

E-TENDER DOCUMENT

**TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY SILCHAR**

**e-Tender for “Inviting Supply of Manpower Services to the different Departments under
Triguna Sen School of Technology, Assam University, Silchar**



ASSAM UNIVERSITY, SILCHAR

(A Central University Established by an Act of

Parliament) Silchar-788011, Assam, India.

Certified that this tender document contains ten (10) pages.



CONTENTS

Sl. No.	Particulars	Page No.
1.	General Information	01
2.	Staff Requirement	01
3.	Minimum Qualification/Experience Required	02
4.	Wages/Renumeration	03
5.	Tender Document	03
6.	Requirement for Technical Bid	04
7.	Terms and Conditions	05
8.	Validity of the Contract Agreement	06
9.	Termination of Contract	07
10.	Financial Bid for supply of Manpower to AUS. (Annexure-I)	08
11.	Technical Bid for supply of Manpower to AUS. (Annexure-II)	09-10



TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY: SILCHAR
(A CENTRAL UNIVERSITY ESTABLISHED AN ACT OF PARLIAMENT)

No. F. 180/AU-TSSOT/RECRUITMENT/2021/DAILY WAGES

Dated 29/03/2022

NOTICE INVITING TENDER FOR SUPPLY OF MANPOWER SERVICES

1. GENERAL:

A. Triguna Sen School of Technology (TSSOT) invites Technical and Financial Bids from duly registered Manpower Service Provider/Organization/Contractor/Supplier for providing manpower services to the different Departments (Agricultural Engineering/Computer Science & Engineering/Electronics and Communication Engineering/Applied Science & Humanities) under TSSOT and B.Voc. Programme initially for one year, extendable up to three years on year to year basis on mutual consent basis, as per the following schedule:

1	Last date for receipt of Tender	18-04-2022 to 02 p.m.
2	Opening of Part-I (Technical Bids) of the Tender	19-04-2022 to 1 p.m.
3	Opening of Part-II (Financial Bids)	22-04-2022 to 3 p.m.

Note: If the date in Col. 3 above happens to be holiday, the last date would be extended by next working day.

B. The office of TSSOT, Assam University is located as per the addresses indicated below. The staff are required to be deployed in the office of the concerned Department/Head/Dean under TSSOT, AUS.

2. STAFF REQUIREMENT:

The required staff of TSSOT, AUS i.e. Highly Skilled/Skilled/Semi-skilled/Unskilled, shall be provided by the Agency on contractual basis.

SL. NO.	Designation	School of Technology	Department of Applied Science & Humanities	Department of Agricultural Engineering	Department of Electronics and Communication Engineering	Department of Computer Science & Engineering	B.Voc. Programme	Remarks/ Job Role
01.	Highly Skilled (Technical)	01	----	01	03	01	01	Technical Support/ Laboratory Staff/ Machine operators etc.
02.	Skilled (Clerical)	01	---	01	01	01		Clerk/Data analyst/ Office Assistant/ Professional etc.
03.	Semi-skilled/ Unskilled Supervisory	02	01	02	01	--	01	Office Assistant/ MTS/ Data entry Operator/Field Assistant/ Tractor Driver/ Plumber / Electrician etc.
04.	Un-skilled	01	-----	03	----	--	01	Office Attendant/Peon/Mali/House Keeping/Earth Cutting etc.
Total no of worker-		05	01	07	05	02	03	
Budget/Fund allocation/Payment		School Development Fund		Annual Course Fee of Concerned Department (AGE/CSE/ECE/B.Voc.)				

