

RASHTRIYA SANSKRIT SANSTHAN

(Deemed university)

Jaipur Campus,

Triveni Nagar, Gopalpura Bye-Pass,

JAIPUR - 302018

Advt.09/17-18/

Dated : 21.08.2017

TENDER NOTICE

Sealed Tenders are invited for awarding contract for out-sourcing the Cleaning & Sweeping services in Rashtriya Sanskrit Sansthan Jaipur Campus, Jaipur. Sealed tenders should reach this office up to 28th August, 2017 by 5.00PM. The tenders will be opened on dated 29.08.2017 at 2.00PM in the office of the Rashtriya Sanskrit Sansthan, Jaipur Campus, Triveni Nagar Gopalpura Bypass, Jaipur on the last date of submission of the tender in the presence of the bidders. Details are also available on our website: www.rsksjipur.ac.in

-Sd/-

(Dr. Prakash Pandey)
Principal

Rashtriya Sanskrit Sansthan (Deemed University)

**Jaipur Campus, Triveni Nagar,
Gopalpura Bypass, Jaipur-302018**

Tender Document

Sub.: "Inviting Bids for engaging Service Provider Firm for out Sourcing the quality services for cleaning/Sweeping and filling of water in desert coolers during summer (when coolers are in operation) through Service contract.

Sir/Madam,

The Rashtriya Sanskrit Sansthan, Jaipur Campus Triveni Nagar Gopalpura Bypass, Jaipur-302018, is a study centre of Rashtriya Sanskrit Sansthan, New Delhi a centrally funded autonomous body under Ministry of Human Resources Development, Government of India and a Society registered under Societies' Registration Act, 1860. The Campus is imparting Sanskrit Education and undertakes, aids, promotes and co-ordinates research in Sanskrit learning including teachers' training courses.

2. Sealed competitive Bids are invited by the Sansthan's, Jaipur Campus Jaipur from the reputed and registered Consultant\Service Provider Firms for providing manpower through quality service contract initially for a period of 01 (one) Year from date of award of contract which may be extended by a further period one year provided service are satisfactory.

A. Area of the Building :

85926 Sq. Mtrs. having approximately 140 Rooms and Toilets, Meeting Room, Auditorium, Corridors, Hostels and Stairs, as well as adjoining surrounding areas on the ground floor. Parties are advised to see the location Physically.

Address/Location of the Building:

Rashtriya Sanskrit Sansthan

(Deemed University)

Jaipur Campus Triveni Nagar

Gopalpura Bypass, Jaipur-302018

B. Man Power Required:

S. No.	Category of Manpower	Minimum qualifications or/ and Experience	Number of workers required	In the following way/timing
1.	Workers for cleanliness & water filling male	Primary Standard	03	8.30 AM to 4.30PM
2.	Workers for cleanliness – female	Primary Standard	02	8.30 AM to 4.30PM

Total five workers for cleanliness / filling of water in desert coolers during the summer season when the coolers are in operation and for cleaning of desert coolers etc.

An outline of tasks to be carried out by different category of manpower provided is detailed as under:

S. No.	Category of Manpower	Number of workers required	Place of deployment
1.	Workers for cleanliness, male	03	2 for boy's hostel, 1 for remaining area including main building and for filling in water cooler.
2.	Workers for lady, female	02	For girl's hostel and other ladies toilets.

Responsibilities for Complete housekeeping of the campus where worker is deputed and to fill the water in desert coolers, to clean the desert coolers during summer season when these are in operation and any other work assigned to them.

C. Material for cleanliness to be used as per attached annexure-B. The cost of material, however, will be charged extra by the contracting agency by showing rates of the same in the attached **annexure-A**.

D. Work will have to be got done in the following way:

- (i) Sweeping of entire building area including hostels etc. surroundings thereof and collection of all waste material and disposal of the same as per instructions of the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur.
- (ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc., once in the morning before opening the office and thereafter at an interval of every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/ anti-termite treatment and rodent control etc., are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.
- (iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- (iv) Cleaning of carpets area of officers' rooms with vacuum cleaner to be provided by the contractor.

