

# CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament)

## JAIPUR CAMPUS

(Formerly Rashtriya Sanskrit Sansthan, Deemed To Be University)

Under Ministry of Human Resource Development, Govt. of India

Triveni Nagar, Gopalpura Bye-Pass, JAIPUR - 302018

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F.No. RSKSJ/1-60/2020-21

Dated: 16.06.2020

**Sub:- Notice inviting Tender/Bid for the Contract to provide the services of various outsourcing position in Central Sanskrit 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 required outsourcing the services of Data Entry Operator, Multi-Tasking Staff, Matron, Cook, Helper and Gardner in the office of Central Sanskrit 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 Director, Central Sanskrit University, Jaipur Campus, Jaipur-302018 and addressed Director, Central Sanskrit University, Jaipur Campus, Jaipur-302018. The tenders/bids should be reached at office, Central Sanskrit University, Jaipur Campus, Jaipur positively before **05.00 P.M. on 02.07.2020**. 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 **03.07.2020 at 03.00 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 02.30 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 Central Sanskrit University, Jaipur Campus, Jaipur.



**(Prof. Arknath Chaudhary)**  
**Director**  
**Central Sanskrit 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	<p>12th Class pass or equivalent qualification from a recognized Board or University.</p> <p>☑ A typing speed of 35 w.p.m. in English, 30 w.p.m. in Hindi and 30 w.p.m. in Sanskrit Typing 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)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>- Knowledge of Sanskrit</li><li>- Experience of having worked in Office.</li></ul>	Computer typing, Data Entry making etc. and official work as assigned or works on MS Word, PageMaker coral and photo shop.
02	Multi-Tasking Staff (MTS)	<p>A secondary School Certificate (10th) or its equivalent qualification from a recognized board/University Institution.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>-Experience of having worked in Office.</li><li>-Skilled in gardening/civil/electrical/plumbing/ electronic maintenance/Xeroxing/Faxing/working knowledge of computer etc.</li></ul>	<p>Any of the following works as approved for the post of MTS as per requirement:</p> <ul style="list-style-type: none"><li>a) Physical Maintenance of record of the Section.</li><li>b) General cleanliness &amp; upkeep of the Section/Unit.</li><li>c) Carrying of files &amp; other papers within the building.</li><li>d) Photocopying, sending of FAX etc.</li><li>e) Other non-clerical work in the Section/Unit</li><li>f) Assisting in routine office work like diary, dispatch etc., including on computer</li><li>g) Delivering of dak (outside the building)</li></ul>

			<p>h) Watch &amp; ward duties.  i) Opening &amp; 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.</p>
03	Lady Matrons for Girls Hostel	Shastri or B.A. with Sanskrit from a recognized University. Experience or working in regarding concerned post.	<p>(a) Residence ladies hostel students watch and ward duties.  (b) Any other work assigned by superior authority.</p>
04	Gardner	12 <sup>th</sup> pass with two Years experience. In regarding concerned post.	<p>(a) Upkeep of parks, lawns, potted plants etc.  (b) Any other work assigned by superior authority.</p>
05	Cook	12 <sup>th</sup> Pass with 05 Years experience.	For making food Approx. 300 students in the mess.
06	Helper	10 <sup>th</sup> pass with 03 years experience.	To serve the food to students and help for cooking.

## 2. Schedule:

01	Last date for submitting the tender/bid	<b>02.07.2020 (05.00 PM)</b>
02	Date and Time for opening of Technical Bid	<b>03.07.2020 (03.00 PM)</b>
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 year's Experience with Government/Educational Institutions.
- Annual turnover of the Service Provider/ Agency/ Firm should not be less than Rs. 5 to 10 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.

6. 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 University and further the said persons of the service provider shall not claim any employment, engagement or absorption in Central Sanskrit 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 University 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 University.
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 University. 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 and they shall not interfere with the duties of the employees of the University.
12. The University 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 University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this University.
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 University 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 University 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 University.
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 University.
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 University 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 University in fulfillment of the contract from time to time.
24. This University 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 University 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 Three Lakh only) in the form of an account payee demand draft drawn in favour of the Central Sanskrit 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 University 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 University 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 University for supply of suitable and qualified manpower as per requirement of this University on these terms and conditions. The agreement will be valid for a **period of one years** (except summer vacations) 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 one years** (except summer vacations) and no request for any change/modification shall be entertained before expiry of the period of **one years**. Any statutory increase in wages etc. during this period is to be absorbed by the service provider. The contract/agreement is extendable on the basis of 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 University.
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 University shall be forfeited by the University.
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 University 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 University reserves the right to accept/reject any tender/bid. The decision of the Director, Central Sanskrit University, Jaipur Campus, Jaipur (Raj.) would be final and binding on all.

**32. Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque/RTGS/NEFT at Central Sanskrit University, Jaipur Campus, Jaipur premises in the presence of representative of the Jaipur Campus of the University.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the University '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 University '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 University '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. University 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 University. 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 University '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 University Shall be made within 24 hours.
- (j) The contracting Agency will be required to sign a contract with the Central Sanskrit University, 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 University 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 University 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**

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

Signature of the Contractor with seal