3. Minimum Qualification/Experience Required:

- (i) **Highly Skilled:** Professional Graduate (B.E/B.Tech.) or BSC/BCA (Comp.Sc/Application) with minimum 1 year of experience or Diploma in relevant field with minimum 2 years of experience or ITI with minimum 3 years of experience in relevant Job role of Technical Support/ Laboratory Staff/ Machine operators etc.
- (ii) **Skilled (Clerical):** Any Graduate (B.Sc./B.Com./BA/others) with 6 months of experience and having computer proficiency or Higher Secondary with minimum 2 years of experience and having computer proficiency in relevant Job role of Clerk/Data analysis/ Office Assistant/ Professional etc.
- (iii) **Semi-skilled/Un-Skilled Supervisory:** Any Graduate (B.Sc./B.Com./BA/others) or Higher Secondary with 6 months of experience or 10th pass with minimum 2 years experience and having knowledge of MS Word, Excel etc. in computer in relevant Job role of Office Assistant/MTS/Data entry Operator/Field Assistant/ Tractor Driver/ Plumber / Electrician etc.
- (iv) **Un-skilled:** Higher Secondary or 10th pass 6-month of experience or Under-Matriculation with minimum 1 year of experience in relevant job role of Office Attendant/Peon/Mali/House Keeping/Earth Cutting etc.

4. WAGES/RENUMERATION:

- (i) The eligibility conditions & rate of payment to staff will be made through concerned Department, Programme, School of Technology, Assam University on case to case

basis.

- (ii) The existing-inhouse daily wage workers shall be given preference and priority for engagement/promotion based on experiences, performances, service rendered etc.
- (iii) The rates (monthly wages) will be strictly according to the rates as notified by the Ministry of Labour and Employment, Government of India time to time.

Sl. No.	Daily wage Worker	Rate/Mandays (Present rate as per order of Ministry of Labour and Employment, GoI dated 18-10-2021)	Employees Provident Fund	ESIC Insurance	Contractor Profit	GST (Total of SGST and CGST)
01	Highly Skilled (Technical)	455.00	(13% on rate or as applicable)	3.25% on rate or as applicable)	To be mentioned by the contractor/ agency	18 (9+9)% On Rate and Contractor Profit only or as applicable)
02	Skilled (Clerical)	418.00				
03	Semi-skilled/ Unskilled Supervisory	384.00				
04	Un-skilled	377.00				

- (iv) The aforementioned requirement of daily wage workers are to be provided on daily basis except weekly one day off (i.e. maximum 27 man days/month for each worker category) to carryout Office/laboratory/Field work in the O/O the concerned in TSSOT.
- (v) In absence of any daily wage worker, replacement worker(s) shall be provided for smooth functioning of Office/laboratory/Field work.
- (vi) The workers shall be paid as per unit rate of VDA per daily wage worker notified time to time by the Ministry of Labour & Employment, O/O the Chief Labour Commissioner and EPF and other facilities, taxes as applicable.
- (vii) The details of the workers attendance, total amount (VDA, EPF, ESIC etc.) paid to the workers along with bills in appropriate format shall be submitted after the last day of each month for onward processing and releasing of payment at the earliest.
- (viii) The person deployed by the agency shall be entitled to one paid casual leave for one calendar month service rendered. No cash allowance would be allowed in lieu of such leave. The leave so earned have to be availed within a quarter otherwise it will stand lapsed. There will be no credit for broken month period.

5. TENDER DOCUMENT:

A. The Tender documents should be submitted in a sealed and signed envelope containing three sealed and signed envelopes as per the details given below. The cover containing the tender documents should be super scribed as "TENDER FOR ENGAGING THE MANPOWER SERVICES FOR TSSOT". The agency's name should also be visible on all the sealed covers. The sealed envelope should either be dropped in a box provided at Dean Office TSSOT Assam University, Silchar or sent by speed post to the DEAN, TRIGUNA SEN SCHOOL OF TECHNOLOGY (TSSOT), ASSAM UNIVERSITY, SILCHAR, -788011.