- (v) Sweeping and cleaning of entire building area including hostels etc., lawns, auditorium/meeting halls/canteen etc.
- (vi) Regular dusting/cleaning of Classes Rooms, office Rooms, Teachers Rooms, office furniture (table and chair) and equipments, telephones, book cases including Library, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 9.00 AM.
- (vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and ordinal cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- (viii) List of items/cleaning material required is attached vide annexure-B.
- (ix) The Choking of the sanitary installations e.g. W.C.'s Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- (x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- (xi) Filling of water in all desert coolers during summer season when the coolers are in operation.
- (xii) Putting of kerosene Oil in Desert Coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- (i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- (ii) Acid cleaning of sanitary wares, without damaging their shines.
- (iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- (iv) Cleaning of corridors and staircases.
- (v) Cleaning of water storage tanks, water coolers, desert coolers.
- (vi) Polishing of name plates and number plates with basso (on each floor) and cleaning of all other name plates/Boards.
- (vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. Quoted price:

- (a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPS, ESI & other statutory costs and service Charges in the format of quotation attached (Annexure-A).
- (b) Being an educational institution the indenting office is exempted from payment of service tax.

- (c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. percentage of profits/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (d) The Bidder shall bid security total bid valuation of 5% approximately (per Year) deposit in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay order drawn in the favor of Principal, Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur payable at Jaipur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for fourteen months from the date of award of the contract or Demand Draft/Pay order drawn in favour of the the Principal, Rashtriya Sanskrit Sansthan, Jaipur payable at Jaipur. The performance security shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency.
- (f) Telex of Facsimile Bid is not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque/NEFT/RTGS at Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur in the presence of representative of the Principal, Jaipur Campus of the Sansthan after satisfactory work.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their workers provided to the Sansthan's Jaipur Campus, Jaipur as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the workers provided to the Sansthan's Jaipur Campus, Jaipur Office/Premises supported with the following documents:
 - (i) Details of disbursement made to the staff furnishing cheque/NEFT/RTGS details for each payment.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, GST and any other applicable tax. Payment to the contracting agency will be released within 15 days from date of receipt of the invoice bill.

- (d) The contracting Agency will provide identity card to all his employees deputed as per the format suggested by the indenting office valid for the period of contract.
- (e) The contracting agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (f) The normal office hours of Sansthan's Jaipur Campus, Jaipur is from 9.30AM to 6.0PM five days from Monday to Friday. However, the contracting agency will deploy their workers and provide the services of cleanliness/filling of water in desert coolers (during summer reason when the coolers are in operation) for seven days in a week from Monday to Sunday according to the duty timings shown at pre-pages/above. Sansthan also reserves the right to request for the services of additional/Extra manpower. The contracting agency will be compensated, for the extra manpower provided by the indenting agency as per the rate quoted.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly Remuneration minus (-) = A-1

Where A 1 = Monthly Remuneration x No's of Days of absence

$\frac{\text{Nos. of days in the month}}{\text{Nos. of days in the month}}$

- (h) The candidates/manpower provided by the contracting agency shall be accepted only after scrutiny by the Sansthan. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by Sansthan's Jaipur Campus, Jaipur. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency suitable then additional bio-data shall be made available by the contracting agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability for Sansthan Shall be made within 24 hours.
 - (i) The contracting Agency will be required to sign a contract with the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the Sansthan reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting Agency will also ensure that the workers/ staff deployed are free from infectious disease and drug edition consuming alcohol before deployment for work.

- (m) The Sansthan shall provide a space for the workers/staff deployed by the Contracting Agency. No. Name Plate of agency shall be allowed and nobody will be allowed to stay in the office premises except the staff of contracting Agency on duty.
- (n) The Contraction Agency shall provide to their personnel deployed for cleanliness and for filling of water in desert coolers with impressive summer uniform as well as winter uniform with insignia.
- (o) The Contracting Agency will be responsible for ensuring the adherence of provisions of all the relevant Acts and rules and regulations.
- (p) Procurement of services in question will be subject to the provisions of procurement of goods and services as contained in the General Financial Rules.
- (q) The indenting office shall have absolute right to reject the bid without assigning any reason.
- (r) The contracting agency must insure that all services of cleaning as indicated in para 2 etc. is being done with sufficient use of cleaning material.

7. Evaluation of Bid:

The indenter will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

The bid will be treated as non-responsive if following documents are not attached:

- (a) Brief profile of the firm and evidence to establish that bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years along with an attested copy of the valid registration
- (b) Audited Balance Sheet & Profit and Loss Account.

