

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in>: 2023_UOK_447200_1

Memo No: NIET/KU/HOSTEL/2022-23/01

Dated: 16 January 2023

Online E-Tender is invited by the **University of Kalyani for Selection of Manpower Service Agency** having experience of working in Institute of Higher Learning / Government office/premises for providing manpower services at Kalyani University Hostels through engagement of manpower staff having experience and expertise to look after Hostel Affairs. Interested bidders may follow the instructions as given below for submission of their tenders under online mode:

JOB SPECIFICATION:-

Sl No.	Cadre Types	Required No. of Cadres per day (Approx)	EMD Amount (Rs)& Cost of Tender (Rs)
1	Cook	12(Twelve)	EMD : Rs.1 Lakh
2	Helper	14(Fourteen)	
3	Sweeper	04(Four)	

ON-LINE PAYMENT FOR EMD through ICICI BANK:

(a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:-

- On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where bidder will select the Bank through which bidder wants to do the transaction.
- Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- Bidder will receive a confirmation message regarding success/failure of the transaction.
- If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. maintained with the Focal Point Branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- If the transaction is failure, the bidder will again try for payment by going back to the first step.

(b) Payment through RTGS/NEFT:-

- On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

Bidder must upload the scanned copy of the Payment Acknowledgement Receipt from the concerned bank for deposit of EMD while submitting tender on-line.

Bidder having SSI/NSIC/MSME certification is exempted from depositing EMD. In that case, bidder must upload updated certification issued by SSI/NSIC/MSME.

1. Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	16 th January, 2023
2	Documents download (online)	16 th January, 2023 (From 6.00 p.m.)
3	Bid Submission Start Date (online)	16 th January, 2023 (From 6.00 p.m.)
4	Bid Submission Closing Date (Online)	11 th February, 2023 (up to 3.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	13 th February, 2023 (from 3.00 p.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

2. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website : <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

3. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language. Bids shall remain valid for 180 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity.

4. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, its online submission and opening of bids will be as per the list provided in Clause No. 1 given above.

5. Eligibility for Quoting:

- Reputed, resourceful and bonafied registered private manpower agencies having experience in rendering satisfactory manpower providing services in hostels of Educational Institutions / Government office/premises and/or in Large Public place duly supported with **Completion Certificate from respective employer** as per terms & conditions of the NIT and having the manpower staff of different categories as per the requisition of the University are only eligible for quoting.
- Agencies who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular service are not eligible to participate in the current tender for the service.
- Agencies whose previous service at the University of Kalyani is unsatisfactory/disputable will not be considered as technically qualified in spite of having suitable credentials also.
- Manpower agencies that have not the credentials to cater manpower service in a single Institute of Higher Learning / Government office/premises and/or in Large Public place to the tune of **Rs 50 Lakh or more** on an average in last five financial years (2016-17, 2017-18, 2018-19, 2019-20 & 2020-21) will not be eligible for submission of tender.
- Agencies not having any Solvency Certificate issued by a Nationalised Indian Bank involving sum not less than Rs.50 lakh are not eligible for quoting.

6. Annual Turnover Requirements:

Agency having average annual income for last five financial years (2016-17, 2017-18, 2018-19, 2019-20 & 2020-21) should be not less than Rs.50 lakh in India from the manpower service is eligible to participate in the Tender.

7. Submission of Tenders

7.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 2. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. Bidder needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

7.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure –**

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in “Annexure” folder)*
- c) Authorization letter - (Vide Annexure III) *(to be submitted in “Annexure” folder)*
- d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in “Annexure” folder)*
- e) DECLARATION ON NIET - (Vide Annexure V) *(to be submitted in “Annexure” folder)*

2. Earnest Money Deposit (EMD):- On line submission of EMD is mandatory. It is the precondition through which bidder can take part in e-procurement procedure. Details guidelines of the same have been obtained from Finance Department G.O. No. 3975-F(Y) Dated 28th July, 2016.

- 3. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details**” Folders.
- 4. Audited Annual Accounts for last three years, 2018-19 , 2019-20 & 2020-21 or during the period since formation of the Firm, if it was set up in less than such 3- year period **(to be submitted in “Accounts” folder)**.
- 5. Similar nature of work credential issued in favor of the agency along with Completion Certificate **(to be submitted in “Credential” folder)**.

