

TENDER DOCUMENT

FOR

**PROVIDING MANPOWER SERVICES
(CLERICAL, TECHNICAL, MEDICAL AND SUPPORTING STAFF ETC)**

TECHNICAL BID

PART - I

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA (PIN 144603)
PUNJAB**

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

NOTICE INVITING TENDER FOR

PROVIDING MANPOWER SERVICES

(CLERICAL, TECHNICAL, MEDICAL AND SUPPORTING STAFF ETC)

1. For participating in the above e-tendering process, the bidders shall have to get them registered in <https://eproc.punjab.gov.in> and get user ID and password Class 2 digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process, please contact Help Desk Number 0172-2970263, 0172-2970284 (on Government working days from 09:00 AM to 05:00 PM) or call at 24 X 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787 and for any clarification/query regarding work/site may contact Sh. Rajeev Jha, Senior Assistant 94780-98130. International bidders are requested to prefix 91 as country code. The blank tender document can be obtained from Punjab Government e-procurement website: - <https://eproc.punjab.gov.in>.
2. All bids (both Technical and Financial) should be uploaded in the E-procurement portal (<https://eproc.punjab.gov.in>). No manual bids will be accepted.
3. Bidders are advised to visit the I.K. Gujral Punjab Technical University Jalandhar web site (www.ptu.ac.in) for getting themselves updated for information on this tender. Corrigendum and addendum (if any) will be uploaded on E-procurement portal (<https://eproc.punjab.gov.in>) and/IKGPTU website. (www.ptu.ac.in/Tender.aspx). Bidder are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and bidder are supposed to upload the same, duly signed as per the guidelines given in the tender document.
4. The tender document fee, Tender Processing fee and E.M.D. should be deposited as per e-procurement website: - <https://eproc.punjab.gov.in>. No other modes will be accepted.
5. Bids must be submitted online through <https://eproc.punjab.gov.in> by the time specified in the table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic for online bids.
6. Bidders shall upload scanned copy of all the papers i.e. proof of PAN Card, GST No. and other documents mentioned in the subsequent pages.
7. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post/e-mail.

8. Prospective Contractors are advised to start uploading process well in time and not leave it to the last minute as same may take time because of the data involved.
9. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.
10. IKG PTU reserves the right to cancel the tenders or postpone the tender and to reject any or all tenders without assigning any reasons thereof.
11. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IKG PTU in this regard shall be final and binding.
12. The validity of the offer shall be 120 days from the date of opening of the Technical bid. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender does not start the work within stipulated period from the date of issue of letter of acceptance, then IKG PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited (EMD) by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

NOTICE INVITING TENDER

(e-Tendering mode)

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for providing manpower services (clerical, technical, medical and supporting staff etc.), as per the details given below:

Name of work	Manpower Services (clerical, technical, medical and supporting staff etc.)
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	26/02/2021
Document Download Start Date	26/02/2021
Start Date for uploading of Bids	26/02/2021
Last Date for uploading of Bids	19/03/2021 at 05.00 P.M.
Date & time of Opening of Technical Bids	22/03/2021 at 02.00 P.M
Date of Opening of Financial Bids	To be intimated later to the bidders, who have qualified technical bid.
Processing Fee	Processing Fee (as mentioned on the web portal) shall be paid through online mode only as Punjab Government e-procurement
Bid document Fee	Rs.1180/-(Inclusive of GST(applicable)) Mode of payment: online (https://eproc.punjab.gov.in)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

TENDER FOR MANPOWER SERVICES (CLERICAL, TECHNICAL, MEDICAL AND SUPPORTING STAFF ETC)

TERMS AND CONDITIONS

1. **Parties:** - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
2. **Addresses:** - For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Registrar I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, Jalandhar-Kapurthala Highway, Kapurthala (PIN-144603), Punjab. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
 - 3.1 Earnest money Submit as per Punjab Government e-procurement online (<https://eproc.punjab.gov.in>). The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The detail of Earnest money is given as under:-

Tender	Items	Approx. No. of manpower required	Earnest money in Rs.
A	Providing Manpower Services (Clerical, Technical, Medical and Supporting staff etc.)	500 *	1,95,000

The approximately monthly wages bill is Rs. 85,00,000/- (Eighty Five Lakhs Only)

* May vary as per the requirement also after tender.

- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.
- 3.4 The tenders without Earnest Money will be summarily rejected.
- 3.5 A Party who does not qualify technical bid, its EMD will be returned after completion of tender process

4. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- 4.1 A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- 4.2 A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. A Self attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm’s stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.**

5. Technical Bid:

5.1 The Technical bid should be submitted online in form given in **Technical Information, along with all other supporting documents in pdf format** as mentioned below:

- a. All the e-tender documents should be stamped & signed by authorized signatory, properly numbered & indexed
- b. Earnest Money Deposit (EMD)/ Bid Security of Rs. 1,00,000/ should be deposited as per e-procurement website: - <https://eproc.punjab.gov.in>.
- c. BID Form as per **Annexure-1** along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
- d. Bidder's General Information as per mentioned below Performa along with the documentary proof.
- e. Check list as per **Annexure-2** along with the documentary proof.
- f. Details of providing manpower services rendered in the past three years with documentary proof.
- g. Company/Agency profile.
- h. Documents related to Trade License and ITR, PAN, Professional Tax Registration, GST Registration, EPF & ESI Registrations etc.
- i. Audited financial statement duly signed for last three financial years **(2017-2018, 2018-19 and 2019-20)** in case of Un-Audited, FY **2019-20**, attach Certificate of CA.
- j. Additional documents, if any.

BIDDERS GENERAL INFORMATION

1	Name of the Tenderer/ Concern (i.e. Sole Proprietor or Partnership firm or a Company)	
2	Type of Organization (whether public Limited/ private limited/ partnership/ Sole proprietorship) as per attached Proof	
3	Date of Registration No. of years in Operation	
4	Registered Address	
5	Operational Address if different from above	

6	Telephone No. Mobile No. Email id	
7	PAN of Tenderer/Concerned (Self attested copy should be attached)	
8	GST registration certificate (Self attested copy should be attached)	
9	Annual turnover of firm (Attach Proof.)	
10	Details of experience (Self attested photocopies of work orders for 3 financial years (2017-18,18-19,19-20) as per tender document) and proof of satisfactory completion of work to be attached.	
11	Name of Proprietor/ Partners/ Directors of the company/ Firm	
12	Any other additional information (optional)	

13. Whether each page of Tender have been signed and stamped (YES / NO) _____
14. Undertaking to the affect that the firm is neither black listed by any government department/autonomous body nor any criminal case is registered against the firm. Attached (Yes/No) _____
15. Any other information important in the opinion of the tenderer.

Dated:

Place:

(Signature of Tenderer
With stamp of the firm)

6. **Financial Bid:**

6.1 The Financial Bid should be submitted online in Financial Bid performa in xlsx format as per Punjab Government e-procurement online (<https://eproc.punjab.gov.in>). **Please do not upload financial bid with** technical bid documents.

6.2 Terms of payment as stated in the Tender Documents shall be final.

7. **Validity of the Bids:**

The bids shall be valid for a period of 120 days as indicated in “Notice inviting Tender “from the date of opening of the Technical Bid.

8. **Criterion for Evaluation of Tender:**

8.1 The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid**. In Technical evaluation, score will be allotted to the agencies based upon their credentials as per the evaluation matrix and the agency (s) securing more than 60 marks out of 100 marks allotted to Technical Bid shall be considered as Technically qualified.

8.2 The Financial bid of such firms found valid based on technical parameters/ technical evaluation stage will be opened on the date, time and venue to be announced after opening of the Technical Bid. The agency who quoted the lowest service charges and fulfilling other conditions shall be considered for award 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. In case of tie 02 or more bidders are having same score in technical bid evaluation then bidder having more average annual financial turn over in last 03 financial years will be considered for award of work.

BIDDERS TO NOTE THAT LOWEST SERVICE CHARGES QUOTED SHOULD NOT BE MORE THAN PRESCRIBED BY THE STATE GOVERNMENT.

9. **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.

10. **Right of Acceptance:**

10.1 The Registrar, I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR reserves all rights to reject all tender without assigning any reason.

10.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor’s quotation.

11. Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender.

12. Security Deposit:

12.1 The BID Security (EMD) of Rs.1,95,000/- (Rupees one lakhs ninety-five thousand only) of the successful bidder shall remain with IKGPTU as a Security Deposit. However, the BID Security of Unsuccessful bidders/parties will be released after completion of the tender process. Bid security of the successful bidder will be converted into performance security. No interest will be paid on the security deposit amount by the University.

