


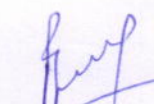
TENDER DOCUMENT
FOR PROVIDING MANPOWER SERVICES
(CLERICAL, TECHNICAL AND SUPPORTING STAFF)
AT MAIN CAMPUS & VARIOUS CAMPUSES OF
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY



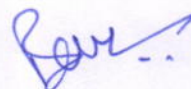
Tender No. : 2018/08/01
Last Date of submission : 06-09-2018

I.K. Gujral Punjab Technical University
Jalandhar-Kapurthala Highway, Kapurthala 144603 (Pb.)


H.P. Singh
XERO


PAWAN KUMAR
ARMO





TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICES (CLERICAL TECHNICAL AND SUPPORTING STAFF) AT MAIN CAMPUS AND VARIOUS CAMPUSES OF I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

1. Sealed tenders are invited from highly reputed, well Established & Professional manpower agencies, capable of providing Services for the above work. Tender form may be downloaded from University's website www.ptu.ac.in and must be submitted along with non-refundable fee of Rs. 1000/- (Rupees One Thousand only) in the shape of Bank Demand Draft drawn in favour of "The I.K. Gujral Punjab Technical University, Kapurthala".

2. Earnest Money Deposit (EMD):

Each BID must accompany EMD in the form of Demand Draft/ Bankers Cheque for an amount of Rs. 1,00,000/- (Rupees One Lakh only) issued by a Scheduled commercial Bank in favour of "The I K Gujral Punjab Technical University KAPURTHALA" payable at Kapurthala and shall be submitted with the Part I - Technical BID. The bid submitted without EMD, as mentioned above will not be considered for evaluation and shall be rejected summarily.

The EMD of un-successful Bidders shall be refunded only after the contract has been awarded to the successful Bidder. No interest shall be paid on the EMD.

The EMD of successful Bidder shall be discharged upon the Bidder's accepting the award & signing the Agreement, and furnishing the Contract Performance Security.

3. Validity of BID:

Bid submitted by Bidder shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of the Technical Bid. Bidders shall not be entitled during the said ninety days' period to revoke or cancel the BID without the consent in writing to the Institute.

4. INSTRUCTIONS TO BIDDER FOR SUBMISSION OF BID

- i) The BID in original form only shall be submitted by the Bidder.
- ii) Bidder is advised to submit the BID strictly in accordance with the terms & conditions and specifications contained in the BID documents and not to deviate from the stipulated terms and conditions or specifications. Institute reserves the right to reject any BID containing deviations to the terms & conditions and requirements stipulated in the BID documents.
- iii) In the Financial Bid, the Bidders must quote the rates in figures as well as in words. If there is any discrepancy between the price quoted in figures and words, the bid shall be rejected.
- iv) BID shall be submitted in two parts: **Part I - Technical Bid** and **Part II - Financial Bid**. Part-I and Part-II should be separately sealed and inscribed with the words "Part I: "Technical BID" and "Part II": Financial BID", both the parts should be put in one single sealed envelope.

- v) The BID must contain the name, address and contact details of business of the person or persons submitting the BID and must be signed and sealed by the Bidder with his signature on every page of the BID.
- vi) BID by a partnership firm must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed agreement should also be furnished.
- vii) The Bidder's name stated in the BID shall be exact legal name of the firm/company/ corporation etc. as registered or incorporated.
- viii) All changes/alterations/corrections in the BID shall be signed with date in full by the person or persons signing the bid. No erasing and/or overwriting is allowed.

Transfer of Tender documents purchased by one Bidder to another is not permissible. Similarly, transfer of BID submitted by one Bidder to another is also not permissible. No alteration in the essence of BID, once submitted shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, his EMD shall be forfeited.

PART - I: Technical BID shall contain the following:

- a. Separate cost of BID Tender Document (Rs.1000/-) demand draft in favour of "The I.K.Gujral Punjab Technical University" payable at Kapurthala) downloaded from University's website.
- b. All the tender documents should be stamped & signed by authorized signatory, properly numbered & indexed
- c. Earnest Money Deposit (EMD 1,00,000/-demand draft in favour of "The I.K.Gujral Punjab Technical University" payable at Kapurthala) as per **Annexure-1 of Part-I**
- d. BID Form as per **Annexure-2 of Part-I** of along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
- e. Bidder's General Information as per **Annexure-3 of Part-I** of along with the documentary proof.
- f. Check list as per **Annexure-4 of Part-I** of along with the documentary proof.
- g. No Deviation Confirmation as per **Annexure-5 of Part-I**.
- h. Details of providing manpower services rendered in the past three years with documentary proof.
- i. Company/Agency profile.
- j. Documents related to Trade License and ITR, PAN, Professional Tax Registration, GST Registration, EPF & ESI Registrations etc.
- k. Audited financial statement duly signed for last three financial years (2015-2016, 2016-17 and 2017-18) in case of Un-Audited, FY 2017-18, attached Certificate of CA.
- l. Additional documents, if any.