- (c) List of Clientele during last 3 years along with cost of assignment.
- (d) PAN and current IT return.
- (e) Attested copy of proof of EPF registration, If EPF applicable
- (f) Attested Copy of Proof of ESI registration, If ESI applicable.
- (g) Attested copy of proof of GST registration.
- (h) Attested copy of Proof of Service Tax Registration.
- (i) The Bidder shall deposit total bid valuation of 5% approximately (per Year) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/pay order drawn in favor of Principal, Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur Payable at Jaipur as Earnest Money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Basic rates of wages, quoted below minimum wages prescribed by the Govt. of Rajasthan for un-skilled cleaning and sweeping staff shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder but the quality of service is the prime concern of the indenter.

8. Award of Contract:

- (a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price as per Para 7 and the selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for fourteen months from the date of award of the contract or Demand Draft/Pay order drawn in favour of Principal, Rashtriya Sanskrit Sansthan, Jaipur Payable at Jaipur. The performance security shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency.
- (b) The Indenter reserves the right increase or decrease the requirement of manpower at the time of award of contract as indicated in Para 2 above at the time of award of contract.
- (c) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract without assigning any reason.

9. Last date and time of receipt of Bids:

You are requested to submit the sealed bids super scribed on the envelope as "Bids for providing Services for cleaning/sweeping and filling of water in desert coolers and to clean the desert coolers etc., in Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur on Service Charge basis" latest by **28.08.2017 by 5.00 PM**. The tenders will be opened on dated **29.08.2017 at 02.00 PM** Rashtriya Sanskrit Sansthan, Jaipur Campus, Triveni Nagar Gopalpura Bypass, Jaipur-302018 in the presence of bidders on last date of submission of tenders. If the last date of depositing and opening of tenders happens to be declared Holiday, Then the tenders will be a deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of total bid valuation of 5% approxiamterly (Per Year) is to be deposited along with tender document.

The indenter looks forward to receive the bid in the format of bid attached only and appreciate the interest of the service provider in the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur.

Yours Faithfully,

Signature :

(Dr. Prakash Pandey)

Principal

For and on behalf of the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur.

List of Items/Cleanliness Material Required for Safai Etc.

Quote the rate and amount of material to be used weekly

Annexure – A

- | | |
|---|---|
| 1. Phenyle (liquid) | 21. Homocol Cake |
| 2. Cleanse sanitizer | 22. Hariyali Jhadoo |
| 3. Pixel Sanitizer | 23. Phool Jhadoo |
| 4. Ordinal | 24. Bandco Jhadoo |
| 5. Liquid Soap (Homocol) | 25. Rehdi for Collection of Kuda |
| 6. Soap Cakes (Life Body) | 26. Dustbin with Lid |
| 7. Vim Powder | 27. Buckets |
| 8. Nirma | 28. Plastic Jugs |
| 9. Surf | 29. Plastic Mugs |
| 10. Acid | 30. Cob Web's Remover |
| 11. Tat | 31. Sweeping Brush |
| 12. Duster White | 32. Sling Brush |
| 13. Floor Duster (Mops) | 33. Comando Brush |
| 14. Room Freshener | 34. Scrubbing Brushes of various sizes |
| 15. Nap Balls | 35. Markin Cloth |
| 16. Teepol | 36. Plastic PVC Water pipes with Jet/Nozzle-
required to fill water in desert coolers and for
Cleaning/sweeping work etc. |
| 17. Thinner | 37. Cleaning powder |
| 18. Scasso (Polish) | 38. Yellow Dusters |
| 19. Mansion Floor Polish | 39. Plastic Drums |
| 20. Flit with flit pump/Chemical for anti-termite
treatment/rodent control | 40. Kerosene Oil |

Any other items required for cleanliness/weeping and filling of water in desert coolers etc.

Format of Bid

Annexure - B

S. No.	Category of Manpower	Number	Unit Monthly Remuneration (Rs.)	Payment for weekly rest@1/6 of item No. 4 (Rs.)	EPF if applicable (Rs.)	ESI +GST if applicable (Rs.)	Cost of Material (Rs.)	Service Charges/Charges uniforms/Bonus etc. Including overhead profit (Rs.)	Monthly Rate (Col. 4+5+6+7 + 8+9)	Total Monthly Cost(Col . 10X3)
1	2	3	4	5	6	7	8	9	10	11

Note:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Being an educational Institute the indenting office is exempted from payment of service tax.
3. In case of discrepancy between figures and words the price quoted in words self prevail.