12.2 The successful bidder shall furnish performance security to the University, within 30 days from the date of award of work, in the form of account payee Demand Draft of Rs. 2,65,000/- (Rupees two lakhs sixty five thousand only) drawn in favour of The I K Gujral Punjab Technical University payable at Kapurthala from a Commercial Bank or online payment in an acceptable form safeguarding the interest of University in all respects. Thus total amount of performance security becomes Rs. 4.60 lakhs only. No interest will be paid on the security deposit amount by the University.

Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier/contractor including warranty obligations.

The Performance Security can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee/ demand draft as may be considered by the Registrar, I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

13. Penalty:

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

13.2 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.

13.3 The powers of the Registrar, IKG PTU under these conditions shall in no way effect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause above.

13.4 Registrar reserves the right to levy a penalty, on a contractor found paying less than minimum wages prescribed by the Government of Punjab and wages decided by the University in such cases for which minimum wages are not prescribed by the government.

14. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be encashed. In the event of the contractor becoming insolvent or going into liquidation, IKGPTU shall be entitled to treat such insolvency/liquidation as a breach of contract from the moment it occurs.

15. **Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party.

16. **The tender is nontransferable.**

17. **Terms of payment/ Payment of Contractor's Bill:**

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 **(duly verified by CA)**:

- (i) Certified Attendance Sheet of month for which payment is claimed.
- (ii) Wages statement, copy of EPF challans, duly certified be submitted along with the bills submitted for the current month of payment & ESI statement showing individuals.
- (iii) Certified copy of the bank scroll showing disbursement of wages in individual accounts.
- (iv) Challans for depositing Provident Fund, ESI and other statutory deposits etc of the current month for which bills are submitted.

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

17.1 No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

17.2 All payments shall be made by RTGS/Online etc.

- 17.3 Registrar, IKGPTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.
- 17.4 The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 17.5 Wherever applicable all payments will be made as per terms and conditions stated in the tender.

18. Tentative scope of work

The Contractor shall provide the staff for as per requirement of the University in main campus of IKGPTU Kapurthala and its other campuses located in (Amritsar, Bhikhiwind, Batala, Dinanagar, Mohali, Khuni Majara, Sultanpurlodhi, Hoshiarpur and Sri Chamkaur Sahib etc.) and at any other place as per requirement of University in Punjab and Chandigarh. The tentative requirement of manpower of all the categories is about 500 persons in different categories at all the campuses is as under:

Sr. No.	Categories
1.	Attendant
2.	Helper/Bus Helper/Ground man
3.	Care Taker
4	Carpenter
5.	Clerk/Draftsman (Graduate)
6.	Clerk (Post Graduate)
7.	Data Entry Operator
8.	Doctor
9.	Driver
10.	Electrician
11.	Fire Man
12.	Hardware Technician

13.	Lift Operator
14.	Mali
15.	Mason
16.	Pharmacist
17.	Plumber
18.	Programmer
19.	Pump Operator
20.	Restorer
21.	Staff Nurse
22.	Supervisor Mali
23.	Supervisor Civil
24.	Supervisor Electrician
25.	Technical Assistant
26.	Youth Officer
27.	Fire Officer

The category and number of persons may vary to any extent at the time of placement of order or during operation of the contract as per requirement of the University.

19. Termination:

- 19.1** 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.
- 19.2** Similarly, if the contractor wants to rescind the contract, he/she is required to give at least 120 days' notice in writing 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.

20. 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 Labour Commissioner from time to time will be considered subject to submission of application along with notification by the Agency.

21. 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.

22. Period of Contract:

The contract shall be for a period of 03 years which can be renewed for a further period of one year **on same rate, terms and conditions** on the basis of satisfactory performance and mutual agreement.

23. Contractor's subordinate staff and their conduct:

23.1 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 / informed 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 of University.

23.2 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/ State/Govt. of India/or any Union Territory.

23.3 All Contractors' personnel entering upon the University premises shall be properly identified by uniforms & badges of a type acceptable to the University which must be worn by them at all times during duty hours.

23.4 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.

23.5 In case of law and order problem created by any worker/staff, then the contractor shall take a necessary action to avoid any disturbance in the University.

24. 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/staff should be insured against personnel accidents arising out of and in the course of their duties by the contractor at its own cost.

