in Para-10 above.

Note 2: Certificates for work like loading and unloading, operating labour for factory, labour for shop floor, supply of all types of labour, and the like WILL NOT BE ACCEPTED.


Note 3: Certificates containing the value of contract work and not clearly specifying the value of the work of supply of manpower completed during the period of contract, WILL NOT BE ACCEPTED.

- 12.** The successful tenderer shall be required to execute an Agreement on the format approved and supplied by this University on stamp paper of appropriate value.

**13. QUOTING UNDULY LOWER RATE OF SERVICE CHARGE:** The Bidder has to quote service charge keeping in view the deduction of present TDS, TCS on GST and other statutory deductions as applicable and the expenditure towards uniforms, shoes, identity card, verification of character & antecedents and all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The University has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, etc. thereby affecting the performance of the workers.

  
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14. **DECISION ON REASONABILITY OF SERVICE CHARGE:** University reserves the right to take a view on the reasonability of the rate of service charge. The decision of the University in this regard shall be final and binding. No representation will be entertained and replied to.
15. The bidders are required to quote only ADMINISTRATIVE CHARGES strictly in percentage of gross wages as mentioned above. Tenders received with "NIL" charges (or) **less than two (2%) percent** (or) "COMPLIMENTARY" (or) unrealistically low charges shall be DISQUALIFIED. The bidders are required to be careful while quoting the rate of administrative charges.
16. Only those bids that comply with all the applicable statutes (required for technical evaluation) will then be considered for financial evaluation of the bids.
17. If the University considers that the ADMINISTRATIVE CHARGE quoted by the bidders is not reasonable, such bid shall be treated as non-responsive and other valid bids shall be evaluated, and this process will be iterated till a bid with reasonable administrative charge is found and the work will be awarded to such tenderer only.
18. In case of multiple tenderers emerging as the Lowest (L. I), the contract shall then be awarded to the tenderer amongst L-I with highest average annual turnover of last three years' work based on the certificate of experience submitted along with tender and performance record at other sites. *Further, any other conditions, the Committee, designated to open and evaluate bids, treat as essential will also be taken into consideration while considering the bid of the L1 bidder.*
19. Within 30 days from the date of issue of the award of contract, Company/Agency shall apply to the Labour Commissioner for obtaining a Labour License and submit a copy of license to Administration & Establishment Section, failing which penalty on per day basis (from the date of completion of thirty days' period) will be entailed as decided by the Competent Authority till the License is submitted by the Contractor.
20. On award of contract, the Contractor shall deploy the required number of manpower on the date of commencement and submit names, parentage, residential address, date of birth, within 7 days from the date of deployment.
21. The Company/Agency should submit a Bank Guarantee equivalent of one-month wage bill valid for 27 months from the date of commencement of contract which will be renewed from time to time as per further renewals/amendment of the contract. Whenever the wage bill amount increases by 10% of the initial amount, additional Bank Guarantee shall be submitted by the Contractor. The Bank Guarantee shall be valid throughout the currency of the Contract Period and three months thereafter. EMD (Bid Security) would be refunded to the successful bidder on receipt of Performance Security.

  
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22. The Registrar, NSU Tirupati shall have absolute right and authority for the suspension/revocation of said bank guarantee in case of breach of any clause of the Agreement by giving prior notice.


Penalties:

- A penalty at 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of award letter for every week or part thereof for the delay in the commencement of the contract.
- Penalty at INR 100/- per person per month will be charged for not giving timely Salary Slips to the employees i.e., on (or) before 05th of every month (or) within three days of credit of salaries, whichever is earlier.
- Penalty at INR 1000/- per person per month will be charged from the Contractor, if the uniforms are not given within thirty days of award of the contract. Penalty shall be levied from the day of completion of thirty days.
- Penalty at INR 100/- per person per month will be charged for not giving proper strong and durable ID cards mentioning all basic details like Name, Designation, Blood Group, Date of Birth, Place of Deployment, bank account details, etc. to the employees within thirty days of award of contract.
- Penalty at INR 100/- per person per month will be charged for not submitting the police verification certificate of the employees within thirty days of the award of contract.

Non-compliance with statutory norms and terms and conditions of the Tender Document & Agreement will lead to termination of contract.