We agree to provide the above service of manpower including material and to abide by the terms & Conditions contained in the Bid Document and also agree to enter into the agreement in the format enclosed. Bid security of Rs..... (Rupees) is furnished herewith vide bank draft No.....Dated.....drawn on.....

(Bidder)

Signature

Name of the agency

Address.....

RASHTRIYA SANSKRIT SANSTHAN

**(Deemed university)
Jaipur Campus,
Triveni Nagar, Gopalpura Bye-Pass,
JAIPUR - 302018**

Advt.10/17-18/

Dated : 21.08.2017

TENDER NOTICE

Tenders are re-invited from registered firms have TAN/PAN/GSTN and license for providing 03 Data Entry Operators, 03 Multi Task Staff, 02 Matron for (Girls Hostel), 02 Cook (For Mess), 02 Helper (For Mess) and 01 Gardner for the academic year 2017-18. To get details, our website "www.rsksjaipur.ac.in" may be visited. The sealed tenders with necessary copies of all documents & Earnest Money should reach the office on or before 28.08.2017 by 03.00 PM. Tenders will be opened on 29.08.2017 by 05.00 PM in the presence of firms or representatives of the participating renderers/bidders. However, the undersigned reserves all rights to cancel the tenders without assigning any reason thereof.

-Sd/-

(Dr. Prakash Pandey)
Principal

RASHTRIYA SANSKRIT SANSTHAN
(Deemed university)
Jaipur Campus,
Triveni Nagar, Gopalpura Bye-Pass,
JAIPUR - 302018

F.No. RSKSJ/ /1-54 /17-18/
21.08.2017

Dated:

Sub:- Notice inviting Tender/Bid for the Contract to provide the services of various outsourcing position in Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, Triveni Nagar, Gopalpura Bye-Pass, Jaipur - 302018.

Sir,

1. The undersigned is directed to invite sealed Tenders/Bids from the reputed firms/agencies for outsourcing the services of 3 Data Entry Operator, 3 Multi Tasking Staff, 2 Matron, 02 Cook, 02 Helper and 1 Gardner in the office of Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, Jaipur.
2. The sealed Tender/Bid in two bid system (Technical and Financial) are invited from reputed firms along with bid security of **total valuation of 5% approximately (per year)** (with Technical Bid) in the form of Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form (The Demand Draft/Banker's cheque should be drawn in favour of Principal, Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, Jaipur-302018 and addressed Principal, Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, Jaipur-302018. The tenders/bids should be reached at office, Rashtriya Sanskrit Sansthan (Deemed University) Jaipur Campus, Jaipur positively before **3.00 P.M. on 28.08.2017**. The Tenderer/Bidder will not be allowed after the due date and time. Tenders/Bids can also be sent by registered post at the aforesaid address so as to reach this office by the Scheduled date/time mentioned herein above.
3. Technical bids will be opened by this Office on **29.08.2017 at 04.00 P.M.** in the presence of representatives of the participating Tenderers'/bidders who may be willing to be present at the time of opening of tenders/bids. Such persons should reach before 04.00 P.M. on that day and bring the authority letters from the Tenderers'/bidders concerned on their letter head. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the Tenderers'/bidders.
4. The terms and conditions attached to this LTE are given in the **Annexure-1**.

5. The proforma for submission of Technical Bids is given in **Annexure-II** and details of outsourcing positions for offering financial bid in which rates should be quoted for monthly basis etc. is given in **Annexure-III**.
6. The text of this Limited Tender Enquiry alongwith Annexure, is also available at the official website of Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, Jaipur.

