


**CENTRAL UNIVERSITY OF RAJASTHAN**  
(Established under the Central Universities Act  
2009) Bandarsindri – 305817 Distt.: Ajmer,  
Rajasthan. [www.curaj.ac.in](http://www.curaj.ac.in)


**TENDER NOTICE**

**Tender Notice for “Hiring Services of Outsourcing Agency for Engagement of Manpower on Outsourced basis” in Central University of Rajasthan**

	<b>Central University of Rajasthan</b> NH-8 Bandarsindri, Kishangarh, Distt-Ajmer-305817 Tel: 01463 – 238755 Website <a href="http://www.curaj.ac.in">www.curaj.ac.in</a>
CURAJ/Purchase/Tender/2020-21/109	Dt. 01/05/2020
<p><b><u>TENDER NOTICE</u></b></p> <p>Sealed quotations are invited from the authorized Firms for <b>Hiring Services of Outsourcing Agency for Engagement of Manpower on Outsourced basis</b> in Central University of Rajasthan. Quotations completed in all respects along with technical and price bids should reach the office of the undersigned on or before 22/05/2020 up to 02:00 P.M. Technical Bids will be opened on same day at 03:00 P.M. in the presence of available bidders, if any. For further details, please visit our website <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> and CPP Portal i.e. <a href="https://eprocure.gov.in">https://eprocure.gov.in</a></p> <p style="text-align: right;">Registrar</p>	

**निविदा सूचना**

राजस्थान केन्द्रीय विश्वविद्यालय में आउटसोर्सिंग एजेंसी के माध्यम से  
जनशक्ति को आउटसोर्स आधार पर लगाने के लिए निविदा सूचना

	<b>राजस्थान केन्द्रीय विश्वविद्यालय</b> राष्ट्रीय राजमार्ग 8, किशनगढ़, जिला अजमेर-305817 दूरभाष 01463-238755 वेबसाइट <a href="http://www.curaj.ac.in">www.curaj.ac.in</a>
सी.यू.आर.ए.जे. / क्रय / निविदा / 2020-21 / 109	दिनांक 01/05/2020
<p><b><u>निविदा सूचना</u></b></p> <p>राजस्थान केन्द्रीय विश्वविद्यालय में आउटसोर्सिंग एजेंसी के माध्यम से जनशक्ति को आउटसोर्स आधार पर लगाने के लिए अधिकृत एजेंसियों/फर्मों से मुहर बंद निविदायें आमंत्रित की जाती हैं। इच्छुक निविदाकर्ता मुहर बंद लिफाफे में पूर्ण रूप से भरी हुई निविदा (तकनीकी और वित्तीय बिड सहित) अद्योहस्ताक्षरी के कार्यालय में दिनांक 22/05/2020 को अपरा० 2 बजे तक भेज सकते हैं। प्राप्त निविदायें उसी दिन अपरा० 3 बजे निविदाकर्ताओं की उपस्थिति में खोली जायेगी। निविदा सूचना एवं विस्तृत जानकारी विश्वविद्यालय की वेबसाइट <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> एवं <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> पर उपलब्ध है।</p> <p style="text-align: right;">कुलसचिव</p>	



# राजस्थान केन्द्रीय विश्वविद्यालय

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### **NOTICE INVITING TENDER (NIT)**

- About University:** The Central University of Rajasthan (hereinafter referred as the “University” or “CURAJ”) is a University accredited with 'A' Grade by the NAAC. It has been established by an Act of Parliament (Act No. 25 of 2009, The Gazette of India, No. 27, published on 20<sup>th</sup> March, 2009 as a new Central University, and is fully funded by the Government of India. The University is functioning from its campus spread over 518+ acres of land.  
  
**Location:** The University campus is situated at village Bandarsindri on NH-8, about 20 Kms distance from Kishangarh, 46 Kms from Ajmer, 85 Kms from Jaipur.
- Central University of Rajasthan (CURAJ) invites sealed tenders under two bid system (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed man power supplying agencies for outsourcing of the services of i) Highly skilled ii) Skilled iii) Semi-skilled and iv) Unskilled manpower on contract basis, at the above address.
- This advertisement and tender documents can be downloaded from the official website of the University ([www.curaj.ac.in](http://www.curaj.ac.in)) or website of Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). Tender fee is nil, if tender documents is downloaded from website. The cost of tender fee is Rs. 1000/- (Rupees One thousand only) if obtained from University office. For obtaining tender documents from University, the prospective bidder needs to produce DD of Rs. 1000/- drawn in favour of “Central University of Rajasthan”, payable at Bandarsindri/Kishangarh (Distt. – Ajmer), Rajasthan.
- Name of the Work/Services: **“Hiring Services of Outsourcing Agency for Engagement of Manpower on Outsourced basis”**

#### **Schedule for processing of the tender:**

(i)	Opening of Tender documents	:	From 01.05.2020 (available to be downloaded from University website <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> )
(ii)	Last date and time for Submission of tender documents	:	22.05.2020 (up to 14:00 hrs.)
(iii)	Date and time of Tender Opening (only Technical bids)	:	22.05.2020 (at 15:00 hrs.)
(iv)	Date and time of Opening of Financial Bids	:	Date and time will be intimated at a later date
(v)	Address for submission of tender documents	:	Room No. 101, Ground Floor, Administrative Building, Central University of Rajasthan Campus, NH-8, Bandarsindri, Tehsil - Kishangarh, Distt. – Ajmer (Raj.)