PART – II: Financial BID shall contain the Price BID as per **Schedule-1** of rates enclosed.

IMPORTANT DATES:-

- a) **Tender no.** _____
- b) **Last Date of submission of tender documents** _____
- c) **Date of opening of Technical BID** _____

The tender shall be dropped in the Tender Box kept at General Admn. Section of the Institute. Technical BID shall be opened in the presence of authorized representatives of IKGPTU & Bidders. Technically qualified Bidders will be invited to be present during opening of the Financial BID.

5. Right of Institute to Accept or Reject the BIDs:

The Institute reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. Bidders, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.

6. Selection Criteria:

- 6.1 The Agency fulfilling all the following criteria shall only be considered for technical evaluation:
- The Agency should be approved/recognized/registered by Govt. of India/State Govt. for providing similar services.
 - The Agency must comply with the statutory requirements, such as registration with ESI, EPF, PAN/TIN/TAN and GST. The agency must submit self-attested copies of proof in respect of these requirements.
 - The bidders should not have been blacklisted by any Govt., Semi-Govt. Department, or any other organization and bidders should not have any litigation in any of the Labour Court(s). An affidavit to this effect on Non-Judicial stamp paper of Rs. 100/- (Rupees One Hundred only) duly notarized should be enclosed with the Technical Bid.
 - The bidder has to be a single entity. Bids from Joint venture or Consortium is not permitted.
- 6.2 The Agency fulfilling all the above criteria (para 6.1) shall be considered for technical evaluation and agencies who are not fulfilling all the above criteria shall not be considered for technical evaluation. In Technical evaluation, score will be allotted to the agencies based upon their credentials as per the following evaluation matrix and the agency (s) securing more than 70 marks out of 100 marks allotted to Technical Bid shall be considered as Technically qualified:



EVALUATION MATRIX

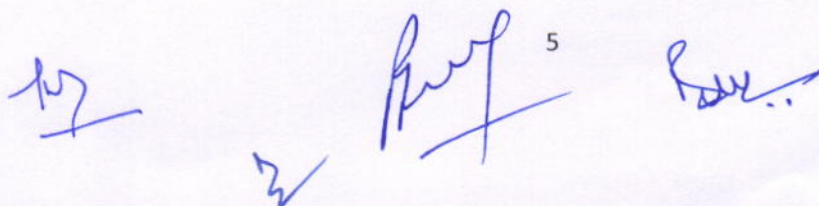
Name of the bidder : _____

(to be filled by the agency)

TOTAL 100 Marks

S.N o.	Description	Documentary Proof attached at Page No.	Marks
I	Certification and Credentials		(45 Marks)
(a)	Company Incorporation		(15 Marks)
	(i) Public/Cooperative/Corporation/Society/Trust		(15/15 Marks)
	(ii) Partnership firm/ Private Limited company -		(12/15 Marks)
	(iii) Proprietary firm-		(10/15 Marks)
(b)	Assessment of average turnover for the Last Three financial years for manpower supply contracts only on the basis of audited balance sheets and certificates of ITRs or Certificates from Chartered Accountant.		(30 Marks)
	(i) Turnover <= Rs. 2 Crores		(12/30)
	(ii) Additional Marks (Beyond 12 Marks) for Additional Turnover beyond Rs. 2 Cr.- 2 Marks for each additional Rs. 1 Cr. turnover (Maximum 30 Marks including 12 marks for sr.no.1).		
II	Worker strength and Experience in large volume, multi state relevant assignments		(40 Marks)
a)	Total manpower workers continuously on rolls for supply to the Clients		(20Marks)
	(i) ≤50 workers		0/20
	(ii) 51-100 workers		06/20
	(iii) 101-150 workers		10/20
	(iv) 151-200 workers		14/20
	(iv) > 200 workers		20/20
b)	Experience of having executed similar work should be in the name of same [applying] firm. Value of largest single contract executed/under execution in last three years with reputed institution/universities and large		20 Marks

