



UNIVERSITY OF MADRAS

சென்னை பல்கலைக்கழகம்

(Established under the Act of Incorporation XXVII of 1857 -
Madras University Act 1923)
[STATE UNIVERSITY]



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No.F.1(C)/Estt/2017/1708

Date: 02.01.2018

TENDER NOTICE FOR OUTSOURCING OF MANPOWER SERVICES ON CONTRACT BASIS

University of Madras invites sealed Tender in Two Bid System from the experienced and reputed manpower/Agencies for providing manpower (skilled/semiskilled) on outsourcing basis for its different Sections/Departments/Campuses. The agencies shall have to supply manpower depending upon the requirements of the University from time to time.

The cost of tender form is Rs 5000 plus Rs 600 (GST 12%) and can be obtained from the office of the Senior Deputy Registrar, University of Madras by submitting a DD in favour of Registrar, University of Madras for Rs 5600 and a requisition addressed to "The Registrar, University of Madras". Alternatively the tender forms and instructions can be downloaded from the University website www.unom.ac.in. The cost of the tender form of Rs.5,600/- may be submitted along with the tender in the form of DD.

I. Submission of Tenders:

- 1) The tenders should be submitted in the following ways:
 - (a) Part A – Technical Bid in separate cover
 - (b) Part B – Financial Bid in separate cover
 - (c) One DD for EMD and another DD for cost of tender form, if the tender form is downloaded from university website in the third cover.
 - (d) Put all the three covers in a sealed cover duly subscribed as "Tender for Outsourcing Manpower Services".
 - (e) The sealed tender should be sent to "The Registrar, University of Madras, Chennai – 600 005".
 - (f) The last date and time for submission of the tender is 06.02.2018 at 15.00 hours. The University will not be responsible for any postal or any other delay.
 - (g) The tender shall be opened on **06.02.2018 at 17.00 hours.**

II Opening of Tender forms

The Technical bid will be opened on 06.02.2018 at 17.00 hours and the financial bids of those tenderers who are technically qualified will be opened at a later date under intimation of them. The offer shall remain valid for a period of 90 days from the due date for submission of tender.

II. Pre-qualification for selection of Agencies:

- 1) Agencies meeting the required criteria as stated in this document at Annexure-I and Part A of this tender shall only be considered for Financial Bid. Further, agencies not furnishing the documentary evidence as required will not be considered.

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- 2) Pre-qualification of the agencies shall not imply final acceptance of the Financial Bid. The agency may be rejected at any point during Techno-Commercial evaluation or during price evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of University of Madras and decision in this regard shall be binding on the Agencies.
- 3) The University reserves the right to accept or reject any or all offers without assigning any reasons. Incomplete offers are liable to be rejected.
- 4) The award of contract will be subject to acceptance of the terms and conditions stated in Annexure-I of this tender.

III Tentative Manpower Requirement

Tentative Manpower Requirement

Designation	Minimum Qualification	Net salary (Basic Pay plus HRA)	No of candidates required*	Nature of Work
Helper	SSLC or its equivalent. Knowledge to read and write in Tamil	6000 BP + 1000 HRA = 7000 Net Salary	120	Dusting, cleaning, serving the officials and guests, transporting office files and other materials, maintenance of office furniture
Secretarial Assistant	Any UG degree from a recognized university with knowledge of computer operation and DTP. Proficiency in English	8500 BP + 1500 HRA = 10000 Net Salary	130	Data entry, typing, printing office records, checking information, preparing comparative statements, receiving and sending office communication, maintenance of office files, assisting senior officers in all the official duties
Technical Assistant	ITI pass, diploma from Polytechnic, and other approved institutions in relevant trade	8500 BP + 1500 HRA = 10000 Net Salary	30	Electrician, Plumber, Computer operator, hostel manager, guest house manager, cooks, etc
Technical Associate	UG degree in Engineering, MCA, PG in Sciences from a recognized University	13000 BP + 2000 HRA = 15000 Net Salary	5	Computer Assistant – Providing assistance in computer related works, including DTP activities and maintenance of website. Lab Assistant – Assisting the teaching staff in laboratories of science departments

