



# MAHATMA GANDHI UNIVERSITY NALGONDA

(Website- [www.mguniversity.ac.in](http://www.mguniversity.ac.in))

No.01/MGU/NLG/2020-21

Date : 05.11.2020

## TENDER NOTIFICATION FOR MANPOWER SUPPLYING AGENCIES

The sealed tenders are invited from the eligible manpower supplying agencies to supply the required manpower for Mahatma Gandhi University, Nalgonda on out sourcing basis. For the detailed terms and conditions and application form visit [www.mguniversity.ac.in](http://www.mguniversity.ac.in).

Prospective applicants are also advised to regularly check the websites for corrigendum/ amendments etc. if any, and no separate advertisement will be made for this.

Last date for submission of Tenders : 05.12.2020 at 4.00 pm

Tenders will be opened on : 10.12.2020 at 11.00 am

Sd/-  
REGISTRAR

## **TERMS AND CONDITIONS OF TENDERS**

1. The Tenderer should go through the conditions of tender and furnish document as called for, failing which the tender will not be considered.
2. The Agency offering services should have at least six (06) months experience in providing such services to major institutions and reputed Organizations.
3. The Agency should have contract with the employers for more than 10 (Ten) No.s contract employees. The Annual turnover of the Agencies shall be a minimum of Rs:1.00 lakh.
4. The cost of Tender form Rs:1000/- (Rupees One Thousand only) payment in shape of DD only.
5. The agency shall submit Rs:5000/- (Rupees Five Thousand only) for Tender process charges in the name of **“REGISTRAR, SALARIES A/c, MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254”** in form of DD only and it is not refundable.
6. The agency shall submit Rs:50000/- (Rupees Fifty thousand only) as EMD in the shape of DD in favour of **REGISTRAR, SALARIES A/c, MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254** it is refundable.
7. The tenderers shall submit their tenders in two covers and in prescribed form only. The first cover should contain Technical Bid i.e. attested documents along with check list. The second cover should contain only financial bid with the rate quoted. First cover should be superscribed as cover for Technical Bid (Other Documents) and second cover should be superscribed as cover for Financial Bid. These two separate closed covers should be kept in one cover addressed to the **REGISTRAR, MAHATMA GANDHI UNIVERSITY, NALGONDA -508254** otherwise the tender will be rejected.
8. The tenderer bring all original documents which were submitted as per check list on the opening dates of tenders.
9. The Financial Bids of such tenders who qualify on the basis of Technical Scrutiny will be opened.
10. It is the responsibility of Outsourcing Agency to bear out of its commission, the employer contribution of EPF (13.61%), ESI (4.75%) and TDS (02.00%) etc. The outsourcing Agency will have to quote its commission keeping all these payments in view and no additional amount other than commissions will be given towards any of these items. The Commission quoted shall not be less than of EPF (13.61%) + ESI (4.75%) + TDS (02.00%) total (20.36%). The University will deduct 02.00% TDS from the Agency out of 20.36% and the same amount will be credited to the Income Tax Department by this University only.

11. The rates quoted will be treated, as final and no subsequent correspondence regarding rates will be entertained. However the Tender Committee reserves right to negotiate with any participating agency. The tenderers shall submit tender in two cover system in the prescribed form only. The first cover should contain Technical Bid with attested documents along with check list. The second cover should contain only Financial Bid with Rate / Commission Quoted.
12. The personnel deployed in the Department will be required to handle important assignments. Professional competence will not be compromised. For this reason, selection of the Agency will be made purely on past reputation, dependability and credibility. Merely quoting lowest rates will not make any Agency an automatic choice for selection. The decision of the Committee in selection of the Agency will be final.
13. The Committee reserves the right either to accept or to reject any tender without assigning any reason.
14. Accepted Tenderer is required to execute an agreement on a stamp paper on the value of Rs:100/-.
15. The successful bidder shall make an agreement with the Registrar, Mahatma Gandhi University within 7(seven) working days from the date of the receipt of selection orders. The terms and conditions agreed with the University shall not deviated under any circumstances, failing which civil and Criminal cases will be initiated without prior notice in addition to cancellation of the Agency.
16. The Committee shall also keep at least two more service providers in reserve on the same terms and conditions, to step in at short notice if the selected service provider defaults in providing satisfactory service, and the contract has to be terminated.
17. The Contract will be for a period of 12 months initially. No Outsourcing Agency contract shall be for a period of more than one year. Subject to the need and Justification and satisfaction of the competent authority, such contracts may be extended on mutually agreed terms of One Year at a time subject to the condition that the total period of the contract shall not exceed three years. At the end of the three years, or if there is no mutual agreement on the terms of extension , the Department shall necessarily go through the whole process of calling fresh tenders, giving equal opportunity to other service provider agencies.

18. The Financial bids of such tenderers who qualify on the basis of Technical Scrutiny will only be opened. The successful bidder has to submit a deposit in the shape of Bank Guarantee/Fixed Deposit in name of REGISTRAR, MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254; issued by a Nationalized Bank for one year and period will be extended co-terminous with the extension of Agency by the University.
  - (i) Rs: 1000/- for each candidate as a security deposit in form of B.G. for the Contract period is required.
19. Maximum no. of Employees to One Agency at a time 50 No.s only. More than 50 No. s of Employees next another outsourcing agent will take or allotted the Employers, services are as it is.
20. Rule of reservation as per the existing 100 point roster as prescribed in Rule 22 of A.P. State and Subordinate service Rules by the State Government shall be followed in appointing personnel against sanctioned posts.
21. The Agency / Firm is solely responsible for payment of consolidated amount prescribed by the Government excluding all statutory payments like EPF / ESI of employees share etc. Successful tenderer will be required to furnish the details of the remittances made towards ESI, EPF of the shares of both Employer and Employees respectively. The concerned Department will verifies such remittance and confirm the same to the sub-offices/institutes. If such details are not furnished for any month, the bill for the subsequent month will not be paid.
22. The Agency should collect the list of Un-employed persons who already registered at Dist. Employment Exchange, Nalgonda for selection of Outsourcing Employee.
23. The Outsourcing employees are eligible for (20) days casual leaves or proportionately to the actual outsourcing period and there should not be any deduction from the remuneration due to availing such Casual Leaves.
24. The Women individuals are eligible for (180) days Maternity leave without payment remuneration for the said period.
25. The Agency commission Fixed by minimum 22.36% and Maximum 25.36% (inclusive of EPF (13.61%) + ESI (4.75%) + TDS (02.00%) total of (20.36%).
26. The Outsourcing Agencies should be registered with the Employment Exchange Nalgonda for the supply of manpower.

27. The Agency if selected has to deposit the remuneration payable to Outsourcing Employees of Mahatma Gandhi University, Nalgonda within 48 hours from the date of acknowledging the cheques by the Agency and if any delay will have to pay penalty by the Agency.
28. The Agency if selected, should have a Bank Account in SBI Anneparthi branch to facilitate better financial transactions to the Agency / University/Outsourcing Employees.
29. All the legal disputes settlement are subject to the jurisdiction of Nalgonda district court only.

**TECHNICAL BID  
MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254**

**Reg. No. Under Contract Labour (Regulation and Abolition) Act 1970  
B/05/2008 (P) Dated: 23.02.2008**

**APPLICATION FORM  
(Out Sourcing of Manpower)**

I **Profile of manpower supplying Agency :**

1. Name and address of the Agency : ...

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2. (a) Name and qualification of the  
Authorized person representing  
The Agency :

.....  
.....  
.....

(b) Address for Correspondence  
Official :

.....  
.....  
.....

Ph.No./Mobile No.

.....

Residential

.....

Ph.No./Mobile No

.....

Email address

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3. No.of Years of Experience in the field:

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4. Names of the Institute to which  
Manpower was/is being supplied  
By the Agency :

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(if necessary enclose separate sheet)

5. License Number (obtained under  
Contract Labour (Regulation  
and Abolition) Act 1970 :

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6. Establishment No. of EPF / ESI :

7. PAN No :

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8. TAN No :

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9. GST No :

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10. EMD., DD No :

.....

Date :

.....

Bank Name :

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Amount :

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## II. Declaration

I.....

.....R/o.

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..... on

Behalf of the ..... Agency state that I have gone through the above terms and conditions for supplying the manpower mentioned in the Annexure and I understand the same in their true spirit. Accordingly, I agree to supply the required manpower with specified qualifications.

**Signature**

### **III. Check list (Document to be enclosed)**

1. Valid license obtained under contract labour (Regulation and Abolition) Act 1970
2. Valid Certificate of Registration with District Employment Office for supply of manpower.
3. PAN No
4. TAN
5. GST
6. Certificate of previous experience in the field
7. The list of present clients if any and orders.



**FIANANCIAL BID  
MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254**

**Reg. No. Under Contract Labour (Regulation and Abolition) Act 1970  
B/05/2008 (P) DATED: 23.02.2008**

**Application form  
(Out Sourcing of Manpower)**

1. Name of the Agency :  
.....
2. License Number :  
.....  
(obtained under contract labour)  
Regulation and Abolition act 1970) :
3. License Number :  
.....  
(with employment Registration)
4. (a) A Commission on salary payable  
to the manpower :  
.....
- (b) EPF : 13.61%  
.....
- ( C ) ESI : 4.75%  
.....
- ( d ) TDS : 02.00%  
.....
- TOTAL** :  
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