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	public/private sector organizations	
a)	Having largest single contract with annual value above Rs. 2.0 Crore OR Two contracts each with annual value more than Rs.1 Crore.	4/20
b)	Having largest single contract with annual value above Rs. 4.0 Crores OR Having two contracts each with annual value more than Rs.2 Crore.	10/20
c)	Having largest single contract with annual value above Rs. 8.0 Crores OR Having two contracts each with annual value more than Rs.4 Crore.	14/20
d)	Having largest single contract with annual value above Rs.10 Crores OR Having two contracts each with annual value more than Rs.5 Crore.	20/20
III	Capability & Resources	(15 Marks)
a)	Management profile and resources available	(05 marks)
b)	Presentation by Bidders (scope of work and feedback from any two existing customers) to be reviewed by the University Management	(10 marks)

Note :

1. It is mandatory for the agency to fill up page numbers of the documentary proof before submission of the tender. Photocopies of all relevant documents duly signed have to be submitted along with the proposal, failing which the same will not be considered.
2. The bidders may be required to make a power point presentation before the authorized committee at the time of opening of Technical Bid as per the III b) above. The presentation may continue for next day, so the agency should manage the same at their own.
- 6.3 A committee constituted by the University will examine the entire proposal on the basis of Credentials, past experiences and financial turnover of the agency.
- 6.4 The Bidder who qualifies in the technical evaluation stage shall only be called for opening of the Financial Bids. IKGPTU Kapurthala shall intimate the Bidders, the time/venue for the Financial BID opening in written/through telephone/e-mail communication or web notice. The agency who has quoted the lowest service charges and fulfilled other conditions shall be considered for allotment of work. In case, the lowest rates quoted by two or more bidders will be same, the bidder having more scores in technical bid will be considered for award of work

7. Signing of the Contract:

The successful Bidder shall be required to execute the **Contract Agreement** accepting all terms and conditions stipulated herein on a non-judicial stamp paper worth ₹ 500/- (Rupees five Hundred only) within fifteen days from the issue of the **Letter of Acceptance of BID**. In the event of failure on the part of the successful Bidder to sign the **Contract** within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

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8. TENTATIVE SCOPE OF WORK

The Contractor shall provide the staff for Office services and other facilities in the main campus of IKGPTU Kapurthala and its other campuses located in Punjab (Amritsar, Bhikhiwind, Batala, Dinanagar, Mohali, Khuni Majara, Sultanpurlodhi and Hoshiarpur).. The tentative requirement of manpower of all the categories is about 400 persons in different categories at all the campuses is as under :-

1. Clerk (PG)
2. Clerk (G), Care Taker, Restorer, Hardware Technicians
3. DEO, Electricians, Supervisors
4. Drivers, Pharmacists, Staff Nurses, Plumbers
5. Lift Operators, Masons
6. Attendants, Lab attendants
7. Bus Helpers, Helpers, Malis
8. Firemen
9. Assistant Programmers, Technical Assistants
10. Programmers
11. Youth Officer
11. Fire Officer

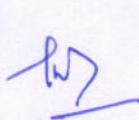
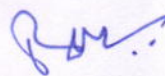
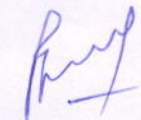
This number of persons may vary to any extent at the time of placement of order or during operation of the contract.

9. TERMS & CONDITIONS:

- a. Canvassing in connection with the tenders is prohibited and the tenders submitted by the Contractor who resort to canvassing are liable for rejection.
- b. The Contractor shall be responsible for all his/her employees in observing security and safety regulations and instructions as may be issued by the University from time to time.
- c. The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years and above 58 years of age.
- d. The Contractor shall provide Identity -cards to its staff and in case of any change of staff, the Officer in-charge should be informed in advance.
- e. The contractor shall be responsible for maintaining the decorum of IKGPTU Kapurthala, upkeep and maintenance of premises, punctuality, discipline and work output. The personnel so deployed shall be in a proper, neat and clean uniform. It shall be the responsibility of the Contractor to provide summer & winter uniforms etc. to the manpower.
- f. The Institute premises are the property of the Institute and the Contractor is only permitted to manage the premises as long the Contract remains valid. Whenever the contract is terminated or the contract is concluded and the Institute decides that the Contractor should not be allowed to run the service, the Institute will be entitled to restrain the Contractor from entering the campus.
- g. The number of person required is tentative and may vary from time to time as per needs. IKGPTU Kapurthala reserves the right to reduce or increase the manpower, if considered necessary. In either case the contract amount payable to the Agency shall stand modified under the Contract on pro-rata basis.