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5. The interested firms, agencies etc., are required to submit the Technical Bid (as per Annexure-I, Part A and B) and Financial Bid (as per Annexure-II, Part A, B and C) separately. These two bids are to be kept in separately sealed covers (Envelope – I containing “Technical Bid” and Envelope –II containing “Financial Bid” should be packed / sealed and placed in another sealed envelope duly superscripted "Hiring Services of Outsourcing Agency for Engagement of Manpower on Contract basis") addressed to the Registrar, Central University of Rajasthan, N.H.-08, Bandarsindri, Kishangarh-305817, District Ajmer (Raj.)
6. The sealed bid can be submitted in the drop box placed at the address given or through post/courier, up to the date and time mentioned above. The University shall not be liable for any postal delays or otherwise, for submission of tender documents. Delayed receipt of the bids shall not be accepted after the expiry of prescribed date and time.

### 1. Scope of Supply of Manpower:

- 1.1 The details of qualifications, experience, duties to be performed and the approximate number of manpower required under the four broad categories namely; (i) Highly skilled (ii) Skilled (iii) Semi-skilled and (iv) Unskilled manpower are given in the Enclosure-01. However, the actual number of manpower under above categories may increase/decrease as per the requirement of the University from time to time.

### 2. Pre-qualifying Criteria:

- 2.1 **Annual Turnover:** Average annual financial turnover of the bidder during the last three years ending 31<sup>st</sup> March 2020 should be at least Rs. 5.40 Crore (Rupees Five Crore and forty Lakhs only).
- 2.2 **Previous Experience:** The contractor / agency must have experience in the area of providing of highly skilled, skilled, semi-skilled and unskilled manpower in Government Departments, Autonomous bodies, Public Sector Undertakings etc., for a minimum period of *three* years ending 31<sup>st</sup> March 2020.
- 2.3 The contractor / agency (will also be referred as service provider) must have successfully executed/ completed similar jobs for supply of highly skilled, skilled, semi-skilled and unskilled manpower, amounting of Rs 144.00 lakhs (at least one contract) or Rs 108.00 lakhs (at least two contracts) or Rs. 72.00 lakhs (at least three contracts) during the preceding three financial years ending 31<sup>st</sup> March 2020
- 2.4 The bidders shall submit their bids with following details along with information in respect of prequalifying criteria indicated in Sl.No. 2.1 to 2.3 above in Part–I (Technical bid):-

#### A.

- (i) Copy of Agency profile.
- (ii) Status of the bidder or agency: whether proprietor / partnership firm/company etc. should enclose a copy of certificate of registration/ incorporation, obtained from appropriate authority.
- (iii) Self-attested copy of valid labor license from the Regional Labor Commissioner for specific number required for undertaking the work under the contract labor (Regulations & Abolition Act, 1970).



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- (iv) Self-attested copy of the valid GST Registration certificate.
  - (v) Self-attested copy of the Registration certificate under EPFO
  - (vi) Self-attested copy of the registration certificate under ESIC.
  - (vii) List of the clients and certificates issued by various clients towards proof of successful performance of the work.
  - (viii) Copy of PAN/TAN card and income tax returns filed for the last three years ended 31 March 2019.
  - (ix) A written undertaking to the effect that the agency/contractor has not been blacklisted by any Government/Departments/Autonomous bodies, PSU's etc., as on the date of submission of the bid.
  - (x) Certified copies of Annual Reports comprising of Balance sheet and profit and loss account/ income and expenditure account for the last three years ending 31 March 2020.
  - (xi) An Undertaking in writing accepting the terms and conditions of the tender document.
  - (xii) The Bidder / agency shall enclose a demand draft of Rs 3.60 lakh (Rupees Three lakh and Sixty thousand only) drawn in favor of "Central University of Rajasthan" towards Earnest Money Deposits (EMD). This EMD shall be forfeited if the contractor fails to commence the work as per the award letter for undertaking the job or in the event of withdrawal of offer during the validity period of offer or non-confirmation of acceptance of the Work order within the stipulated time after issue of the Work order by the University.
- 2.4 **B.** The technical bids which do not meet the pre-qualifying criteria and other information/details required as per Sl. No. 2.1, 2.2, 2.3 and 2.4 A., shall be liable for rejection.
- 2.4 **C.** Technical bids received without EMD/Insufficient EMD and after due date for receipt of tenders shall not be considered and liable for rejection. Incomplete tenders shall also liable for rejection.
- 2.4 **D.** A declaration to the effect that "information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof" shall be given. The declaration shall be signed by an authorized representative of the bidder with seal.
- 2.4 **E.** There shall be an Integrity Pact to be signed by both the party as per CVC guideline.