23. The decision of the Registrar, NSU Tirupati with regard to the determining the quality of work/services done by the Contractor or his employees shall be final and acceptable to the Contractor. The Registrar, NSU Tirupati, reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the Contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the Contractor from its outstanding dues or by revocation of any or all parts of the bank guarantee, as may consider proper.

24. During the contract, the Contractor shall deploy the required number of personnel to provide the said services and communicate their names, parentage, and residential address, date of birth, educational qualification, category, etc. within 07 days from the date of their deployment or communicate any change about it from time to time. Contractor shall also deploy appropriately educated supervisory personnel, at his own cost, to supervise cleaning and other work of housekeeping employees.

  
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25. The manpower proposed to be deployed by the Contractor shall be subject to acceptability by the University to ascertain their suitability and skills. Before deploying an employee in the University, the Contractor shall furnish complete particulars and obtain written approval of the designated officer of the University on a Proforma to be collected from Administration & Establishment Section of the University.
26. The Contractor/Agency shall nominate, at his own cost, one experienced "Field Officer" for taking care of queries/matters relating to general administration of their employees.
27. For the purpose of proper identification of the employees of the Contractor deployed by him at various places of NSU Tirupati, the Contractor shall issue them strong and durable identity cards at his own cost and his employees are duty-bound to display the identity cards during duty hours. The Contractor will ensure that his employees are medically fit and free from communicable diseases. The antecedents of the person to be provided by the Contractor will be verified from the appropriate authority by the Contractor at his own cost.
28. The Contractor shall provide to all employees two sets of uniform at his own cost, within 30 days of commencement of contract. The wearing of uniforms and identity cards by the employees of the Contractor during duty hours is compulsory and failure to comply will entail penalty on the Contractor as mentioned above.
29. The Registrar, NSU Tirupati or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Contractor in order to ensure that the required numbers of persons are deployed and that they are doing their duties satisfactorily.
30. The manpower deployed by the Contractor for the execution of the contract shall be the employees of the Contractor for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the University either implicitly or explicitly.
31. The persons so deployed shall be under the overall control and supervision of the Contractor and the Contractor shall be liable for payment of their wages, etc. and all other dues within the stipulated time which the Contractor is liable to pay under the various Labour Regulations and other statutory provisions. NSU shall be absolved from any such liability at its own level.
32. The cleaning material required for housekeeping jobs and tools required for technical jobs shall be procured by the Contractor, as per the list of items notified by the University from time to time (an illustrative and not exhaustive list is attached). Reimbursement of the cost of the said material and tools is subject to acceptance by the Health Inspector of the University.

  
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33. **WAGES:** The Contractor shall pay monthly wages plus statutory charges (EPF & ESI) to all his employees as per the minimum wage rates fixed by the Central Government. The Contractor shall provide full information in respect of the wages, allowances etc. paid to his/her employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.
34. The Contractor shall furnish details of disbursement of salary to the NSU Tirupati within 5 days from the date of disbursement i.e., last working day. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws. The Contractor shall comply with or cause to be complied with the Contractor's Labour Regulations made by the University from time to time in regard to payment of wages, wage period deduction from wages, recovery of wages not paid and deductions unauthorisedly made. The Contractor shall maintain attendance registers, individual's ledger/ wage book, wage slip, publications of scale of wages and terms of employment.
35. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act., EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, be responsible for the deposit of employee's and employer's share of statutory contributions with the ESI & EPF authorities at his own level and maintenance of such record as per rules. He will furnish documentary proof of deposit of such contributions to the appropriate authority of NSU Tirupati along with the wage bill of the next month. He will also arrange to open such EPF/ESI accounts etc. of all the employees deployed by him at NSU. In case of failure on the part of the Contractor to deposit EPF/ESI etc. with the concerned authorities within the stipulated period, the Contractor shall be liable to pay the penalty imposed by the NSU.
- 36. Delay in submission of receipts of EPF/ESI (or) less deposit of EPF/ESI is not acceptable and shall entail penalty as decided by the Competent Authority.**
37. The Contractor will submit wage bill as per details/table given below:
- Name of the Company-
  - Annual contract for the Manpower Services (Housekeeping, Hostel, Mess, Technical and Other Staff)
  - Authority No. & Date-
  - Date of commencement of the contract-
  - Wage Bill for the month\_\_\_\_\_
  - Bill No.\_\_\_\_\_&Date\_\_\_\_\_