- h. Manpower shall be deployed on the basis of test as per the posts categorized. ie typing, drafting test for the post of clerk, skill test for the post of Attendant/Helper, driving test for the post of drivers, trade test for technical categories and where test is not required, the credential of the individual deployed shall be taken into consideration.
- i. The Contractor shall maintain the Minimum Wages as per Punjab Govt. and in the tender application the categories of the labour to be engaged should be specified. The Contractor will make payment to his staff engaged in the Institute as per the minimum wages rates for these categories, as specified from time to time by the Labour Commissioner and follow the Contract Labour Act, 1970 and Rules 1971 in this respect.
- j. The Contractor's staff shall not be treated as the Institute's staff for any purpose whatsoever. The Contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor is responsible under the law.
- k. The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him and keep the Institute indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above mentioned rules and regulations and the Registrar or his authorized representative shall be entitled to inspect all such records at any time.
- l. The Contractor shall disburse the wages to the workers latest by 7th day of every month through cheque/bank transfer and subsequently raise the bill for reimbursement which will be verified on the basis of attendance by the In charge concerned and the actual amount disbursed etc. Non-payment of wages by due date and any malpractice if noticed, will invite a penalty which may lead to termination of contract & backlisting of the firm or any other decision deemed fit by the Competent Authority. The Contractor will also be liable to pay the disputed outstanding amount. The Institute shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Contractor to make regular payment to the workers engaged by him as per the State's minimum wages.
- m. The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by the State Authority per month. The payment should be made by cheque or e-transfer and a record of that should be kept in a register which may be examined by the Institute at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of EPF, the

Agency shall produce original challans/ receipts along with the scroll of the employees, whose EPF stands deposited by the Agency to the Registrar of the University for Verification & reimbursement.

- n. The contractor himself or his representative shall remain available all the time for solving any problem and shall be answerable to the authorities of the Institute for which he has to earmarked a dedicated resource at own cost in IKGPTU Kapurthala Campus.
- o. None of the employees of the Contractor shall enter into any kind of private work at any locations of the Institute.
- p. The Contractor shall take day-to-day instructions from the authorized Officer-in-charge of the University or his deputy in his absence.
- q. The employees of this University and their near relatives (meaning wife/husband, parents, grandparents, children, brothers, sisters, cousins and their corresponding in- law) shall not be permitted to submit the tender. If such case is observed the BID is liable for rejection.

10. Contract Performance Security:

The CONTRACTOR shall furnish to the EMPLOYER, within 30 days from the date of notification of award, a performance security of Rs. 5,00,000/- (Rupees Five lakh only) in the form of Demand Draft drawn in favour of The I K Gujral Punjab Technical University payable at Kapurthala. Performance Security will be refunded after satisfactory completion of the contract. No interest will be payable on this amount.

11. TERMINATION:

- a. The University shall have power and authority to terminate this agreement by giving 30 (thirty) days clear notice in writing in case of performance of the successful agency is found Unsatisfactory during executions of the contract.
- b. Similarly, if the contractor wants to rescind the contract, he/she is required to give at least 60 days' notice for withdrawal of services and will not rescind the work till alternative arrangement is made by University, failing which performance security is liable to be forfeited.

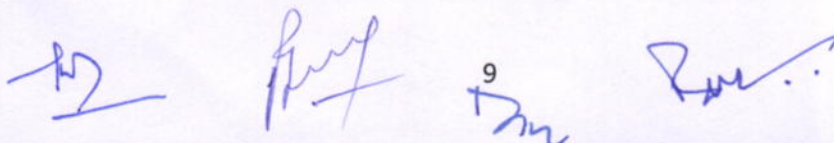
12. PENALTY:

In the event of the Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, the University shall make alternative arrangement to do it and the difference of cost incurred by the Institute thereby shall be recovered from the Contractor's unpaid bills and Contract Performance Security.

If the contractor fails to release the wages for the preceding month on or before 7th of every month then a penalty @ Rs. 5000/- per day for a week and Rs.10,000/- per day thereafter will be imposed.

13. REVISION OF RATE:

Effect of revision of State Minimum Wages as applicable with its pro rata effect as per revised circular of Office of the State Labor Commissioner from time to time will be considered subject to submission of application along with notification by the Agency.



14. TAXES, DUTIES AND LEVIES:

All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the Contractor and depositing the same with the Govt. shall be the sole responsibility of Agency concerned.