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P.Tax Enrolment Certificate
			Trade Licence/Enlistment Certificate

2	Company Details	Company Details 1	Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
			E.P.F. Registration Certificate
			E.S.I Registration Certificate
			Solvency Certificate issued by any Nationalised Indian bank
3	Credential	Credential 1	Copy of the work order with performance certificate from an Institute of Higher Learning in support working at a single Institute of Higher Learning / Government office/premises and/or in Large Public place to the tune of Rs 50 Lakh or more on an average in last five financial years(2016-17 , 2017-18,2018-19 , 2019-20 & 2020-21)
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2019- 20
			Income Tax Returns submitted for the Assessment year 2020-21
			Income Tax Returns submitted for the Assessment year 2021-22
			GST Return for January to March'2022

NOTE:

1. If the company was set up less than three years ago, audited balance sheet for the no. of years since inception may be submitted).
2. Addenda/Corrigenda: if published, Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.
3. Bidder must submit their documents through the appropriate folders as stated above. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
4. Others: Any other documents found necessary

7.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. The number of manpower staff as mentioned in the BOQ may vary on day to day basis depending upon the actual requirement of staff on a particular day. Bidder must see clause 9.18 and following points before submission of BOQ.

1. BASIC RATE per staff considering 8 hrs normal duty per day and 26 days normal duty per month (26 x 8 Hours).
2. Service Charges and other contingency charges should be quoted on adhoc basis per cadre and such rate will be unaltered during the tenure of the contract. No percentage rate will be entertained by the University in BOQ. Service Charge should not be quoted less than 1% of the Basic Rate as per Sl. No. 1 above, otherwise tender will

be rejected after opening of Price Bid even if the bidder is technically qualified.

3. Employer's Share towards Payment of EPF and ESI will be disbursed by the University as per Govt. rule. Therefore, bidders need not mention any amount in the BOQ.

4. Overtime Calculation should not be a part of BOQ as overtime will be paid by the University based on quoted rate observing West Bengal Labour Laws on actual deployment of staff for overtime duty. Therefore, bidders need not mention any amount in the BOQ for Overtime.

8. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is totally prohibited and only be submitted through on line through NIC portal.

9. **TERMS & CONDITIONS:**

9.1 This Manpower Contract may be executed initially for one year and renewable for a further period of one year up to at least three years from the date of execution of the contract subject to the satisfactory performance of the Manpower Service Provider.

9.2 The Contract of service can be terminated by issuing one month's notice in writing by either side in usual case.

9.3 The University, however, reserves the right to terminate the said contract at any time without issuing any prior notice on the ground of ineffective or inefficient or faulty services rendered by the Agency. The University will be the sole judge to determine the facts.

9.4 The University reserves the right to initiate any enquiry into the functioning of the Manpower Agency and the personnel deployed by them, organizational and financial or otherwise and any decision of the Vice Chancellor and the Executive Council in the matter shall be final.

9.5 The Agency should obtain the requisite registration/ License, for running the establishment from the appropriate authorities such as municipalities, local authorities, State/ Central Govt. Departments, labour Law departments etc. at its own cost, The agency will have to maintain proper registers/ records/ roster as required under the provisions of various acts. The University shall not be responsible in any manner for any breach of these rules and regulations by the Agency.

9.6 On termination of contract the Agency shall discontinue the entry of any of their personnel into the University lands and premises, the use of any part thereof and hand over the University land and premises under their manpower arrangements together with fixtures and articles therein in good condition.

9.7 The Agency, after selection and commencing the work at University premises, shall not transfer or assign to or share benefit of this agreement with anyone else without the consent in writing of the University.

9.8 The Agency shall at all time keep the University effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency.

9.9 The Agency shall deploy their manpower personnel every day as per the following time schedule:

Cadre	No. Of Shift	Time Span
Cook & Helper	1 of 8 hrs.	7 a.m. to 11 a.m. & 6 p.m. to 10 p.m.
Sweeper	1 of 8 hrs.	8 a.m. to 4 p.m.
Others, if any	As to be decided by the University	

University, however, may change the above schedule in case of need from time to time. For Cook & Helper, one rest room in the Hostel Premises may be arranged by the University in case of need on regular/frequent basis.

9.10 The agency shall be responsible for effective deployment of manpower personnel in each and every Hostel as to be decided by the University for the time schedule to be announced after engagement.

9.11 The payment of wages and other benefits including EPF, ESI etc., to the employees of the Agency shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the Agency shall have NO CLAIM whatsoever on the University.