Computer Programmer	UG degree in Engineering, MCA, PG in Sciences from a recognized University	18000 BP + 2000 HRA = 20000 Net Salary	4	Web Design, Server, Network Management, programming, hardware engineering
* The Actual requirement shall be + or – 25% of requirement stated in the table				

REGISTRAR

PART A - TECHNICAL BID

1. General Particulars of the Manpower Agency:

- a) Name of the Manpower Agency :
- b) Full Address :
- c) Phone / Fax :
- d) Email :
- e) Contact Person
 - (i) Name :
 - (ii) Mobile No., Official Email ID :
- f) Registered office with
Reg. No: (Address with URL) :
- g) List of major cities where agency has offices in :
India
- h) Headed by
 - (i) Name :
 - (ii) Designation :
 - (iii) Phone No. :
 - (iv) Official E-mail ID :
- i) No. of years of experience in supply manpower :
- j) List of clients both government and private organizations in the last 5 years:
- k) List of government and quasi-government organizations, PSUs and government educational institutions to which the company has provided manpower in the last 2 years (attach work completion certificates from respective organizations:

2. Details of statutory compliance (enclose copy or certificates):

- a) License / Regn. No.: (issued appropriate authority) :

b) Regn. No (under Shops and Establishment Act.) :

c) EPF Reg. No :

d) ESI Regn. No :

e) GST Reg. No :

3. Details of Financial Status:

a) PAN No. (enclose copy) :

b) Annual turnover of last 3 years. Proof of IT Return :
and Audited Statement of Accounts to be attached.

(Turn Over should be at least Rs 5 crore per annum)

c) Banker's details (Name, Branch, Account No. etc) :

Date : (Authorized Signature with seal)

Name :

Designation :

PART B - FINANCIAL BID

To

The Registrar
University of Madras
Chepauk
Chennai - 600005

Financial Bid for Providing Manpower on Outsource Basis

SI.No	Item	Percentage
1.	Service Charges including recruitment fee by the Agency as % on the cost to Company. The cost to company is Net Salary as fixed by the University of Madras, excluding employer's contribution towards EPF, ESI, Bonus, Gratuity, GST and other admissible taxes and statutory payments.	

Service Tax applicable.

The above rates / terms are valid for a period of 90 days from the due date of this tender.

Date:

(Authorized Signature with seal)

Name :

Designation:

TERMS AND CONDITIONS

A. Eligibility criteria for pre-qualification (documentary evidence to be furnished):

1. The Agency must be registered for providing of manpower services under Companies Act 1956 / Regional Labour Commissioner.
2. The Agency must have registered with EPF, ESI & GST authorities.
3. The Agency should have PAN/TAN No.
4. The Agency should have an office at Chennai.
5. The Agency should be in the business for at least 5 years, including providing manpower to government and quasi government organizations such as Government offices, Semi Government Organizations, Public Sector undertakings and Government Higher Educational Institutions for at least last 2 years.
6. The Annual Turnover of the Agency should not be less than Rs. 5 crore per annum during the last 3 years.
7. The agency should not have been black listed by any organization so far.

B. Other terms and conditions:

1. The period of contract will initially be for a period of one year subject to review of performance every quarter and will be extendable at the discretion of the University of Madras after expiry of the contract for a further period of one year.
2. An EMD of Rs.1,00,000/- (Rupees one lakh only) is to be submitted along with Technical Bid in the form of demand Draft in favour of “The Registrar, University of Madras”, failing which their bids will not be considered. The EMD of unsuccessful bidders will be returned one week after award of contract and the EMD of successful bidders will be kept against furnishing a performance guarantee in the form of Bank Guarantee/Fixed Deposit. Firms registered with NSIC/MSME are exempted from EMD.
3. The successful bidders should furnish a Bank Guarantee for a value of Rs 15 lakh (Rupees fifteen lakh) immediately after award of the contract as security deposit. Security deposit is mandatory. The Bank Guarantee shall be kept valid for a period of 18 months and shall be released after successful completion of the contract
4. The University will designate an officer who will deal with the Agency/Agencies. Similarly the Agency will designate a person who will be responsible for handling depute affairs, as respective contract managers.
5. The University would raise an indent for manpower requisition, clearly defining the role profiles including duties and responsibilities of the staff needed purely on the deputation. The role profile will clearly give details of competencies / skills needed educational qualification, relevant experience, compensation (the net amount payable) and duration of deputation. The number of staff needed would also be clearly indicated in this requisition.
6. The Agency would be required to send resumes of the candidates having relevant experience and qualification within 15 days (or earlier as the case may be) of sending the requisition.