15. PERIOD OF CONTRACT:

The contract shall normally be for a period of 01 (One) year which can be renewed for a further period of one year on the basis of satisfactory performance.

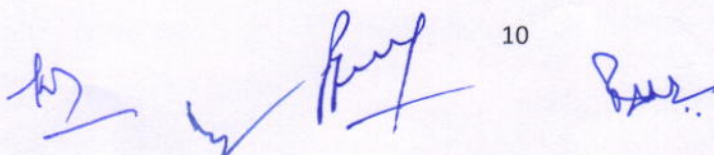
16. CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT:

- a. If and whenever any of the Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the works, the Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority.
- b. The Contractor shall be responsible for proper behaviour of all the staff, employed directly or indirectly by him. The Contractors' personnel employed at IKGPTU Kapurthala shall not participate in any activity prejudicial to the interest of IKGPTU Kapurthala/Govt. of India/any State/or any Union Territory.
- c. All Contractors' personnel entering upon the University premises shall be properly identified by uniforms & badges of a type acceptable to the Institute which must be worn by them at all times during duty hours.
- d. The Contractor shall furnish necessary certificate about police verification of character and antecedents of all the personnel to be engaged. He will be required to submit a copy of nominal roll post three months of the deployment.
- e. In case of law and order problem created by any worker, then the contractor shall take a necessary action to avoid any disturbance in the University.

17. PAYMENT OF CONTRACTOR'S BILL:

- a. The payment of wages for the month shall be released by the contractor latest by 7th of every month and thereafter, the monthly bill shall be submitted to the Management of the University. 100% of the total invoice value or admissible amount will be released by the first party in the following month provided the invoice/bill is accompanied by the proof of the following:-
 - (ii) Certified Attendance Sheet of month for which payment is claimed.
 - (iii) Wages statement, EPF statement & ESI statement showing individuals deductions under different mandatory heads for the month of payment.
 - (iv) Certified copy of the bank scroll showing disbursement of wages in individual accounts.
 - (v) Challans for depositing Provident Fund, ESI and other statutory deposits etc of the previous month

All payments will be subject to deduction of Income Tax at source as per Income Tax Act and as per Income Tax Rule.



18. ACCIDENT OR INJURY TO WORKMEN:

The University shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract.

The Contractor shall indemnify and keep indemnified the University against all such damage and compensation whatsoever in respect or in relation thereto.

Workmen should be insured against personnel accidents arising out of the course of their duties.

19. DAMAGE TO PROPERTY:

The Contractor shall be responsible for making good to the satisfaction of the Officer in charge/Estate Officer any loss or any damage to all structures and properties within the Institute premises. If such loss or damage is due to fault and/or the negligence or willful acts or omission of the Contractor, his employees, agents, representatives or he/she shall make good the loss as assessed by the Estate Officer and joint investigation team comprising of Agency and witnesses if any.

20. ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before and after completion or abandonment of work or extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or relating to the contract or breach thereof, shall be referred to Sole Arbitrator to be appointed by the Registrar of the University at the time of dispute.

21. JURISDICTION:

The contract shall be governed by and executed according to the law in force in India. The Contractor shall hereby submits to the jurisdiction of the Courts situated at Kapurthala for the purpose of actions any proceedings arising out of the contract and the Courts at Kapurthala only will have the jurisdiction to hear and decide such actions and proceedings.

22. GENERAL RULES:

- a. Smoking and consumption of alcohol or any prohibited substance within the entire area of the Institute is strictly prohibited. Violations of this rule shall be dealt with as per the law and culprit will be discharged immediately.
- b. The Agency staff will NOT indulge in political activities within campus premises.
- c. The Agency staff or employees will not seek any personal favors from IKGPTU Kapurthala staff or management or students.
- d. Lending and borrowing is strictly prohibited.
- e. Sitting idle or in groups is strictly prohibited during working hours.
- f. Two ways communication with IKGPTU Kapurthala and Agency will be through single point of contact (SPOC). The SPOC will be nominated by designation in the form of Escalation Matrix by the Agency.



