


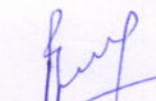
**TENDER DOCUMENT**  
**FOR PROVIDING MANPOWER SERVICES**  
**(CLERICAL, TECHNICAL AND SUPPORTING STAFF)**  
**AT MAIN CAMPUS & VARIOUS CAMPUSES OF**  
**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**



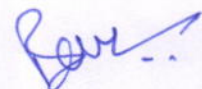
Tender No. : 2018/08/01  
Last Date of submission : 06-09-2018

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

  
H.P. Singh  
XEN

  
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](http://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 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.