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#### 2.5 Commercial Terms and Conditions:

1. The successful Bidder / Agency shall not be paid any kind of advance under any circumstances.
2. **Security Deposit:** The successful bidder shall furnish a performance security deposit of Rs 9.00 lakhs (Rupees Nine lakhs only) in the form of an Account Payee demand draft / call deposit/ bank guarantee (from a Indian Scheduled commercial bank) drawn in favor of “Central University of Rajasthan”. The security deposit shall be forfeited by the University for non-compliance of terms and conditions of the agreement by the service provider or frequent absence from duty/misconduct on the part of man power supplied by the service provider or non-compliance with any of the requirements of the labor laws such as failure to deposit of EPF and ESI etc., amounts with respective statutory authorities within stipulated time. The Security Deposit will be refunded to the Contractor after two months of the expiry of the contract/agreement, only on the satisfactory performance of the Contractor. No interest shall be payable on the said amount of Security Deposit.
3. **Payment of Bills:** Payment to Service Provider shall be made on monthly basis. Bill/s shall be submitted by the contractor after completion of each month duly enclosing therewith i) Pay slips /payment proof of all the personnel deployed under the contract; ii) attendance certified by an officer authorized in this regard by the University; iii) a separate challan showing proof of remittance of ESI, EPF and TDS (if any) in respect of personnel deployed under the contract for previous month to the respective authorities and iv) quarterly / half yearly and yearly returns required under various Acts. The University will release payment within 15 days from the date of the receipt of monthly bills along with all the above necessary documents.
4. The Technical Bid Annexure-I (Part-A and B)) will be opened in the presence of Tenderers or their authorized representatives who choose to participate on the date of tender opening. The Financial Bid Annexure-II (Part A, B and C) of the agencies, who are found technically qualified to carry out the job will be opened with prior intimation indicating the date and time of Financial bid opening.
5. **Financial Bid:** Financial Bid shall be submitted in the format prescribed in Annexure-II (part A, B and C). The Financial bid shall be valid for a minimum period of 90 days from the date of opening of Technical bid.
6. **Period of contract:** The contract will be initially for a period of two years which may be extended for further on the basis of performance of the contractor and with mutual consent. However, the University reserves the right to decide initial period for assigning the contract for less than two years without assigning any reason.
7. The successful bidder shall have to obtain labor license before commencement of work from concerned labor authorities wherever applicable under the provisions of contract labor (Regulations & Abolition) Act, 1970 and the rules made thereunder from time to time. The bidder shall also ensure renewal of such license well before its expiry.
8. The contractor should maintain all the records/ registers / documents which are necessary under various labor laws applicable to contract labors / personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at





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CURAJ at all times. Indicative list of such records is given for example (a) Register of workmen (b) Employment card (c) Muster Roll (d) Register of wages (e) wage slips (f) overtime registers etc.

9. The service provider shall 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, 1948. Employees Provident Fund Act, 1952, ESI Act, 1948 etc., and CURAJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.
10. The University reserves the right to reject any or all the offers without assigning any reason.
11. The University reserves the right to alter / modify any or all conditions of this tender document, before closing date of submission of Technical and Financial bids.
12. Bidders shall not be permitted to alter or modify their bids after expiry date of receipt of bids.
13. Bidders are advised to read carefully the tender documents and terms and conditions before quoting their bid. All the pages of the tender form should be signed by bidders as a token of their acceptance of terms and conditions.
14. All entries in the tenders must be written in ink or typewritten. Over-writing should be avoided. Correction, if any, should be attested with signature by the bidder or his authorized representative.
15. **In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the reasonableness of the rates quoted by the tenderer in the financial bid. In case the rates quoted by the tenderer are considerably low and seems impracticable / not feasible to execute the assignment, the committee may reject the bid and next bidder whose quote is equal or above to threshold value (threshold value will be decided by University), will be considered.**

#### **OTHER TERMS AND CONDITIONS:**

1. The personnel deployed by service provider, should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this University. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him. The University shall reserve the right to decide and final screening of the candidates to be deployed, on the basis of their age, qualification, experience and status of post category etc.
2. The University may asked the service provider to dismiss or remove, any person or persons, employed by the service provider, who may be incompetent or for his/ her misconduct or services being not required and service provider shall forthwith comply with such requirements/directions.
3. The service provider has to provide Photo Identity Cards to the persons employed for carrying out the work. These cards are to be constantly displayed and their loss shall be reported immediately to the Service Provider for replacement.