PART-I

ANNEXURE - 1

DETAILS OF COST OF TENDER DOCUMENT AND EARNEST MONEY DEPOSIT

(To be put in a separate sealed envelope marked Earnest Money)

Name of the Bank	
Demand Draft/ Bankers Cheque	
Dated	
Amount	

Date:-

Signature of the Bidder or
His /Her authorized signatory
With Seal of the Agency



ANNEXURE - 2

BID Form

To

THE REGISTRAR
I.K. Gujral Punjab Technical University
Kapurthala

SUB : TENDER FOR PROVIDING MANPOWER SERVICES (CLERICAL, TECHNICIANS AND RELATED STAFF) AT MAIN CAMPUS AND VARIOUS CAMPUSES OF I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY IN PUNJAB

- 1) Having carefully examined all the BID Documents attached to your invitation to BID No., we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Rs. 1,00,000/- as Earnest Money Deposit in the form of Demand Draft_____ dated _____ issued by _____ in favour of THE I K GUJRAL PUNJAB TECHNICAL UNIVERSITY Kapurthala.
- 3) We certify that we have carefully read each and every condition and the scope of work given in the BID document and having understood the same we confirm our acceptance in it without any condition or deviation.
- 4) We agree to keep the BID valid for 90 (Ninety) days from the date of opening of the BID and the period shall remain binding.
- 5) Unless and until a formal CONTRACT is prepared and executed, this BID together with written acceptance of tender thereof shall constitute a binding CONTRACT between Institute and us.
- 6) We hereby submit our offer and enclose **"Schedule of Rates"**

Witnesses:

For and on behalf of:

(Signature)

(Signature and Seal)

Name -----

Address in full -----



ANNEXURE - 3

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : _____
2. Number of Years in Operation : _____
3. Registered address : _____

4. Operational Address if different from above : _____
5. Telephone No. (Landline) : _____
6. Tele fax No. : _____
7. Mobile No. : _____
8. Email Address : _____
9. Name & Address of Branch, if any : _____
10. Type of Organization (whether public Limited/ private limited/ partnership/ Sole proprietorship) as per attached Proof : _____
11. Name of Proprietor/ Partners/
Registrars of the Organization/Firm : _____
12. Optional (Any other additional information) : _____

(SIGNATURE OF BIDDER WITH SEAL)

ANNEXURE - 4

CHECK LIST

S.No.	Description	Confirmation (Yes/ No)	Proof attached at Page No.
1	Does your agency comply with the statutory requirements such as registration with ESI, EPF, PAN/TIN/TAN and GST and license to execute such contracts?		
2	Do you have any experience of providing similar services in an educational institutional/campus?		
3	Have you attached a list of contracts awarded to you during last current/ financial year (Name of the organizations)?		
4	Have you attached Balance sheets, profit and loss statements for last three financial years i.e. 2017-18, 2016-17, 2015-16.		
5	Whether the Earnest Money in the form of Bankers Cheque/ Demand Draft is enclosed?		
6	Have you completed /submitted other required Information / documents, as mentioned in the Tender Documents?		

Date: _____

Signature and Seal of Bidder

Note: - Enclose copies of the relevant documents and use separate sheets wherever required.



NO DEVIATION CONFIRMATION

To

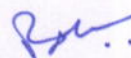
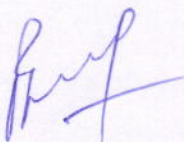
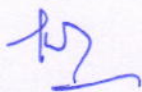
THE REGISTRAR
I.K. Gujral Punjab Technical University
Kapurthala

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID.

I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

(SEAL AND SIGNATURE OF BIDDER)



LETTER OF AUTHORITY

PROFORMA LETTER OF AUTHORITY FOR ATTENDING PRESENTATION, TECHNICAL & FINANCIAL BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO BID.

No. -----

Date:

To

THE REGISTRAR
I.K. Gujral Punjab Technical University
Kapurthala

Dear Sir,

I/We _____ hereby authorize following representative(s) to attend Technical/Financial BID opening and for any presentation /other correspondence and communication against Bidding Document:

Name & Designation _____ Signature _____

Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letter head of the bidder and should be signed by a competent authority.-



PART-II

Financial Bid

SCHEDULE OF RATES

SALARY STRUCTURE

: Minimum Wages as per Govt. of Punjab norms for category of staff available in the notification issued in this regard.
For staff categories which are not available in the minimum wages notification, salary will be decided by the University.

SALARY & STATUTORY PAYMENTS

: Will be **reimbursed** on deposit to the concerned department as per norms.

Kindly quote your Service Charges and any other charges only.

Service Charges (As percentage to the basic cost excluding statutory charges)	
Other charges, If any	

GST as applicable will be paid extra.

Signature of the Tenderer

Name & Address of the Tenderer with office stamp

Place :

Date :

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