  
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S. No.	Name of the worker	Emp. Code No.	EPF No.	ESI No	Basic/Min. wages	Days	Allow	Employee's share		Carry Home Salary	Employer's Share		
								EPF 12%	ESI 0.75 %		EPF 12%	EDLI 1.36%	ESI 3.25%
01	02	03	04	05	06	07	08	09	10	11	12	13	14

The Contractor will keep the following instructions in view while submitting the monthly wage bill(s):

- Deduction Schedule showing the individual details of deductions of EPF/ESI to be tallied with the wage bill.
- The Contractor will certify on the bill that the monthly wage bill of all categories of contractual employees deployed by him in this University are complete and no person has been left and no supplementary bill will be submitted thereafter.
- The Contractor shall furnish bank remittance details along with details of bank accounts in which the wages were deposited by him.
- No person(s) has/have been engaged on contract basis in this University without the prior approval of the competent authority.
- A spare/attested copy of bank scroll/bank challans as a proof of deposit of EPF/ESI etc. for wages for the next month.
- The Contractor is under obligation to submit EPF, ESI, GST, PT and Government Taxes Deposit challans and ECRs of the previous billing month before 24th of next month, separately for its staff deployed at the UNIVERSITY premises. The reimbursement of the monthly bill of the respective head would be subject to the submission of the respective EPF, ESI, GST, PT and Government Taxes paid monthly challans and ECPs of previous billing month by the Contractor. Failure to submit the challans and ECRs as stated, penal deduction of Rs. 1000/- per day will be levied on Contractor and the administrative charges of Contractor will be withheld if contractor defaults on above aspect consecutively for two months and written notice shall be given to the Contractor for termination of contract.

38. Contractor shall pay wages to all its employees on the last working day of the month. Schedule of process to be followed is asunder:

S. No	Activity	Who/Party	Turnaround Time
1	Raising of Attendance to NSU Administration	Agency	21st of every month

  
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2	Verification of Attendance	NSU	22nd of every month
3	Raising of Invoice to NSU	Agency	23rd of every month
4	Wage payment	Agency	Salary should be credited to individual's bank account on the last working day of every month

39. The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. Apart from this, the Contractor shall also pay government statutory charges on the gross bill at the rates as applicable from time to time. The Contractor will submit a copy of the receipt in the NSU Tirupati. Deduction on account of government statutory charges on the gross bill may be deducted at source if there are any instructions from the concerned authorities in this regard.

40. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc., and the Contractor shall report the compliance thereof to the Registrar, NSU Tirupati. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.

41. The Contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees deployed for the preservation of peace and protection of persons and property of the University.

42. In case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his/her duties satisfactorily or indulges in any unlawful act or misconduct, the Contractor shall take suitable action against such employee on the direction of the Registrar, NSU Tirupati or any other officer so authorized by him in this regard.

43. In case of any complaint/defect pointed out by the University authorities, the Contractor shall immediately replace the person so deployed.


44. The University shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract.

45. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including Labour laws and shall indemnify NSU TIRUPATI from any claims in this regard.

46. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

THE CODE ON WAGES, 2019

The Employment of Children Act, 1938

  
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The Workmen's Compensation Act, 1923  
The Contract Labour (Regulation & Abolition) Act, 1970.  
The Minimum Wages Act, 1948  
The Employees Provident Fund and MP Act, 1952  
The ESI Act, 1948  
The GST Act, 2017  
The AP Professional Tax Act, 1987

Any other act or legislation as may be applicable and in force from time to time.

47. The Contractor shall comply with all the statutes and will be responsible for any prosecution or liability arising from breach of any of those laws.

48. The employee of the Contractor shall be of Good character and of sound health.

Age	Preferably not more than 40 years, at the time of entry. No person shall be engaged after he/she attains the age of 60 years.
Character	Good
Educational Qualifications	Housekeeping Supervisors - Preferably 12th Pass and above Housekeeping Personnel - Preferably 10th Pass and above Other Manpower - as prescribed by the University from time to time.

49. **RESOLUTION OF DISPUTES:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Registrar, NSU TIRUPATI or any other officer nominated by the Registrar, NSU TIRUPATI for arbitration whose decision shall be final and binding on the parties. The Contractor agrees that the arbitrator could be an employee of the University & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration and Conciliation Act, 1996.