25. 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 University premises. If such loss or damage is due to fault and/or the negligence or willful acts or omission of the Contractor, his employees/staff, agents, representatives or he/she shall make good the loss as assessed by the University.

26. Jurisdiction:

The contract shall be governed by and executed according to the law in force in India. The Contractor shall hereby submit 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.

27. Arbitration:

Any claim, dispute or difference relating to or arising out of this tender shall be referred to the Arbitration, of a sole arbitrator. The arbitration shall be subject to the Arbitration and Conciliation Act, 1996 as may be amended from time to time. IKGPTU will appoint the Sole Arbitration and will conduct the Arbitration in accordance with its rules for conduct of Arbitration proceedings then in force and applicable to the proceeding. The seat and venue of arbitration shall be decided by IKGPTU. The proceedings shall be undertaken in English. The arbitration award shall be final and binding on the parties.

28. 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 **defaulter** 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 and **its constitutes campuses** 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.

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

TENDER FOR MANPOWER SERVICES (CLERICAL, TECHNICAL, MEDICAL AND SUPPORTING STAFF ETC)

GENERAL INSTRUCTIONS

1. Canvassing in connection with the tenders is prohibited and the tenders submitted by the Contractor who resort to canvassing are liable for rejection.
2. 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.
3. 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.
4. 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.
5. The contractor shall be responsible for maintaining the decorum of IKGPTU Kapurthala, upkeep and maintenance of premises, punctuality, discipline and work output.
6. The University premises are the property of the University 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 University decides that the Contractor should not be allowed to run the service, the University will be entitled to restrain the Contractor from entering the campus.
7. The number and category of persons 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.
8. 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 by the contractor.
9. The Contractor shall maintain the Minimum Wages as per Punjab Govt. and in the tender application the categories of the staff to be engaged should be specified. The Contractor will make payment to his staff engaged in the University 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. **The categories for which Minimum wages are not prescribed by the Government, the staff deputed for work in categories will be given annual enhancement @ 5 % per annum of last wages.**
However, the salary of the staff having experience in the relevant field will be fixed with the consent of University Authorities.

10. The Contractor's staff shall not be treated as the University 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 University shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor is responsible under the law.
11. 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 university indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the Acts/Rules/Regulations 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 Acts /rules and regulations and the Registrar or his authorized representative shall be entitled to inspect all such records at any time.
The contractor will also ensure statutory compliance of the Acts/Rules and Regulations framed by the Government of Punjab including Reservation Policy, as applicable.
12. 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 University 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.
13. 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 University at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the University regarding non-payment of dues, the University 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 duly verified by CA to the Registrar of the University for reimbursement.
14. The Contractor shall submit their firm Labour License within 60 days after award of work, if applicable.
15. 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 University for which he has to earmark a dedicated resource at own cost in IKGPTU Kapurthala Campus.

16. None of the employees of the Contractor shall enter into any kind of private work at any locations of the University and its constituent campuses.
17. The Contractor shall take day-to-day instructions from the authorized Officer-in-charge of the University or his deputy in his absence.
18. 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.

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

TENDER FOR MANPOWER SERVICES (CLERICAL, TECHNICAL, MEDICAL AND SUPPORTING STAFF ETC)

PRE QUALIFICATION CRITERIA

1. The Agency fulfilling all the following criteria shall only be considered for technical evaluation:
 - i. The Agency should be approved/recognized/registered by Govt. of India/State Govt. for providing manpower services.
 - ii. 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.
 - iii. The bidders should not have been blacklisted by any Govt., Semi-Govt. Department, **autonomous body** or any other organization and bidders should not have any litigation pending 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.
 - iv. The bidder has to be a single entity. Bid from Joint venture or Consortium is not permitted.

