

# लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE

(दिल्ली विश्वविद्यालय University of Delhi)

अशोक विहार Ashok Vihar-III

दिल्ली Delhi-110052

कार्यालय Office : 011-27308598, 27304076 टेलीफैक्स Telefax : 27304076

18.01.2021

Subject: - Tender for hiring Manpower Services for Semi-Skilled Workers and Staff nurse in Lakshmbai College.

Sir/Madam,

Sealed tenders (Technical & Financial) to be put in two sealed envelopes separately addressed to the Principal, Lakshmbai College, Ashok Vihar – III Delhi – 110052, are invited from experienced and established agencies empanelled preferable with appropriate agencies of Delhi /Central Government/University of Delhi to supply of manpower services as under:-

Requirement	Number of persons (Required)	Minimum Qualification	Desirable
Staff Nurse	01	<p>(i) B.Sc (Hons) in Nursing from a recognized University or Institute/Regular course in B.sc Nursing from a recognized University or Institute/Post Basic B.sc (Nursing) from recognized University or Institute;</p> <p>(ii) Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council.</p> <p>Six months experience in minimum 50 bedded hospital after acquiring the educational qualification mentioned above.</p> <p>OR</p> <p>(i) Diploma in General Nursing and midwifery from a recognized Board or Council.</p> <p>(ii) Registered as Nurse or Nurse and wifery (RN or RN and RM) with State Nursing Council.</p> <p>(iii) Two and half years experience in minimum 50 bedded hospital after acquiring the above educational qualification.</p>	

MTS (Office)	09	Matriculate	1.) ITI or trade certificate from recognized institute which can be useful for working in the college. 2.) Working knowledge of computers. 3.) Conversant with filing work.
MTS (Mali)	03	—	1.) Elementary knowledge in gardening/landscaping with agricultural background. 2.) Knowledge of gardening operations including operation of tools. 3) Able to read and write.
Total	13		

- The cost of the tender is Rs. 1,000/- in the form of DD in favour of "Principal, Lakshmibai College" payable at New Delhi.
- The agency is required to quote the rates for the semi skilled workers as per requirement of the College and the rates/prices should be valid for at least one year after the date of awarding the tender.
- The contract shall be valid for a period of one year, which may be extended for further period/s subject to satisfactory performance and as per discretion of Lakshmibai College.
- GST as applicable should be mentioned separately.
- Any effort by the bidder to influence the college in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
- Prospective bidder requiring any clarification on the bid should contact the College office on any working day between 9 to 5 p.m. However, the tenders which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
- Your tender must enclose: (i) supporting documents as required in Annexure I and Annexure II ; (ii) Cost of tender i.e Rs 1,000/- through DD; (iii) Demand draft for the earnest money deposit (EMD) of Rs. 30,000/- should be drawn in favour of Principal, Lakshmibai college, Ashok Vihar, Delhi – 110052. A bid received without bid security (EMD) shall be rejected.
- Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope super-scribed as "Tender for Providing Manpower Services" in Lakshmibai College, Ashok Vihar – III Delhi – 110052 and should reach the college by **1 Feb. 2021** upto 1 p.m. Bids received after the specified date and time shall not be considered. The bids will be opened on **5 Feb. 2021** <sup>at 12 noon</sup> in the presence of the bidders or their authorized representatives, who may wish to be present.
- The other terms and conditions of the tender is as per Annexure III.
- Please note: The College reserves the right (i) to accept or reject a particular tender and is not bound to accept the lowest bidder. (ii) to take the appropriate action as warranted from time to time if not satisfied with the work (iii) to amend/ modify/discontinue /terminate the current process at any stage without being liable to any one and assigning any reason; (iv) change the number of persons depending upon the situation if circumstances so warrant and; (v) to amend/withdraw/relax modify any of the terms and conditions contained in the

Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof. You are advised to see the college website for all such matters/changes in terms and conditions.

11. The college has the right to increase or decrease the number of staff employed in the College at any point of time. However the other terms and conditions will be the same.
12. The decision of the Competent Authority will be final and binding on both the parties.



PRINCIPAL

Annexure - I

Please note: Organization has to furnish information /attach all documents (without complete information and documents, Tender will be rejected.) Clarification, may be sought through Email: [lakshmibaicollege@yahoo.co.in](mailto:lakshmibaicollege@yahoo.co.in)

1.	1 Name of the Proprietor:..... 2 Mobile No. .... Email ..... 3 Address.....
2.	Name of the responsible Person/ Manager of the office..... Telephone no. (Office).....(Residential).....
3	Office Address of the Firm..... Telephone no. .... Email..... Empanelment with GNCTD No..... Empanelment with central Govt. No.....
4	Number of Clients served during the last 2 years:..... Telephone no of Clients 1 ..... Client 2..... Client 3 ..... Client Address for which presently working:.....
5	License from NCT, Labour Department.....
6	Employees state insurance (ESI) (Attach Photocopy) .....
7	Employees provident fund (EPF)..... Attach photo copy
8	PAN No. .... (Attach Photocopy)
9	GST Registration no. .... (Attach Photocopy)
10	Audited accounts statements for last three Financial Years are attached ( Attach CA certified copies) : 2017-18 2018-19 2019-20
11	Detail of Demand Draft (EMD) (please enclose Demand Draft)..... DD No.....Date.....Amount..... Name of the Bank .....Branch.....
12	Details of the bankers:..... Name of the A/c Holder ..... Bank name..... Account No..... IFSC code..... MICR No..... Branch Name..... Address.....
13	The vendor must have minimum turnover of Rs. 1 crore during the last three financial years or Rs 2 crore for the last two financial years..... Copies of last three years IT returns: .....
14	We have examined terms and conditions and understood the contents of Tender. We/I further promise that firm is not blacklisted/banned/suspended from business dealing with any institution/agency (Government of non-government.