**49. TERMINATION OF THE CONTRACT:**


The contract may be terminated in any of the following contingencies: -

1. On giving one month's notice by the University.

OR

2. On the expiry of the contract period, without any notice.

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3. On giving one month's notice by the University at any time during the tenancy of contract; in case the services rendered by the Contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for the services.

OR

4. On Contractor being declared insolvent by the competent Court of Law without any notice.

OR

5. Non-compliance of statutory norms and terms and conditions of the Tender Document or Agreement will lead to termination of contract.

OR

6. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.

OR

7. On giving three months' notice by the Contractor

"Provided that during the notice period for termination of the Contract, in the situation contemplated above, the Contractor shall continue discharging his duties as before till the expiry of notice period".

In case of termination of contract on the grounds mentioned at Sr. 3 & 5, above OR in case of Contractor decides to conclude the contract before the expiry of twenty-four months from the date of commencement of contract, Contractor shall forfeit the bank guarantee held with the University.

**50.** Last Payment: The last payment of the Contractor will be cleared only after obtaining clearance of any liabilities not pending.

**51.** All the pages of the Tender Document must be duly signed and stamped by the agency, thereby agreeing to all Terms & Conditions mentioned in the Tender Document, failing which shall lead to DISQUALIFICATION from further tender process.

**52.** In case any staff deployed by the Contractor found sleeping on duty or engaging in unauthorized meetings, Contractor shall be penalized by imposing a fine equal to one day billing of that staff.

**52.** The Professional Tax Registration Number is to be submitted by the tender winning (successful bidder) firm at the time of signing the Agreement.

  
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## ANNEXURE - 1

S. No	Category of Contractual Employees to be provided	Approximate Maximum Number of Employees required (likely to change as per requirements from time to time)	Minimum Qualifications and Experience
1	Unskilled Housekeeping Staff	40	As per the university norms
2	Skilled Hostel Staff (Cook)	06	As per the university norms
3	Semi-Skilled Hostel Staff (Asst. Cook)	12	As per the university norms
4	Unskilled Hostel Staff	42	As per the university norms
5	Semi Skilled Hostel Office Staff	18	As per the university norms
6	Skilled Hostel Office Staff (Ministerial)	01	As per the university norms
<p>Note: The University may engage, in addition to the above, unskilled workers to mainly work in University.</p>			

  
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ANNEXURE - 2

(To be furnished on non-judicial stamp paper of Rs. 100/- duty attested by a Magistrate/Notary Public)

(To be submitted along with the Technical Bid)

AFFIDAVIT

I/ We (Name) \_\_\_\_\_ Contractor/ Partner/ Sole Proprietor  
(strike out which is not applicable of (Firm) \_\_\_\_\_ do hereby solemnly affirm and  
declare that the individual/ firm/ companies are not blacklisted by an Government  
Department or an autonomous body.

DATE, THE \_\_\_\_\_ day of 2024

DEPONENT


ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VERIFICATION

Verified that the content of the above affidavit is true and correct to the best of my/our  
knowledge and belief. No part of it is false and nothing has been kept concealed  
therefore.

DATE, THE \_\_\_\_\_ day of 2024

DEPONENT

  
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# ANNEXURE - 3

## ACCEPTANCE CERTIFICATE (To be submitted along with Technical Bid)

I..... (Designation).....of

(Name of the Firm/ Agency/ Company)\_\_\_\_\_

Have read and understood and hereby unconditionally accept the terms and conditions of the tender in its entirety for the Manpower Services (Housekeeping, Hostel, Mess, Technical and Other Staff)


In case any provision of the tender is found violated, NSU Tirupati shall be at liberty to reject this tender including the forfeiture of the full side Earnest money deposit absolutely and I/we shall not have any claim / right against NSU Tirupati in satisfaction of this condition.

Signature of Authorized Signatory

Company Seal / Stamp

Date :

Place :

  
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## ANNEXURE - 4


### DETAILS OF CLIENTS AND STAFF DEPLOYED

(Use separate sheet without changing the format, for giving, if required, client-wise details)

Submit photocopies of the relevant work orders, extensions (if any), Client Certificates, agreement which must clearly give full details about contract period, category of staff provided and its number.

Name & Address of Client (s) (Do not use abbreviations)	Period (From - to) (DD/MM/YYYY)	No. of Personnel deployed and Category	Remarks (If any)

Signature of the Contractor or his authorized signatory with seal of the Agency/firm

  
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