2. The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid**. 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 60 marks out of 100 marks allotted to Technical Bid shall be considered as Technically qualified:

TECHNICAL BID / EVALUATION MATRIX

Name of the bidder _____

(to be filled by the agency)

TOTAL 100 Marks

S.No.	Description	Documentary Proof attached at Page No.	Marks
I	Certification and Credentials		(50 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-		(9/15 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 copy of ITRs in case of sole proprietary firm or Certificates from Chartered Accountant.		(35 Marks)
	(i) Turnover <= Rs. 5 Crores		(14/35)
	(ii) Additional Marks (Beyond 14 Marks) for Additional Turnover beyond Rs. 5 Cr.- 2 Marks for each additional Rs. 1 Cr. turnover (Maximum 35 Marks including 14 marks for sr.no.(1).		
II	Worker strength and Experience in large volume, multi state relevant assignments		(50 Marks)
a)	Total manpower workers continuously on rolls for supply to the Clients		(25 Marks)
	(i) ≤100 workers		0/25
	(ii) 101-200 workers		10/25
	(iii) 201-300 workers		12/25
	(iv) 301-400 workers		15/25
	(v) 401-500 workers		20/25
	(vi) More than 500 workers		25/25

b)	Experience of having executed manpower 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 public/private sector organizations	25 Marks
	a) Having largest single contract with annual value above Rs. 2.0 Crore OR Two contracts each with annual value more than Rs.1.5 Crore.	6/25
	b) Having largest single contract with annual value above Rs. 4.0 Crores OR Having two contracts each with annual value more than Rs.3 Crore.	12/25
	c) Having largest single contract with annual value above Rs. 6.0 Crores OR Having two contracts each with annual value more than Rs.4 Crore.	18/25
	d) Having largest single contract with annual value above Rs.8 Crores OR Having two contracts each with annual value more than Rs.5 Crore.	25/25

NOTE:

- (a) A committee constituted by the University will examine the entire proposal on the basis of Credentials, past experiences and financial turnover of the agency.
- (b) 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 Financial bid of such firms found valid based on technical parameters/ technical evaluation stage will be opened on the date, time and venue to be announced after opening of the Technical Bid. The agency who quoted the lowest service charges and fulfilling other conditions shall be considered for award 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. In case 02 or more bidders are having same score in technical bid evaluation then bidder having higher average annual financial turn over in last 03 financial years will be considered for award of work.

BIDDERS TO NOTE THAT LOWEST SERVICE CHARGES QUOTED SHOULD NOT BE MORE THAN PRESCRIBED BY THE STATE GOVERNMENT. In this regard, Govt. of Punjab, Department of Finance (Finance Personnel-I Branch) vide Endst.No. 7/74/2018-1FP1/1539232/4-6 dated 01.08.2019 has directed that maximum service charges paid to the services provider/contractor shall in no case be more than 2½ % (two and half percent) of the amount of contract. This is subject to any modification or amendment that may be made by the Government subsequently.

ANNEXURE - 1
BID Form

To

THE REGISTRAR
I.K. Gujral Punjab Technical University
Kapurthala

SUB : **E- 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.
- 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.
- 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 **University** and us.
- 6) We hereby submit our offer and enclose "**Schedule of Rates**" Part-1 (Financial BID)

ANNEXURE-2

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 manpower services in an educational institutional/campus?		
3	Have you attached a list of contracts (with proofs) awarded to you during last and current/ financial year i.e. 2017-18, 2018-19, 2019-20?		
4	Have you attached Balance sheets, profit and loss statements for last three financial years i.e. 2017-18, 2018-19, 2019-20?		
5	Have you completed /submitted other required Information / documents, as mentioned in the E-Tender Documents?		

Date: _____

Signature and Seal of Bidder

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

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the IKG PTU and shall abide by them.
2. I/We also undertake that I/we have understood complete scope of work and shall execute the work strictly as per the parameters.
3. 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.
4. I/We further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same and understand that if before award of work such information is found false/incorrect then the tender is liable to be rejected.

Dated:

Place :

**(Signature of Tenderer
With stamp of the firm)**

TENDER DOCUMENT

FOR

**MANPOWER SERVICES (CLERICAL, TECHNICAL, MEDICAL AND SUPPORTING
STAFF ETC)**

FINANCIAL BID

PART - II

Year -2020-21

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA (PIN 144603)
PUNJAB**

FINANCIAL BID

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 lowest Service Charges and any other charges only.

Service Charges (As percentage to the basic cost excluding statutory charges)	
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GST as applicable will be paid extra.

Note: Bidders to note that minimum service charges quoted should not be more than prescribed by the State Government. In this Govt. of Punjab, Department of Finance (Finance Personnel-I Branch) vide Endst.No. 7/74/2018 1FP1/1539232/4-6 dated 01.08.2019 has directed that maximum service charges paid to the services provider/contractor shall in no case be more than 2½ % (two and half percent) of the amount of contract. This is subject to any modification or amendment that may be made by the Government subsequently.