- (i) One envelope should contain (a) Processing Fee (non-refundable) of Rs. 500/- and (b) Interest free Earnest Money Deposit (EMD) of Rs. 50,000/ Both

Processing Fee and EMD should be in the form of separate Demand Drafts/call deposit/Fixed deposit drawn in favors of ‘THE FINANCE OFFICER, Assam University, Silchar. The envelope should be super scribed as “PROCESSING FEE & EMD”.

- (ii) Part-I: Technical Bid. The second envelope should contain the required documents and should be super scribed as “PART-I: TECHNICAL”.
 - (iii) Part-II: Financial Bid. The third envelope should only contain the information as per **Annexure-I**. The envelope should be super scribed as “PART-II: FINANCIAL BID”.
- A. Qualitative Assessment of Technical bids will be done on the basis of requirements given in the tender document and Service Providers/ Agencies will be shortlisted out of the available offers. Financial Bids of the eligible technical bidders will only be opened for the purpose of awarding the job. The agency may nominate its representative to attend the process of opening of sealed envelopes. The Service charge, in percentage only, should be clearly mentioned in figures and words. The Service Charge will remain un-changed during the period of Agreement. In case of over-writing the tender is liable to be rejected.
 - B. Triguna Sen School of Technology, Assam University reserves the right to cancel the tender process at any time before the award of contract, without assigning any reason to any bidder. The University also reserves the right to accept or reject any or all bids after recording clear reasons for the same.
 - C. The Earnest Money Deposit of Rs.50, 000/- will be refunded to the unsuccessful bidder without any interest within one month of finalization of Contract. The EMD is liable for forfeiture in the event of : (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, (c) Non-confirmation of acceptance of orders within the stipulated time after award of contract or (d) any unilateral revision made by the bidder during the validity period of offer.
 - D. All future Corrigendum, addendums, Amendments, Revisions, Extensions of bid dates (if any) with regard to this Bid, shall be published only at Assam University website under the link “Tenders” and not through press advertisement. All the bidders are requested to look at the Assam University website regularly for this purpose.
 - E. The PAN, GST Number ESIC & EPF registration number of the firm should be indicated. The tenders of the firms which do not have any of these will not be considered.
 - F. The bidder shall abide by the terms & condition of the tender strictly.

6. **REQUIREMENT FOR TECHNICAL BID: -**

The Technical Bid should contain the documents/information as per Annexure-II. Before submitting the tender document, the agency should ensure that it is eligible as per the requirements contained in **Annexure-II** and including following conditions:

- (i) The Service Provider/Agency/Firm is a duly registered one with all statutory bodies.

Annual Turnover of the Service Provider/ Agency/Firm should not be less

than **Rs. 30 LAKH PER ANNUM**. This has to be supported with IT Returns/Balance Sheets for the last 5 financial years ending 31st March, 2021. (Attach CA Certified turn over certificate).

7. OTHER TERMS AND CONDITIONS:

- I. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- II. The persons to be deployed by the Agency should not have any Police Records/ Criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

The agency will also ensure medical examination of all the persons deployed in Assam University before deployment from the doctor (M.B.B.S or above) and ensure submission of fitness certificate at the time of joining. Assam University shall reserve the right to accept or reject the worker recommended by the agency. The Service Provider shall withdraw such workers who are not found suitable by this office for any reasons immediately on receipt of such a request. An authenticated bio-data (including his bank account number, mobile number etc.) of each worker has to be provided by the agency while deploying him in TSSOT, Assam University.
- III. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the TSSOT Assam University Office.
- IV. The service provider has to provide photo identity cards to the persons employed by it for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The service provider shall ensure proper conduct of these persons in office premises, and enforce prohibition of consumption of alcoholic drinks, Pan, Smoking, Loitering without work and gambling.
- V. The transportation, food, medical and other statutory/legal requirements (if any) in respect of each worker of the agency shall be the responsibility of the agency as per the prevailing rules.
- VI. The manpower to be deployed by the Agency will be required to work strictly as per the office timings of the TSSOT, Assam University on all working days. No extra wages will be paid for attending the office on weekly off days/ holidays / late sitting (except driver). However, one paid off or pro-rata extra wages, if called to attend the office, will be allowed after six continuous working days. The normal office working hours of Assam University are from 9.00 AM to 5.30 PM with one weekly off and other notified holidays.
- VII. In case of unsatisfactory services rendered by the contractor, the TSSOT AUS, reserves the right to terminate the contract even during the validity of the contract and no payment will be made after that. Of course, an opportunity shall be provided to the Agency to clarify the position within a period of 15 days.
- VIII. If any accident occurs with any worker of the contractor while doing his job, the TSSOT, AUS office will not be liable in any way and the sole responsibility for payment of compensation, etc. will be of the contractor.
- IX. The Agency shall disburse the wages to its workers deployed in TSSOT, AUS