(Prakash Pandey)
Principal
RSkS (Deemed University)
Jaipur Campus, Jaipur

ANNEXURE-I

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES

1. Standards/Benchmarks for the services sought are as under:-

S.No.	Position	Qualification/Experience Required	Nature of Duties
01	Data Entry Operator (03)	12th Class pass or equivalent qualification from a recognized Board or University. □ A typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word) Desirable: - Experience of having worked in Office.	Computer typing, Data Entry making etc and official work as assigned or works on MS Word, PageMaker coral and photo shope.
02	Multi Tasking Staff (MTS) (03)	A secondary School Certificate (10th) or its equivalent qualification from a recognized board/University Institution. Desirable: -Experience of having worked in Office. -Skilled in gardening/civil/electrical/plumbing/ electronic maintenance/Xeroxing/Faxing/working knowledge of computer etc.	Any of the following works as approved for the post of MTS as per requirement: a) Physical Maintenance of record of the Section. b) General cleanliness & upkeep of the Section/Unit. c) Carrying of files & other papers within the building. d) Photocopying, sending of FAX etc. e) Other non-clerical work in the Section/Unit f) Assisting in routine office work like diary, dispatch etc., including on computer g) Delivering of dak (outside the building) h) Watch & ward duties. i) Opening & closing of rooms. j) Cleaning of rooms k) Dusting of furniture etc. l) Cleaning of building.

			fixtures etc. m) Work related to his ITI qualification, if it exists. n) Driving of Vehicles, if in possession of valid driving license. o) Upkeep of parks, lawns, potted plants etc. p) Any other work assigned by the superior authority.
03	Lady Matrons for Girls Hostel (02)	Graduate with three year's experience	(a) Residence ladies hostel students watch and ward duties. (b) Any other work assigned by superior authority.
04	Gardner (01)	5th pass with two Years experience.	(a) Upkeep of parks, lawns, potted plants etc. (b) Any other work assigned by superior authority.
05	Cook	Minimum 03 years experience.	For making food Approx. 300 students in the mess.
06	Helper	Minimum 03 years experience.	To serve the food to students and help for cooking.

2. Schedule:

01	Last date for submitting the tender/bid	28.08.2017 (03.00 PM)
02	Date and Time for opening of Technical Bid	29.08.2017 (04.00 PM)
03	Date and time for opening of Financial Bid for Technically Qualified Bidders	At the convenience of Man Power Committee

- The service provider/Agency/firm should be registered with the Govt. Authority concerned and have minimum 5-10 years experience in the relevant field and also minimum 05 years Experience with Government/Educational Institutions.
- Annual turnover of the Service Provider/ Agency/ Firm should not be less than Rs. 2 to 5 crores (This has to be supported with Balance Sheet/IT Returns CA certificate for last 3 years).
- All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- 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 persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got 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 this Department. The service provider will also ensure that the personnel deployed

are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.

7. The service provider shall engage necessary number of persons as required by this Department from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Sansthan and further the said persons of the service provider shall not claim any employment, engagement or absorption in Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, Jaipur in future.
8. The service provider's persons shall not claim any benefit/ compensation/ absorption/ regularization of service from/in this Sansthan under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Sansthan.
9. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative /organizational matters as all are confidential / secret in nature.
10. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Sansthan. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
11. The persons deputed shall not be below the age of 18 years years and they shall not interfere with the duties of the employees of the Sansthan.
12. The Sansthan may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this Sansthan because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Sansthan.
13. The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
14. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
15. The transportation, food, medical and other statutory requirements in respect of each Personnel of the service provider shall be responsibility of the service provider and the Sansthan shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
16. Working hours would be normally from 9.30 A.M. to 6.00 P.M. during working days including ½ an hour (1:30 P.M. to 2:00 PM) lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazette holidays, if required.
17. That the service provider/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, ESI Act, etc. and this Sansthan will not incur any liability for any expenditure whatsoever on the persons

- employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, ESI, Group Insurance of its employees engaged in this Sansthan.
18. The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the Second week of the following month after deduction of taxes deductible at source under the laws in force.
 19. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
 20. No wage/remuneration will be paid to any staff for the days of absence from duty.
 21. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Sansthan.
 22. The service provider shall arrange for 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.
 23. The service provider shall be contactable at all times and message sent by phone/email/ Fax/Special Messenger from this Sansthan to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this Sansthan in fulfillment of the contract from time to time.
 24. This Sansthan shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
 25. This Sansthan will maintain an attendance register 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.
 26. The successful bidder shall furnish a security deposit equivalent to Rs. 3 Lakh (Rupees ThreeLakh only) in the form of an account payee demand draft drawn in favour of the Rashtriya Sanskrit Sansthan (Deemed University), Jaipur Campus, at Jaipur fixed Deposit Receipt from Commercial bank/Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of the Sansthan in all respects. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Sansthan or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
 27. The successful bidder will enter into an agreement with this Sansthan for supply of suitable and qualified manpower as per requirement of this Sansthan on these terms and conditions. The agreement will be valid for a **period of 12 months** commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a **period of 12 months** and no request for any change/modification shall be entertained before expiry of the period of **12 months**. Any statutory increase in wages etc. during this period is to be absorbed by the service provider. The contract/agreement is extendable on **12 months** basis subject to satisfactory performance of the agency and such amendments as mutually agreed to.
 28. The service provider shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of this Sansthan.
 29. However, the agreement can be terminated by either party by giving one month's notice in advance. If the service provider/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 service provider/agency from this Sansthan shall be forfeited by the Sansthan.