Signature.....

Address.....

Full Name of the firm.....

Full Name.....

Organization's & Stamp.....

**Financial Bid**

For providing Manpower to the Lakshmi Bai College, University of Delhi, Ashok Vihar, Delhi – 110052.

1. Name of tendering Company / Firm Agency \_\_\_\_\_

2. Rate per person for semi-skilled worker per month (8 hours excluding ½ hr. lunch) is Rs.  
\_\_\_\_\_

Sr. No.	Component of Rate	Amount per month (in Rs.)
A	Wages for 8 hours duty for 5 days	
B	EPF	
C	ESI	
D	Sub Total (A+B+C)	
E	Agency Charges	
F	Any other charges, Please specify	
G	Cost (Including agency charges) for 8 Hours (D+E+F)	
H	GST	
I	<b>Grand Total (G+H)</b>	

Signature.....

Full Name.....

Full Name of the Firm.....

Firm's Address.....

Organization's & Stamp.....

TERMS AND CONDITIONS

1. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for the category.
2. The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the service provider which will be verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the college.
3. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
4. The service provider shall withdraw such employees who are not found suitable by the college for any reasons immediately on receipt of such a request form the college.
5. The service provider shall engage necessary persons as required by this college from time to time. The said persons engaged by the service provider shall be the employees of the service provider. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no master & Servant relationship between the employees of the service provider and this college and further that the said persons of the service provider shall not claim any absorption in the college on any ground whatsoever.
6. The service provider's personnel shall not claim any benefit/ compensation /absorption/regularization of service from /in this college under the provision of Industrial Disputes Act, 1947 of Contract labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the college.
7. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential /secret nature.
8. The service provider personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this college. The service provider shall be responsible for any act of indiscipline on the part persons deployed by the Agency.
9. That the persons deputed shall not be below the age of 19 years and they shall not interfere with the duties of the employees of the College.
10. The college may require the service provider to remove from the office, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct or due to any other reasons whatsoever, the service provider shall forthwith comply with such direction and shall replace such person immediately.
11. The service provider has to provide Photo Identity Cards to the persons deployed by them for carrying out the work which can be verified anytime by the office
12. The service provider shall ensure proper conduct of their persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, tobacco/gutka, loitering without work etc.
13. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
14. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum wages Act, Employees Provident Fund Act, ESI Act, etc. and the college shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on

account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the college, on monthly basis, along with bill submitted by them.

15. The service provider will submit the bill, in triplicate in respect of a particular month in the first week of the next month along with copies of receipts towards EPF/ESI deposition for the previous month and copies of attendance register(s).
16. Payment to the service provider would be strictly on certification by the officer with whom the person deployed is attached that his attendance certified as per the bill preferred by the service provider.
17. No wages /remuneration will be paid to any person for the days of absence from duty.
18. The service provider will have to provide the required number of additional persons for a shorter period also, in case of any exigencies as per the requirement of this college.
19. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
20. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from college to the service provider shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instructions issued by the college in fulfillment of the contract from time to time.
21. This college shall not be liable for any loss, damage, theft burglary or robbery or any personal belongings, equipment of vehicles of the personnel of the service provider.
22. The college will maintain attendance on biometric machine in respect of the staff deployed by the agency on the basis of which wages /remuneration will be decided in respect of the staff at the approved rates.
23. The successful bidder will enter into an agreement with this college for supply of suitable and qualified manpower as per requirement of this college on these terms and conditions. The contract will be valid initially for a period of one year which may be extended for further period/s as per discretion of Lakshmibai College.
24. The service provider shall not assign, transfer pledge or sub contract the performance of services without the prior written consent of this college.
25. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the college shall be forfeited by the college.
26. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same as per rules.
27. The services provider shall provide services with requisite professional efficiency and effectiveness.
28. The services provider shall not allow any unauthorized person without permission of the Principal.
29. Any dispute, difference or disagreement between Lakshmibai College, University of Delhi and the agency to whom this contract has been awarded, concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Principal, Lakshmibai College. The language of arbitration proceedings

shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

30. In the event, if any dispute arises regarding any the clauses of the agreement, the matter will be referred to the Principal, Lakshmibai college, Ashok Vihar, Delhi – 110052 whose decision shall be binding on both the parties.
31. The Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of the performance security deposit as well as the termination of their contract and getting the work done through some outside agency at their cost and risk, during the reaming period of contract.
32. The bidder must employ adults only as manpower worker. Employment of child labour will lead to the termination of contract. The bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

Signature .....

Full Name.....

Full Name of the Firm.....

Firm's Address.....

Organization's Stamp.....