before 5th of each month through their bank accounts. The agency shall submit the monthly bill after disbursing the wages along with attendance sheet and the same shall be paid by TSSOT, AUS after applying usual checks and also after deduction of usual taxes or/and other dues, if any. In the bill, the agency will clearly indicate the break-up of monthly payment details of each category of outsourced staff along with the Agency's service charges. The agency will clearly indicate the gross wages etc., each & every deduction made and net payment made to each person. Documentary proof has to be provided that the bank has transferred the amount in the accounts of each worker. The payment will be made on reimbursement basis only and not in advance. Normally, the bills are paid within 15 working days of receipt of complete documents. The agency shall ensure to pay the wages in time irrespective of reimbursement.

- X. Delay in payment of Bill by the TSSOT, AUS for whatever reason. In other words, the agency will not link the payment of wages to the payments due from TSSOT, AUS. The agency will also issue wage slips for every month to its workers showing ESI and PF number and gross wages, details of deductions made and net payment.
- XI. The quality of the Candidates to be provided by the agency will be ensured by the agency. In case of non-satisfactory performance of any worker, the agency would be liable to provide alternate worker. If more than 25% candidates are rejected by this process, then the agency will be given first warning. If it occurs again then the contract may be terminated by TSSOT, AUS.
- XII. All the statutory/legal liabilities will be handled by service provider/ agency and TSSOT, AUS will not be liable for the same in any circumstances.

8. VALIDITY OF THE CONTRACT AGREEMENT

- I. The job contract will be awarded initially for a period of **ONE YEAR EXTENDABLE UPTO THREE YEARS** on year to year basis or in part there of as per the requirement of TSSOT, AUS and based on review of the performance of the manpower and the Agency with same terms and conditions.
- II. Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/ Agency, forfeiture of the security amount and black listing of the agency for future jobs.
- III. Assam University will be free to deduct the amount of penalty for any of the violations as shown in the table below:

Sl.no.	Violation	Amount of Penalty
1.	Payment of wages from 11th to 15th day of month	2% per day of the payable one month's payments for delayed days.
2.	Payment of wages after 15th day of month	2.5% per day of the payable one month's payments for delayed days.
3.	Delay in payment of Bonus up to due date	1% of the per day of bonus amount.

4.	Non-compliance of any valid written directions of AUS	Will be decided on case to case basis.
5.	Late deposit of PF or/and ESI with the concerned authorities.	1% per day of the payment of PF or/and ESI dues.

IV. In case of any intentional/un-intentional loss that might be caused to AUS due to lapse on the part of worker/s deployed by the agency, such loss shall be compensated by the agency and in this connection. Triguna Sen School of Technology, AUS shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to AUS besides imposition of penalty

V. In the event of any worker on leave/absent, the agency shall ensure suitable alternative arrangement to make up such absence within three working days. Failure on this account shall attract penalty double the wages payable to the agency for such absence.

VI. As and when, TSSOT, AUS requires additional workers on temporary or emergency basis, the contractor will depute such workers in accordance with pro-rata daily rates. For the same, a notice of two days will be given by AUS.