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4. All services shall be performed by persons qualified and experienced in performing such services.
5. The Service Provider shall replace immediately any of its personnel, if they are found to be unacceptable to the University because of security risk, incompetence, conflict of interest and breach of confidentiality, leaving / resigning from the services or improper conduct upon receiving instructions from the University in writing or oral.
6. The University shall not be liable for any loss, damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personnel, deployed by the service provider.
7. **The service provider shall depute a Supervisor to take care of the functional requirements of deputed manpower who will report to the Joint Registrar (Establishment). The wage of the Supervisor equivalent to that of a Lower Division Clerk will be borne by the University and will be considered as a part of “Service Charge” payable by the University to the contractor. The deputation of such supervisor will not consider a part of supplied man power and he will remain a representative of contractor only.**
8. The service provider shall not assign, transfer, pledge or sub contract the work/performance of services without prior written consent of the University.
9. The service provider’s personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organisational matters, as these are confidential / secret in nature.
10. The service provider’s personnel shall not claim any benefit / compensation / absorption / regularization of services with the University under the provisions of Industrial Disputes Act., 1947 and Contract Labor (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University.
11. The service provider shall ensure deployment of suitable personnel with proper background after verification by the local police, collecting proof of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the University for any Reason, immediately on receipt of such request.
12. The character and antecedents of each personnel of the service provider shall be got verified by the service provider before their deployment and a certification to this effect is to be submitted to the University, in the form of Affidavit.
13. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, tobacco, smoking, loitering etc.





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14. The service provider shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their wages every month as per the minimum wages act (or as agreed/fixed by CURaj) **up to the Seventh day of the each following month** without linking the payment to be received from the University. In case of delayed payment, the Service Provider may liable to pay Rs.100/- penalty per worker for each day of delay.
15. Any statutory requirement in respect of each personnel of the service provider will be the sole responsibility of the service provider.
16. Working hours would be normally 08 hours per day during working days including half an hour lunch break. However, the concerned person may have to work beyond office hours, in case of the exigencies of work.
17. The deputed personnel may be called on Sundays and other Gazetted holidays, if required.
18. The service provider shall provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the University. The service provider shall provide a substitute well in advance if there is any probability of a person leaving the job due to his / her own personal reasons.
19. The Service Provider shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e-transfer only as per the minimum wages notifications issued by Regional Labor Commissioner from time to time. **Payment in cash is totally prohibited.** A certificate that the wages have been paid in accordance with the said notification should invariably be furnished by the contractor every month along with the monthly bill to the University.
20. The service provider shall be available for contacting at all times and message sent by E-Mail/ Fax/ Special Messenger from University to the service provider shall be acknowledged immediately, on receipt on the same day.
21. The service provider has to maintain EPF account with the Regional Provident Fund Commission, in respect of each deployed personnel.
22. The service provider shall assist the each new worker, in the opening of EPF/ESI account and bank account.
23. The service provider shall be responsible for any queries from the Regional/Assistant Labor Commissioner or other such authorities, on issues related to EPF/ESI etc.
24. **The Service Provider shall submit the challan and documentary evidence in support of proof of deposit of EPF, ESI amounts, both employee's and employer's share, in respect of individual workers engaged for the University and shall entertain queries in this regard, for the each deployed workers. Challan for TDS made and deposited should also be provided along with claim of monthly bill. Any non-compliance by the Service Provider with regard to the above provisions may lead to termination of the contract and forfeiture of security deposit / performance guarantee deposit or any other such dues.**



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25. The successful bidder shall enter into an agreement with the University on non-judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Acceptance. Non-fulfillment of this condition of executing an agreement / contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.
26. In case, the service provider fails to make payment of minimum wages to his personnel deployed under the contract, the Security Deposit /other dues and the amounts due against running bills under the contract shall be utilized by the University to discharge primary liability of the service provider.
27. The service provider shall ensure adherence to all applicable laws such as Contract Labor (Regulations & Abolition) Act 1970, payment of wages Act 1936, workmen Compensation Act 1923, Minimum Wages Act 1948, ESI Act 1948 and Provident Fund Act 1952 etc. as amended from time to time.
28. In case, the service provider does not execute the work as per the terms and conditions of the work order /Agreement, the same shall be got executed by the some other contractor/agency and the expenditure, 'if any', incurred in this regard shall be recovered from the Service Provider's Security Deposit/Pending bills.
29. Disputes, grievances, if any, between the service provider and personnel deployed by him have to be settled by the service provider only.
30. That the personnel deployed shall not be below the age of **18 (eighteen) years and above the age of 55 (fifty five) years.**
31. Contractor shall ensure of providing ESI cards to all the workmen within three months of commencement of work under this contract to enable them to avail of the entitled medical facilities.
32. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation, legal proceeding or any other liability solely rests with the service provider.
33. Technical bids received without EMD/Insufficient EMD and after due date of receipt of tenders shall not be considered and liable for rejection. Incomplete tenders shall also liable for rejection.
34. Tender Evaluation: The L1 firm will be decided on the basis of total service charges quoted in financial bid. In case more than one firm has quoted the same rate, a lottery system will be followed.
35. The minimum wages as per the notifications issued by the Government of India from time to time shall be applicable.