7. The Agency will facilitate interview of the short listed candidates on a date to be fixed by the University of Madras in consultation with the Agency.
8. Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirement, the University will select the candidates and the Agency will facilitate deputation of such selected candidates to the company within maximum period of 30 days.
9. The personnel deputed to company shall not be below the age of 18 years and not above 35 years and should have a valid contract of employment with the Manpower Agency.
10. The personnel will be on a deputation period as desired by the University. The period of deputation shall be reduced / extended at the discretion of the University.
11. The Agency will handover deputation letter to the deputees, giving details of his/her service conditions and details of salary with breakup and send the University a copy of the offer letter.
12. The Agency will issue Photo Identity cards to all the deputees in the format as specified by the University and a sleeveless coat with logo and name as uniform for all those deputed in the rank of helpers.
13. The Agency should also complete all the statutory requirements with regard to their deputees, such as obtaining PF No. Issue of ESI Cards, opening Bank Accounts for salary credit etc., within 15 days from the date of their engagement. The salary and other payments to the deputees as claimed shall be paid into their bank accounts and proof of payment shall be submitted to the Registrar of University within 5 days of payment. The payment of salary shall not be below that of the minimum wages as fixed by the statutes wherever applicable.
14. The University shall give 15 days' notice to the Agency, in the event the University wishes to reduce the number of deputees or discontinue with the services of any deputee.
15. If a deputee provided by the Agency, leaves the service of the company prior to expiry of contract, the Agency will provide replacement within a maximum period of 5 working days without any further charges for the replacement.
16. Every person deputed by the Agency shall be an employee of the said Agency and none of the deputee of the Agency shall have any claim whatsoever against the University. The deputee should not claim any Master and Servant relationship with the University. The University will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employees.
17. The Agency will raise salary invoice to the University on 26th of every month, calculating 26-25 as a month for settlement of salary. The payment will be made within 5 days, enabling the agency to pay the deputees by 5th of following month positively. Any adjustment for the services rendered in the month, shall be made in the subsequent month.
18. Agency must comply with all the provision of Rules/Regulations Statutory guidelines applicable to the deputees and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.

19. Further, the Agency must comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity, Payment of Bonus Act, Professional Tax etc., including remittance of monthly contributions with authorities concerned in respect of the deputees. Proof of remittance of previous months' recoveries (copies of challan) to be attached to every invoice claiming salary for the deputees.
20. The Manpower Agencies which succeed at the Price Bid will be required to sign a one year contract/agreement with the University for providing of manpower on deputation. The service charges payable shall remain constant during the contract period.
21. The contract can be terminated by either party by giving three months' notice in advance.
22. On expiry of the contract, unless the contract is renewed / extended, the agency will withdraw all their deputees form this University and clear their accounts, by paying them all their dues as they are legally entitled. In case of any dispute on account of withdrawal of the deputees, it shall be the entire responsibility of the agency to settle the same.
23. All disputes or difference whatsoever arriving between parties out of or relating to means and operation of this contract or the breach there off shall be settled by Arbitrator in term of the Arbitration and conciliation Act 1996.
24. The courts of Chennai will have exclusive Jurisdiction for any issue/dispute arising out of or in connection with the contract.

We agree the above terms and conditions.

Date:

(Authorized Signature with seal)

Name :

Designation :