30. That on the expiry of the agreement, as mentioned above, the service provider/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 service provider/agency, it shall be the entire responsibility of the service provider/agency to pay and settle the same.
31. The Sansthan shall have the right to terminate the contract at any stage, without assigning any reason. Non compliance of any terms and condition enumerated hereinafter the award of contract shall be treated as breach of contract. This Sansthan reserves the right to accept/reject any tender/bid. The decision of the Principal, Rashtriya Sanskrit Sansthan (Deemed University) Jaipur (Raj.) would be final and binding on all.

32. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque/RTGS/NEFT at Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur premises in the presence of representative of the Jaipur Campus of the Sansthan.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Sansthan's Jaipur Campus, Jaipur as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Sansthan's Jaipur Campus, Jaipur supported with the following documents:
- (i) Details of disbursement made to the staff furnishing cheque/NEFT/RTGS details for each payment.
 - (ii) Proof of payment of statutory obligation such as ESI, Service Tax, GST and any other applicable tax.

Payment to the contracting agency will be released within 07 days from date of receipt of the invoice bill.

- (d) The contracting Agency will provide identity card to all his employees deputed as per the format suggested by the indenting office valid for the period of contract.
- (e) The contracting agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (f) It is mandatory for the contracting agency to submit the attested copy of license obtained from the Home Department Government of Rajasthan/Rajasthan Sainik Kalyan Board for running the business of private security agencies operating in the State of Rajasthan failing which the bid will be treated as disqualified/non-responsive.
- (g) The normal office hours of Sansthan's Jaipur Campus, Jaipur is from 9.30AM to 6.00PM five days from Monday to Friday. However, the contracting agency will deploy their workers and provide the Security services round the clock all the days in a month according to the duty timings shown at pre-pages/above. Sansthan also reserves the right

to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided by the agency as per the rates quoted.

- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly Remuneration minus(-) A-1

Where A 1 = $\frac{\text{Monthly Remuneration}}{\text{Total nos. of days in the month}} \times \text{Number of Days of absence}$

- (i) The candidates/manpower provided by the contracting agency shall be accepted only after scrutiny by the Sansthan. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by Sansthan's Jaipur Campus, Jaipur. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability for Sansthan Shall be made within 24 hours.
- (j) The contracting Agency will be required to sign a contract with the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (k) In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the sansthan reserves the right to claim and recover damages from Contracting Agency.
- (l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (m) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the **age of 50 years** as well as physically fit and mentally alert. The contracting Agency will also ensure that the workers/ staff deployed are free from infectious disease before deployment for work.
- (n) The Sansthan shall provide a space for the workers/staff deployed by the Contracting Agency. No. Name Plate of agency shall be allowed and nobody will be allowed to stay in the office premises except the staff of the contracting Agency on duty.
- (o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (p) The Contracting Agency will be responsible for ensuring the adherence of provisions of all the relevant Acts and rules and regulations.
- (q) Procurement of services in question will be subject to the provisions of procurement of goods and services as contained in the General Financial Rules 2017.
- (r) The indenting office shall have absolute right to reject the bid without assigning any reason.

ANNEXURE-III

PROFORMA FOR FINANCIAL BID

Position	Minimum wages per month as per central/State Govt. where ever applicable or as proposed as per qualification for the position.	PF @	ESI @ Wherever applicable	Service Tax, if applicable	Service Charges/ Admn. Charges	Rates for extra hour	Total (Rs.) per month- per person excluding column no.6.
Data Entry Operator							
Multi Tasking Staff							
Residential Lady matters							
Gardner							
Cook							
Helper							

Signature of the Contractor with seal