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36. Canvassing, in any form is prohibited and the tenders submitted by the bidder who resort to canvassing will liable for rejection.
37. **ARBITRATION:** In the event of any question, dispute/difference arising under this contract/agreement, the same shall be referred to sole arbitrator i.e. the Vice-Chancellor of CURAJ or his nominee. The award of the arbitrator appointed by Vice-Chancellor shall be final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 as amended from time to time shall be applicable.
38. Settlements of disputes, if any, with regard to providing services and interpretation of any clause in this agreement, the Courts at Jaipur/ Kishangarh/Ajmer shall have the Jurisdiction.
39. CURAJ is eligible for concession in payment of certain duties/taxes. However, GST, as applicable will be reimbursed on providing the required documents and on actual basis.
40. The rates in financial bid shall be quoted in Indian rupees, both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.
41. The service charges quoted by bidders in financial bid shall be firm and fixed throughout currency and the coverage of the contract.
42. Service charges per month per person shall be submitted by the Contractor in the prescribed format for monthly billing purpose and calculation of the payment to individual shall be made as per the following formula:

**Formula:** Wages payable to individual = monthly wages ÷ Number of working days in the month  
× No. of days working in the particular month by the individual. (Subscription for EPF, ESI or TDS, as per rule)

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# राजस्थान केन्द्रीय विश्वविद्यालय

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NH-8, Bandarsindri, Kishangarh-305817, Dist. – Ajmer (Rajasthan)

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

### ANNEXURE – I

#### TECHNICAL BID

#### PART-A

Sr. No.	Particulars	Required information	Page No.
1.	Name of the Tendering Manpower company/ Firm/ Agency/Contractor (attach self-attested copy of certificate of registration)		
2.	Name of the Director of Company/Active partner of Firm/Authorized Agent/ Proprietor with Telephone Number Landline & Mobile		
3.	Full Address of Registered Office		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4.	Full Address of Operating/Branch Office at Jaipur/ Ajmer with Telephone Number, Fax Number, E-Mail Address		
5.	Name of the representative authorized to sign tender document including Financial Bid (If Any) (attach original authorization letter)		
6.	Banker of the Company / Firm / Agency / Contractor with full Address (attach self-attested copy of latest bank statement)		
7.	PAN / TAN No. (attach self-attested copy)		
8.	G.S.T. Registration No. (attach self-attested copy)		
9.	EPF Registration No. (attach self-attested copy)		



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10.	ESI Registration No. (attach self-attested copy)		
11.	Annual Turnover of the manpower Firm/Agency/ Company as evident from the books of accounts  (copies of the Annual Accounts certified by CA to be enclosed)	<u>2017-18:</u> Rs. ....  <u>2018-19:</u> Rs. ....  <u>2019-20</u> Rs. ....	
12.	Number of organization where similar manpower contract has been undertaken from the year 2017 onwards.		
13.	Whether the firm has defaulted from payment to Govt. / Workers dues at any point of time or Black listed by a Govt. Department/ PSU, etc.		
14.	Have Proof of timely payments of statutory dues like ESIC/ EPF/ Service Tax to the concerned Govt. Agencies. <b>(Yes or No)</b> (Attach self-attested copies of challans)		
15.	Details of payment of Tender Fee of Rs. 1000/-		
16.	Details of Payment of Earnest Money Deposited		
17.	An Affidavit duly certified by Notary (i) that the sole proprietor or the partners of the firm / company is / are not involved in any Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the Firm / company has never been black listed or changed the name of the firm. <b>(Attached or not Attached)</b>		
18.	Copy of Tender Document attached with each page signed by the authorized representative and stamped <b>(Yes or No)</b>		
19.	Certificate to the effect that satisfactory work performance from present clients.		



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### **PART-B**

**Details of organizations', where Similar Contracts were undertaken during last 03 Years ended on 31<sup>st</sup> March 2020.**

Sr. No.	Name and address of the organization	Validity of Agreement (From _____ To _____)	No. of workers deployed	Whether Govt./ Semi Govt./ Autonomous body/ PSU/ other (Please specify)	Reason for termination (if currently not valid)
1.					
2.					
3.					

Note: Copies of job orders and particulars of contact officer in the concerned Govt. department / PSU are (to be) attached and may be used for the purpose of verification.

The information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

I \_\_\_\_\_, Director of Company / Active Partner of Firm / Authorized Representative / Proprietor of \_\_\_\_\_ have read / fully understood and accept the terms and conditions as contained in the Tender Document issued by the Central University of Rajasthan, Bandarsindri, Ajmer Tender Notice No.: CURAJ/R.F. /2018/..... dated .....

