

SHRI EKASANAND ADRASH SANSKRIT MAHAVIDYALAYA

MAINPURI (U.P) 205001

(Recognized as Adrash Sanskrit MahaVidyalaya By Ministry of Education, Government of India & Central Sanskrit University New Delhi)
(Affiliated at Sampurnanand Sanskrit University Varanasi UP)

Website – www.easmi.in

E-mail - ekrasanand.sanskrit@gmail.com

F.No- Advertisement- 02 /2022-23

Date 26-08-2022

Notice inviting sealed Quotation /Tender/Bid for the Contract to provide the services of various outsourcing Position in Shri Ekranand Adrash Sanskrit Mahavidyalaya Mainpuri 205001 UP. (For year 2022-23)

Sr	Position	Strength	Service Period
01	Office Assistant (Outsourcing)	01 (one)	For a period of 11 months through outsourcing as per rule or till the permanent appointment on the post of assistant is made, whichever is earlier.
02	Library Clerk (Outsourcing)	01 (one)	For a period of 11 months through outsourcing as per rule
03	chowkidar /sweeper(Outsourcing)	01 (one)	For a period of 11 months through outsourcing as per rule

The undersigned is directed to invite sealed Quotation /Tenders /Bids from the reputed firms/agencies for outsourcing the services of Office Assistant (Outsourcing), Library Clerk (Outsourcing), chowkidar /sweeper(Outsourcing) Shri Ekranand Adarsh Sanskrit Mahavidyalaya Punjabi Colony Mainpuri (UP) 205001

1. The sealed Quotation /Tenders /Bids in two bid system (Technical and Financial) are invited from reputed Firms. The quotation tenders/bids should be dropped in the tender box kept in Principal office Shri Ekranand Adarsh Sanskrit Mahavidyalaya , Punjabi Colony Mainpuri (UP) 205001 Positively before 3 P.M. on **10-09-2022**. The Quotation/ Tenderer/Bidder will not be allowed to drop in the tender box after the due date and time.**Quotation 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.**

2. Technical bids will be opened by this Office on 10.09.2022 at 04.00 P.M. in the presence of Representatives of the participating tenderers/bidders who may be willing to be present at the time of opening of tenders/bids. Such persons should reach before 04.00 P.M. on that day and bring the authority letters from the tenderers/bidders concerned on their letter head. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the Tenderers/bidders.

3. The terms and conditions attached to this LTE are given in the **Annexure-1**.

4. 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**.

5. The College also reserves the right to terminate this contract at any time even before the stipulated time, without assigning any reasons contract.

Principal I/c

Shri Ekranand Adrash Sanskrit Mahavidyala
Punjabi Colony, Mainpuri (U.P) 205001

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES

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

Sl.No	Position	Qualification/Experience	Nature of Duties
01	Assistant (Outsourcing)	<p><u>ESSENTIAL</u></p> <p>*Shastri / Graduate from a Recognized University *Hands on Experience of Working through Computer *Two years' Experience of having worked in office *Computer Applications Diploma / CCC qualifications will be preferred.</p> <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> • Knowledge of Sanskrit 	<ul style="list-style-type: none"> • Office assistants perform administrative and routine clerical tasks. • Their responsibilities may include organizing and managing files, acting as receptionists, scheduling meetings, and supporting other staff with organizational tasks. • Assistant shall do typing work assigned to them. • Other duties assigned by the Principal. • Monitoring spending and budget of college.
02	Library Clerk (Outsourcing)	<p><u>ESSENTIAL</u></p> <p>* 12Th or Equivalent from a Recognized Board or University * Certificate/Degree in Library Science from a recognized institution. * A typing Speed of 35 w.p.m in English and 30 w.p.m in Hindi on Computer</p> <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> • Knowledge of Sanskrit • Shastri /BA With Sanskrit as one of the Subjects 	<ul style="list-style-type: none"> • Helping to students locate books. • Checking books in and out at the front desk. • Sorting and shelving books according to their categorization. • Maintaining records of books taken out and books brought back. • Cataloging new arrivals.. • Organizing the repair of damaged books.. • Managing the payment of fines.
03	Chowkidar cum Sweeper (Outsourcing)	<p>*A secondary School Certificate (10th) or its equivalent qualification from a Recognized Board or University *Experience of having worked in related field</p>	<ul style="list-style-type: none"> • He shall look after the college campus. . • He shall be responsible for cleaning of college campus.

Schedule:

Last date for submitting the quotation/ tender/bid

10-09-2022 (3 PM)

Date and Time for opening of Technical Bid

10-09-2022 (4 PM)

Date and time for opening of Financial Bid for Technically Qualified Bidders at the convenience of Man Power Committee

1. **The Wages of the outsourced employees will be determined on the basis of the minimum wage rate fixed by the Uttar Pradesh government.**
2. The service provider/Agency/firm should be registered with the Govt. Authority concerned and have experience in the relevant field and also minimum 05 years' Experience with Government/Educational Institutions.
3. All services on outsourcing basis shall be performed by persons qualified and skilled in Performing such services as per the eligibility criteria.
4. 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.
5. 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 college and further the said persons of the service provider shall not claim any employment, engagement or permanent employment in Shri Ekraśanand Adraśh Sanskrit Mahavidyalaya Mainpuri in future.
6. The service provider's persons shall not claim any benefit /compensation /absorption /regularization of service from/in this college 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 college.
7. 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.
8. 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 college. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
9. The persons deputed shall not be below the age of 18 years years and they shall not interfere with the duties of the employees of the college.
10. The College 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 college because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this college.
11. 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.

12. 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, and this college will not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation.
13. 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.
14. 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.
15. No wage/remuneration will be paid to any staff for the days of absence from duty.
16. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this college.
17. 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.
18. The service provider shall be contactable at all times and message sent by phone/email/ from this college 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 college in Fulfillment of the contract from time to time.
19. This college 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.
20. This college 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.
21. The service provider shall not assign, transfer, pledge or sub- contract the performance of Service without the prior consent of this college.
22. 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 college shall be forfeited by the college.
23. 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.
24. The college shall have the right to terminate the contract at any stage, without assigning Any reason. Noncompliance of any terms and condition enumerated here in after the award of contract shall be treated as breach of contract. This college reserves the right to accept/reject any tender/bid. The decision of the Principal I/c, Shri Ekraśanand Adraśh Sanskrit Mahavidyalaya Mainpuri would be final and binding on all.

TECHNICAL BID

(Annexure-II)

Sl. No.	Particular	To be filled by the Company
1	Name of the Agency	
2	Date of establishment of the agency	
3	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Whether registered with all concerned Government Authorities.	
5	PAN/TAN Number	
6	Service Tax Registration Number	
7	Length of experience in the field.	
8	Whether a copy of the terms and conditions point 01 to 24 (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	

(Signature with Seal)

PROFORMA FOR FINANCIAL BID

Sr.no	Name of Out Source Position	Minimum wages per month	Service charges /Service Tax, if applicable	Total (Rs.) per month – per person
01	Office Assistant			
02	Library Clerk			
03	Chokidar /sweeper			
Total				

(Signature with Seal)

Note - the period of contractual appointment shall be starting from the date of joining in this college For period of 11 months through outsourcing or to the concerned of making regular arrangement ,whichever is earlier and the College also reserves the right to terminate this contract at any time even before the stipulated time, without assigning any reasons contract. The College reserves the right to accept/reject any tender/bid. The decision of the principal I/c Shri Ekraśanand Adraśh Sanskrit Mahavidyala Mainpuri would be final.

(Signature with Seal)