VII. If any of the workers deployed by the agency in TSSOT, AUS indulges in theft or any illegal/irregular activities, misconduct, the agency will take appropriate action as per law and rules against its erring worker in consultation with this office and intimate the action taken to AUS.

9. TERMINATION OF CONTRACT

I. The Contract Agreement can be terminated by either of the party at any point of time and without assigning any reason thereof. However, notice period of such termination of the contract agreement will be of two months in advance.

II. Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favorable to AUS will be considered applicable at the time of dispute. Any legal dispute arising out of the job contract will be settled in Silchar Court only.

-sd-

DEAN
TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR

ANNEXURE-I

**FINANCIAL BID
FOR SUPPLY OF MANPOWER TO AUS**

Reference No F. 180/AU-TSSOT/RECRUITMENT/2021/DAILY WAGES. Dated: 22/03/2022

1	Name of the Manpower Company/Firm/Agency/Contractor (In Capital Letters)	
2	Registered Address	
3	Tel. No.	
4	Address of Operating Branch	
5	Contact Person	
	Contact Number	
	Email ID	

7. The Service charges, IN PERCENTAGE, to be Charged by the Service provider on the prescribed wages only payable by AUS:	
In figure	In Words

Note for Bidder: (i) The Service Charge should not be less than the applicable rate of TDS (income tax deducted as source) and cess there on to be deducted by AUS from the payable bills.

(ii) There should be no cutting, erasing etc. in any column.

Date: _____

Place: _____

(Signature of Authorized person)

Name:

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor

TECHNICAL BID FOR SUPPLY OF MANPOWER TO AUS**AUS Reference No. F. 180/AU-TSSOT/RECRUITMENT/2021/DAILY WAGES.****Dated: 22/03/2022**

	Particulars	Required information	Page No.
1.	Name of the Tendering Manpower company/Firm/Agency/Contractor (Attach self-attested copy of certificate of registration)		
2.	Name of the Director of Company/Active Partner of Firm/Authorized Agent/Proprietor with Telephone Number Landline & Mobile		
3.	Full Address of Registered Office		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4.	Full Address of Operating/Branch Office with mobile no e-mail address etc.		
5.	Name of the representative authorized to sign tender document including Financial Bid (If Any)		
6.	Banker of the Company/Firm/ Agency/Contractor with Full Address (Attach self-attested copy of latest bank statement)/Cancelled cheque.		
7.	PAN No. (Attach self-attested copy)		
8.	GST Registration No. (Attach self-attested copy)		

9.	EPF Registration No. (Attach self-attested copy)		
10.	ESI Registration No. (Attach self-attested copy)		
11.	Annual Turnover of the manpower Firm/Agency/ Company as evident from the IT Returns. (should not be less than Rs. 30.00 Lakh in each Fin. Year) (Copies of accounts certified by C A to be closed)	(Rs. in Lakh) (i) Rs. _____ (ii)Rs. _____ (iii)Rs. _____ (iv)Rs. _____ (v)Rs. _____	
12.	Details of payment of Processing Fee of Rs.500/-		
13.	Details of payment of EMD (Rs.50,000/-)		
14.	An Affidavit duly certified by Notary (i) that the sole proprietor or the partners of the firm/company is/are not involved in any Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the firm/company has never been black listed or changed the name of the firm. (Attached or Not Attached)		
15.	Copy of Tender Document attached with each page signed by the authorized representative and stamped (Yes or No)		

I _____, Director of Company/Active Partner of Firm/Authorized Representative/ Proprietor of have read/fully understood and accept the terms and conditions as contained in the Tender Document issued by the Assam University New Silchar vide Reference No. F. 180/AU-TSSOT/RECRUITMENT/ 2021/DAILY WAGES Dated; 22/03/2022.

Date: _____

Place: _____

(Signature of the authorized person)

Name:

Designation:

Office Address:

Phone(office):

Seal of the Company/Firm/Agency/Contractor: