



# **THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**

(A Central University established by an Act of Parliament)

**Lucknow Campus**

Motimahal Campus, 2 Rana Pratap Marg, Hazratganj, Lucknow-226 001

Phone: 0522-2616073, Fax: 0522-2200009

## **TENDER DOCUMENT**

**FOR**

## **SUPPLYING OF OUTSOURCED MANPOWER**

**Last Date for Submission: 18.03.2019 by 5 PM**

**Tender No. EFLU-Iko/Admin/Contractual staff/2019**



## **TENDER NOTICE**

EFLU-lko/Admin/Contractual staff/2019

16 February 2019

**Subject: Tender for Supplying of Outsourced Manpower at EFL University, Lucknow Campus**

The English and Foreign Languages University, (A Central University established by an Act of Parliament), Lucknow Campus invites sealed quotations for Supplying of Outsourced Manpower Work for a period of one year from 01 April 2019, from the agency registered with UP Labour Department/ Central Labour Department and also registered with ESI and EPF with good track record (having valid license issued under the provisions of Contract Labour Regulation and Abolition Act 1970), fulfilling the terms and conditions laid down below:

Description and scope of work, Statement of wages and Profile of contractors for outsourced staff proposed to be engaged in EFL University, Lucknow Campus is attached as Annexure I, II and III respectively.

### **Terms and Conditions:**

1. **The quotations are to be sent in two parts:**
  1. **Tender document in sealed envelope (along with copies of certificates as per checklist attached), Annexure I & Annexure III.**
  2. **Another sealed envelope enclosed containing Annexure II(Financial Bid), duly filled in, superscribed as “Annexure II”.**

**The two sealed envelopes should be put in another sealed envelope which should reach the following address latest by 5.00 PM on 21.03.2019 by Registered post / Speed post / Courier. It may also be dropped in the Tender Box kept in the Administration Section at the EFL University Lucknow Campus.**

To  
The Director  
The English and Foreign Languages University  
Lucknow Campus  
Moti Mahal, 2 Rana Pratap Marg, Lucknow-226001



## 2. DATE OF OPENING

- a. The tenders will be opened by the committee duly nominated by the EFL University Lucknow Campus at **10.30 AM** on **21.03.2019** in the presence of bidders or their representatives.
  - b. If the Office remains closed or is not able to function due to unexpected reasons, the tenders will be opened on the next working day.
  - c. If a representative / an authorized person of the bidder wishes to attend the opening of bid, an authorization letter must be produced before attending the bid opening.
3. A non-refundable amount of Rs. 500/- (Rupees Five Hundred Only, ) as tender document fee is to be remitted in the form of Cash Receipt/DD in favor of the **Director EFL University, Lucknow Campus payable at Lucknow**. In case, tender form is downloaded from the Website the tenderer shall deposit the cost of tender document alongwith the submission of tender. Any tender received after the deadline for submission of bids shall be automatically rejected.
  4. All the envelopes should be superscribed as “**TENDER FOR SUPPLYING OF OUTSOURCED MANPOWER WORKS**”
  5. The bidder shall quote only Service charge in **Annexure II**. Wages will be fixed by EFL University, Lucknow Campus as per rules applicable.
  6. EFLU, Lucknow campus reserves the right to disqualify such bidders who has a record of not meeting the contractual obligations against earlier contracts entered into with the EFLU Lucknow Campus.
  7. All pages of the tender are to be stamped and signed
  8. Tenders received and found deficient on account of registrations, documents or required information are liable to be rejected summarily.
  9. Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information. Incomplete quotations and the quotations received after the bid opening will also be rejected.
  10. The University reserves the right to reject any quotations or to cancel the partial/whole tender procedure without assigning any reason whatsoever.
  11. The contract awarded to the selected bidder is NOT TRANSFERABLE. The Bidder should have a minimum **THREE YEARS** experience in providing Manpower Supply Services to Corporate Organizations /PSUs/ Government bodies/ Universities. The documents submitted should clearly state that the bidder provided manpower supply service satisfactorily for a minimum period of **THREE YEARS**.
  12. A Xerox copy of photo identity of the applicant (copy of Aadhar, Electoral Card, Driving License etc) should be enclosed alongwith the quotation.



15. The bidder shall inspect the site before submitting the quotation to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
16. Preference will be given to agencies having office in Lucknow District. Office facility and competency of the shortlisted quotes will be verified by a committee of EFLU Lucknow Campus.
17. The bank account of the bidder, for financial transactions with EFLU Lucknow Campus, shall be with a branch of a Nationalized Bank in Lucknow.
18. The bidder shall submit self attested copies of the following Documents/Certificates alongwith the Bid Document.
  - i) Copy of Labour Registration Certificate of the agency/Firm from the appropriate authority.
  - ii) Experience Certificate for minimum period of 03 years from corporate Organizations/ PSUs/ Government bodies/Universities.
  - iii) Copy of ESI Registration and payment certificate from ESI Department.
  - iv) Copy of Employees Provident Fund Registration and payment Certificate from EPF Department.
  - v) Copy of Service Tax Registration Certificate, if registered with Service Tax authorities.
  - vi) Relevant pages of the Bank Account Passbook having Account details.
  - vii) Copy of PAN Card.
  - viii) Any other required document.
19. Copy of Labour License shall be submitted within one month from the date of awarding the Tender.
20. The contractor shall comply with the provisions as per the Minimum Wages Act 1948, and all statutory compliance like EPF, ESI, Service Tax and any other registration which is mandatory as per Central Govt., in force from time to time.



21. The Contractor shall ensure that the persons engaged by them are not having any adverse police records or criminal cases pending against them. The EFL University Lucknow Campus shall not be held responsible for any illegal acts of Outsourced staff engaged by the Contractor.
22. Outsourced staff supplied by the contractor will be engaged as per the norms of the EFL University Lucknow Campus
23. The bidder shall issue ID Cards to all its personnel and provide Uniforms to Attenders. EFL University Lucknow Campus shall issue cards for swiping for recording attendance. Payment is subject to standard deductions as per EFL University Lucknow Campus rules.
24. The Contractor shall provide adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
25. Evaluation of tender will be done on the basis of the lowest rates quoted in terms subject to the fulfillment of all tender requirements prescribed herein.
26. In case if there is any difference in quote written in figure and quote written in words, then the amount written in words will be treated as amount quoted.
27. EFL University Lucknow Campus reserves the right for termination of the contract at any time by giving one month prior notice, if the services are found unsatisfactory.
28. EFL University Lucknow Campus reserves the right to modify the terms and conditions in the tender document as and when required.
29. The successful bidder shall pay the salaries to the personnel/Staff in the first week every month and submit ESI and EPF subscription of the personnel/staff to the administrative section, EFL University every successive month.
30. The contract will be awarded initially for 3 months and on satisfactory performance, it shall be extended for further 09 months. If the work is not carried out satisfactorily during the trial period or extension period, EFL University Lucknow Campus reserves the right to terminate the contract.



31. Both parties will be at liberty to renew the agreement on satisfactory completion of the said period on mutually agreed existing terms.

32. Any further clarification on the document may be obtained from Administration, EFL University Lucknow Campus, Moti Mahal, 2 Rana Pratap Marg, Lucknow-226001

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**Annexure I**

**Quotation No: EFLU-lko/Admin/Contractual staff/2019**

**16<sup>th</sup> February 2019**

**Name of work: Supplying of Outsourced Manpower for EFL University Lucknow**

**Campus, Lucknow**

**Name of bidder:**

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**1. General:**

- a) The contract will be awarded initially for 3 months and on satisfactory performance, it shall be extended for further 09 months. If the work is not carried out satisfactorily during the trial period or extension period, EFL University Lucknow Campus reserves the right to terminate the contract.
- b) Both parties will be at liberty to renew the agreement on satisfactory completion of the said period on mutually agreed existing terms.
- c) Working Time Monday to Friday 9am to 5.30pm (including 30 minutes lunch break).

**2. Required Category and Description of work:**

SL No	Category	Qualification	Description and scope of work
1	Stenographer	Graduation with English typing speed 40 w.p.m. Shorthand Speed 120 w.p.m. and knowledge of computer	
2	JOA	H.S.C. with basic skills viz MS Office (Ms-word, MS- Excel and Power point)	
3	Library Assistant	A Minimum qualification of B.LI.Sc with Experience in the Library field	
4	Office Attendant (Peon) cum Driver	(i) Preferably S.S.C with experience of office work and (ii) some experience/ knowledge of driving of car (should have Driving license for L M V)	



EFL University, Lucknow Campus

5	Mali	Practical Knowledge in Garden work and ability to read and write any one Language	
6	Safaiwala	Preferably Standard IV Pass	
7	Security Guard	Standard VIII pass, preference will be given to Ex-Servicemen	

**Office Seal**

**Signature:**

**Name of the Contractor:**

**Address:**



**Annexure III**

<b>SERVICE CHARGES</b>	
<b>Quote only Service Charges</b> (in Percentage) <b>for the works mentioned in Annexure I</b> (Wages will be fixed by EFLU as per rules applicable)	_____% (In figure)  _____ in words Percentage

Sl no	Designation	Total Wage	Employer Share			IGST As per rule	Total Pay by EFLU Lucknow Campus	Employee Share		
			EPF 12%	ESI 4.75%	Service charge ..... in %			EPF 12%	ESI 1.75%	Net payment to the Employee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Stenographer									
2	JOA									
3	Library Assistant									
4	Office Attendant (Peon) cum Driver									
5	Mali									
6	Safaiwala									
7	Security Guard									

Note: The successful bidder shall pay the EMD of Rs.1,00,000/- (One Lakhs Only) before entering into agreement. The amount of EMD will be refunded to the firm on completion of the term of the agreement subject to deduction of amount against damages, if any, caused to the University.

Date :

Signature of Authorized person

Full Name



### Annexure III

Quotations No: EFLU-Iko/Admin/Contractual staff/2019

16<sup>th</sup> February 2019

### Profile of Contractors Supplying Manpower

(Use this format to provide requisite details)

1	Name of the Head of Organization (Applicant)	
2	Name of the Organization	
3	Type of Organization ( <i>Tick applicable and strike off not Applicable</i> )	Registered Society / Private Limited Company / Individual
4	Address	
5	Contact Person for communication	
6	Telephone No. (office)	
7	Mobile No	
8	E-mail id	
9	Educational Qualification of the Applicant / Proprietor / Partner ( <i>Please attach photocopy of certificates</i> )	
10	Major works undertaken for supplying manpower ( <i>separate sheet attached</i> ) ( Minimum experience requirement for consideration is 3 Years):	
11	Details of manpower availability	
12	PAN Number Attach copy of Pan Card	
13	Name and address of Bankers	
14	Bank account no (shall be with a branch of Nationalized Bank in Lucknow)	
15	IFSC Code	
16	<b>Registration Number Details</b>	
	ESI Registration Number ( <i>Attach copy of ESI registration certificate and proof of payment certificate from ESI Dept</i> )	
	Employee Provident Fund Registration Number ( <i>Attach copy of EPF registration certificate and</i>	



	<i>proof of payment certificate from EPF Dept.)</i>	
	<b>Service Tax Registration No</b> <i>(Attach copy of Service Tax Registration and proof of payment of payment service tax.)</i>	
	<b>GST</b> <i>(Attach copy of GST Registration and proof of payment of payment of GST.)</i>	



**Details of major works undertaken by the Agency**

Give details and attach copies of orders and certificate on performance obtained from the office concerned

SI No	Name and address of the Organization  Name, designation and contact telephone number of the officer concerned	Detail regarding the contract including manpower deployed	Annual value of contract in Lakhs	Duration of Contract	
				From	TO
				DD/MM/YY	DD/MYY



1. I, \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ Proprietor/Partner/  
Director/Authorized Signatory of \_\_\_\_\_  
*(Named of Firm/Agency)* sign this declaration and execute this tender  
document.
  
2. I have carefully read and understood all the terms and conditions of the  
tender and hereby convey my acceptance of the same.
  
3. The information/documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I/ We, am/are well  
aware of the fact that furnishing of any false information/fabricated document  
would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.

**Signature of authorized person**

**Full Name**

**Company's Seal**

**Date:**

**Place:**



EFL University, Lucknow Campus

The following CHECKLIST may duly be filled and enclosed along with the bid. Put a tick mark ( ) on the correct status of enclosure and indicate the page no. at which the proof is attached.

**CHECKLIST TO BE ENCLOSED ALONG WITH THE BIDS**

SL No	Particulars	Status of enclosures		
		Yes	If yes, Indicate the page no. where it is attached	No
1	Tender document			
2	Annexure I			
3	Annexure II			
4	Annexure III			
5	Cash Receipt/DD for Tender document fee			
6	Proof of Photo identity (Aadhar, Electoral card, Driving License etc.			
7	Proof of Labour Registration Certificate of the agency/Firm from the appropriate authority.			
8	Experience Certificate for minimum period of 03years from corporate Organization / PSU/ Government body			
9	Proof of ESI Registration and payment certificate from ESI Department.			
10	Proof of Employees Provident Fund Registration and payment Certificate from EPF Department.			
11	Proof of Service Tax Registration Certificate, if registered with service tax authorities.			
12	Copy of Bank Account Passbook having Account details.			
13	Copies of certificate regarding educational qualification			
14	Copy of PAN card			