(Signature of Authorized person)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name:

Designation:

Office Address:

Phone (Office):

Seal of the company/ Firm/ Agency/Contractor

**ANNEXURE – II**





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### FINANCIAL BID

#### PART-A

1.	Name of the Bidding Manpower Company/Firm/ Agency/ Contractor (In Capital Letters)	
2.	Registered Address	
3.	Tel. No.	
4.	Address of Operating Branch in Ajmer/Jaipur	
5.	Contact Person (duly authorized)	
	Contact Number	
	Email ID	
6.	Details of Earnest Money Deposit and tender fee Demand Draft number and Date Drawn on Bank	



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### PART-B

Sl. No.	Item Description	Wages (per worker) per month as per the norms of Central University of Rajasthan						
		Highly skilled-A	Highly skilled-B	Skilled-A	Skilled-B	Semi-Skilled-A	Semi-Skilled-B	Unskilled
1	Wages including D.A.	To be decided by the University						
2	EPF to be contributed by the Employer (CURaj) (as per Govt. of India Rules)	According to wages and statutory requirements						
3	ESI to be contributed by Employer (as per Govt. of India Rules)	According to wages and statutory requirements						
	Total Monthly wages	Based on above						
4	Service charges per month per person* (in Rs.)	To be quoted for deciding the lowest responsive bid to award the work ( <sup>#</sup> Total Amount of PART-C)						
5	Total monthly billing amount (in figures)	-	-	-	-	-	-	-
6	Total monthly billing amount (in words)	-	-	-	-	-	-	-

\* The University will pay service charges for minimum 30 manpower, per month.

\* GST or other such applicable taxes should be quoted / mentioned separately and will be reimbursed as per applicability.



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#### **PART-C**

##### **Detailed Bifurcation of Service Charges (per month per person):**

1.	Stationery Charges	Rs. ....
2.	Processing Charges for EPF/ESI etc.	Rs. ....
3.	Other Incidental Charges (Postal Expenses, Attendance, Identity cards etc.)	Rs. ....
4.	Contractor's Profit	Rs. ....
	Total Amount	#Rs. ....

##### **NOTE:**

1. The rates shall be quoted in Indian rupees, both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.
2. The service charges quoted by bidders shall be firm and fixed throughout currency the coverage of the contract.
3. Service charges per month per person shall be submitted by the Contractor in the above given format.
4. Any service charges quoted in percentage shall not be considered and Financial Bid shall summarily be rejected.

(Signature of Authorized person)

Date: -----

Place: -----

Name:

Designation:

Office Address:

Phone (Office):

Seal of the Company/ Firm/ Agency/ Contractor



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### **ENCLOSURE: 01**

**Details of qualifications, experience, duties to be performed and the approximate number of manpower**

Type	Particular	Education Qualification & Experience	Approx manpower required
Highly skilled-A	Manpower engaged as Section Officer/ Private Secretary/ Assistant Engineer/ Security Officer/ Assistant Guest House Manager)	As per the <b>Enclosure: 02</b>	05
Highly skilled-B	Manpower engaged Senior Technical Assistant/ Professional Assistant/ Personal Assistant/ Junior Engineer/ Assistant/ Hindi Translator/Nurse)		10
Skilled-A	Manpower engaged as Semi Professional Assistant/ Technical Assistant/ Security Inspector/ Pharmacist, Statistical Assistant)		08
Skilled-B	Manpower engaged as Upper Division Clerk/ Laboratory Assistant		8
Semi Skilled-A	Manpower engaged as Lower Division Clerk/Library Assistant/Driver/Cook etc.		10
Semi Skilled-B	Manpower engaged as Multi-Tasking-Staff (MTS)/ Laboratory Attendant/ Library Attendant/ Dresser/ Kitchen Attendant/ Hostel Attendant)		10
Unskilled	Manpower engaged as Aaya, Labour etc.	8 <sup>th</sup> pass	05



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### ENCLOSURE: 02

TYPE	QUALIFICATION AND EXPERIENCE
Highly skilled-A	<p>➤ <b>ASSISTANT ENGINEER (ELECTRICAL)</b></p> <p><b>A.</b></p> <p>i) Bachelor's degree in Electrical Engineering from a recognized University/ Institute or equivalent.</p> <p>ii) Two (02) years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <p>i) Diploma in Electrical Engineering from a recognized University/ Institute</p> <p>ii) Five (05) years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p>➤ <b>SECURITY OFFICER</b></p> <p>Bachelor's Degree with five (05) years of experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; <b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.</p> <p>➤ <b>PRIVATE SECRETARY</b></p> <p>i) Bachelor's Degree from a recognized University/ Institute.</p> <p>ii) Three years of experience as Personal Assistant at Pay Level 06 in 7<sup>th</sup> CPC or in the Pay Band Rs. 9300-34800 Grade Pay 4200 or Pay Band Rs. 5200-20200 Grade Pay 3600 in 6<sup>th</sup> CPC in Central/ State Governments, University/ Institution of Autonomous nature.</p> <p>iii) *Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.</p> <p>iv) *Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.</p> <p>v) *Knowledge of computer applications.</p> <p>* Proficiency to be evaluated and will be of qualifying nature.</p>



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	<p>➤ <b>SECTION OFFICER</b></p> <p>i) Bachelor's degree from a recognized University/Institute  ii) Three years of experience at Pay Level 06 or higher in 7<sup>th</sup> CPC or in the Pay Band Rs. 9300-34800 Grade Pay 4200 or higher in 6<sup>th</sup> CPC in Central/State Governments, University/ Institution of Autonomous nature  <b>OR</b>  Six years of experience at Pay Level 04 or higher in 7<sup>th</sup> CPC or in the Pay Band Rs. 5200-20200 Grade Pay 2400 or higher in 6<sup>th</sup> CPC in Central/ State Governments, University/ Institution of Autonomous nature  iii) *Knowledge of Computer Applications.  * Proficiency to be evaluated and will be of qualifying nature.  <b>[Age (for the above positions): Not exceeding 35 years]</b></p> <p>➤ <b>ASSISTANT GUEST HOUSE MANAGER</b></p> <p>As per University rules</p>
Highly skilled-B	<p>➤ <b>PROFESSIONAL ASSISTANT</b></p> <p>(i) Master's degree in Library &amp; Information Science. (ii) Knowledge of Computer Applications.  <b>Desirable:</b> (i) Two years' relevant experience. (ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>➤ <b>NURSING OFFICER</b></p> <p>(i) B.Sc. Nursing from a recognized University/ Institution <b>OR</b> Diploma in General Nursing and Midwifery (GNM). (ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. (iii) Relevant experience of two years in reputed Hospital</p> <p>➤ <b>SENIOR TECHNICAL ASSISTANT (LABORATORY/ICT Services)</b></p> <p><b>i) STA (ICT):</b>  First class M. Tech./ M.E. (Computer Science/ Information Technology) from a recognized University/ Institute. <b>OR</b>  First Class Master in Computer Applications (MCA) from a recognized University/ Institute. <b>OR</b>  First Class M.Sc. in Computer Science from a recognized University/ Institute. <b>AND</b>  Three (03) years of relevant experience.</p> <p><b>ii) STA (Instrumentation):</b>  M.Tech./ M.E. in Instrumentation with at least 60% of marks from a recognized University/ Institute with three (03) years' experience of maintenance of scientific instruments;</p>





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#### **iii) STA (Physical Science):**

Master's degree in Physics or M.Tech./ M.E. in Electrical/ Electronics & Communication/ Instrumentation, with at least 60% of marks from a recognized University/ Institute with three (03) years' working experience in a recognized University/ National Level R&D Laboratory

#### **iv) STA (Chemical Science):**

Master's degree in Chemistry with at least 60% of marks from a recognized University/ Institute with three (03) years of working experience in a recognized University/ National Level R&D Laboratory

#### **v) STA (Biological Science):**

Master's degree in Biotechnology/Microbiology/ Biochemistry/ Environmental Science with at least 60% of marks from a recognized University/ Institute with three (03) years of working experience in a recognized University/ National Level R&D Laboratory;

#### **➤ JUNIOR TRANSLATOR**

(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level **OR** Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level **OR** Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; **OR** Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

(ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

#### **➤ JUNIOR ENGINEER**

Bachelor's degree in Engineering (Civil/ Electrical) from a recognized University/ Institute; **OR**

Diploma in Engineering (Civil/ Electrical) from a recognized University/ Institute with at least two (02) years' experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.

**Desirable:** Working knowledge of AUTOCAD, other relevant software



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	<p>➤ <b>ASSISTANT</b></p> <p>i) Bachelor's degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree.  ii) Two (02) years of experience in Administration/ Finance &amp; Accounts in Central/ State Governments University/ Research Institution or Autonomous organization.  iii) Knowledge of Computer Applications.</p> <p>➤ <b>PERSONAL ASSISTANT</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute. (ii) Proficiency in Stenography in English/ Hindi with minimum speed of 80 w.p.m. (iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. (iv) Knowledge of computer applications. (v) One year' experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.</p> <p>[Age (for above positions): Not exceeding 35 years ]</p>
Skilled-A	<p>➤ <b>SEMI PROFESSIONAL ASSISTANT</b></p> <p>(i) Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent. (ii) Knowledge of Computer Applications  <b>Desirable:</b> (i) Master in Library &amp; Information Science/ Master in Library Science or equivalent. (ii) PG Diploma in Library Automation and Networking or PGDCA. (iii) Experience of working in Library in University/ National Educational Institutes</p> <p>➤ <b>SECURITY INSPECTOR</b></p> <p>Bachelor's Degree with three years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; <b>OR</b> Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.</p> <p>➤ <b>TECHNICAL ASSISTANT</b></p> <p><b>i) TA (ICT):</b>  First Class B. Tech./ B.E. (Computer Science/ Information Technology) from a recognized University/ Institute. <b>OR</b>  First Class Master in Computer Applications (MCA) from a recognized University/ Institute. <b>OR</b>  First Class M.Sc. in Computer Science from a recognized University/ Institute. <b>AND</b></p>



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	<p>Two (02) years of relevant experience.</p> <p><b>ii) TA (Instrumentation):</b> M.Sc. in Instrumentation / Electronics/ Electrical or B. Tech./ B.E. in Instrumentation/ Electronics/ Electrical, with at least 60% from a recognized University with two (02) years of experience of maintenance scientific instruments;</p> <p><b>iii) TA (Physical):</b> Bachelor's degree in Physics or B.Tech./ B.E. in Electrical/ Electronics &amp; Communication/ Instrumentation, with at least 60% of marks from a recognized University/ Institute with two (02) years of working experience in relevant field.</p> <p><b>iv) TA (Chemical Science):</b> Bachelor's degree in Chemistry with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.</p> <p><b>v) TA (Biological Science):</b> Bachelor's degree in Biotechnology / Microbiology / Biochemistry / Environmental Science with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.</p> <p>➤ <b>PHARMACIST</b></p> <p>(i) 10+2 or equivalent in Science subjects from a recognized Board or University. (ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India <b>OR</b> Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. (iii) Registered as Pharmacist under the Pharmacy Act, 1948.</p> <p>➤ <b>STATISTICAL ASSISTANT</b></p> <p>i) Master's Degree in Statistics/ Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks ii) *Knowledge of Computer based Data Analysis Software. *Proficiency to be evaluated and will be of qualifying nature.</p> <p>[Age (for above positions): Not exceeding 32 years]</p>
Skilled-B	<p>➤ <b>UPPER DIVISION CLERK</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree. (ii) Two (02) years of experience as Lower Division Clerk in Central/ State Governments University/ Research Institution/ Autonomous organization (iii) Knowledge of Computer Applications.</p>



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	<p>➤ <b>LABORATORY ASSISTANT</b></p> <p>Bachelor's degree in Science or other relevant field from a recognized University;</p> <p><b>Desirable:</b> Experience in Science Laboratories of Academic/ Research institutions.</p> <p>[Age (for above positions): Not exceeding 32 years ]</p>
Semi Skilled-A	<p>➤ <b>LIBRARY ASSISTANT</b></p> <p>(i) Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent. (ii) A typing speed of 30 words per minute in English. (iii) Knowledge of Computer Applications.</p> <p>➤ <b>LOWER DIVISION CLERK [including Hindi Typist]</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute with at least 50% marks or pass in Master's Degree. (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (iii) Knowledge of computer applications.</p> <p>➤ <b>DRIVER</b></p> <p>(i) Class 10th standard from a recognized School/ Board. (ii) Possession of a valid driving commercial license for L/M/H motor vehicles issued by the competent authority. (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years.</p> <p><b>Desirable:</b> The candidate having commercial license for Heavy Motor Vehicles will be given preference.</p> <p>➤ <b>COOK</b></p> <p>(i) Class 10th Standard from a recognized School/ Board. (ii) Two years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations.</p> <p><b>Desirable:</b> (i) ITI Trade Certificate in Bakery &amp; Confectionery (one year duration). (ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.</p> <p>[Age (for above positions): Not exceeding 30 years]</p>
Semi Skilled-B	<p>➤ <b>DRESSER/ MEDICAL ATTENDANT</b></p> <p>(i) Matriculation or its equivalent examination from any recognized Board/</p>



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	<p>University. (ii) Elementary knowledge of first aid. (iii) One year experience in hospital work or handling of dressing wounds.  <b>Desirable:</b> 10+2 with Science Biology subject or equivalent from a recognized Board/ University</p> <p>➤ <b>LIBRARY ATTENDANT</b></p> <p>(i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution.</p> <p>➤ <b>MTS (MULTI-TASKING-STAFF)</b></p> <p>Matriculation or equivalent pass <b>OR</b> ITI pass</p> <p>➤ <b>KITCHEN ATTENDANT</b></p> <p>(i) Class 10<sup>th</sup> Standard from a recognized School/ Board. <b>OR</b> ITI Trade Certificate in the relevant field. (ii) Two years' experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities</p> <p>➤ <b>HOSTEL ATTENDANT</b></p> <p>(i) Matriculation or equivalent pass <b>OR</b> ITI pass  <b>Desirable:</b> Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations</p> <p>➤ <b>LABORATORY ATTENDANT</b></p> <p>10+2 or its equivalent examination with Science subjects from a recognised Board.  <b>Desirable:</b> Experience of working in a Science Laboratory</p> <p>[Age (for above positions): Not exceeding 30 years ]</p>
Unskilled	8 <sup>th</sup> Class pass

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