9.12 The agency shall be fully responsible for service and making payment to all the manpower personnel to be deployed by them. The staff engaged by the Agency who may be deployed from time to time shall in no case be deemed to be staff of the University for any purpose whatsoever. The manpower personnel engaged by the agency will have nothing to do with the University except looking after its manpower and shall have no presumptive right of absorption in the services of the University and in order to give effect to this, the Agency shall incorporate suitable clause in the appointment orders to be issued to its manpower personnel.

9.13 The agency shall draw the due amount from the University in due time after disbursement of monthly remuneration to all manpower staff under its control so that manpower personnel deployed by the agency do not remain unpaid of their legitimate remuneration nor the agency shall indulge in anything which may affect or jeopardize the manpower or normal functioning of the University.

9.14 The disbursement of the rate of payment, as determined and authenticated by the University every month, shall be made by the agency to each individual who would be put into service by them in terms of this agreement. It is further provided that the agency shall submit each month to the University photocopy of duly receipted payment sheet/ voucher with due endorsement and at the time of submission of the same shall produce the original receipted sheet/ voucher for verification of the University authority.

9.15 Refund of EMD of all unsuccessful bidder(s):-

Details guidelines of the same have been obtained from **Finance Department G.O. No. 3975- F(Y) Dated 28th July, 2016.**

Refund / Settlement Process:-

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

- iv) If the bidder accept the LOI and the same is processed electronically in the e-procurement portal EMD of the L2 bidder will be refunded through an automated process, to his bank account from which bidder made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal EMD of the L1 bidder for tenders of the State PSUs/ Autonomous Bodies/Local Bodies/ PRIs etc. will automatically get transferred from the polling account to their respective linked bank account along with the bank particulars of the L1 bidders.
- vi) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the polling account to the respective linked bank accounts for State PSU/Autonomous Body/ Local Body/ PRIs, etc. tenders.
- vii) All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.
- viii) Under no circumstances, University of Kalyani is accountable for refund of EMD of the unsuccessful bidders(both technically and commercially) because their EMD are not credited to the University Account. For any sorts of query, such unsuccessful bidders may contact ICICI Bank Help Line Number:033-4026-7512/7513.
- ix) University may forfeit the above sum in the event of the following circumstances:
 1. Agency withdraws the bid before expiry of its validity.
 2. Successful bidder fails to provide manpower services within the scheduled time as specified in the Order.
 3. In case of any false submission / statement by the bidder. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
 4. In case of any complain regarding disbursement of payment to the manpower staff by the agency.
 5. In case of any loss/damage of university property that was not been traced out/repaired/replaced by the agency, neither compensated for the same.
 6. For other reasons that may be decided by the University from time to time specially where monetary loss of the University is involved due to the reason for which the manpower agency is accountable.
- 9.16 The age of the manpower personnel to be engaged by the agency in the University campus shall not be exceeding 52 years at entry level.
- 9.17 All the manpower personnel should be well behaved, properly uniformed and must not be in intoxicated condition, otherwise, University may take stern decision on the agency.
- 9.18 Bidder must follow the minimum rates of wages as on the date of their final bid submission as notified by the Office of the Labour Commissioner, Government of West Bengal. In case of putting rate of wages in the BOQ less than the existing rate of wages as stipulated by the Office of the Labour Commissioner, Government of West Bengal, tender will be liable for cancellation. However, University reserves the right to resolve any disputed issues in this regard arising due to conversion of daily rate into the monthly rate by any bidder following the existing minimum rates of wages as notified by the Office of the Labour Commissioner, Government of West Bengal.
- 9.19 The number of Manpower Personnel in different categories may vary depending upon the present situation.
- 9.20 Certificates pertaining to satisfactory performance from the previous and present employers need to be submitted as Credentials by the Manpower Agencies/Parties.

- 9.21 Statutory deduction for GST and other Government taxes from the bill value of the service provider will be made as per the law in force.
- 9.22 The hostel office will provide necessary facilities such as dining tables, chairs and utensils (serving plates, glasses, spoons etc.) and agency has to take over these items from respective office of the hostel and same should be handed over to the respective office after completion/termination of the contract. The items provided by the University to the agency will be in the charge of the Agency and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the Agency will have to replace the lost items / carry out necessary repair.
- 9.23 The maintenance of safety, health and hygienic conditions in and around the hostel / kitchen will be the responsibility of the agency.
- 9.24 The staff of the Agency should be healthy and medically fit. If any hostel worker is found medically unfit, he/she will not be given permission to continue his duties and the agency has to replace him immediately without fail.
- 9.25 Liability / responsibility in case of any accident causing injury/ death to hostel worker/s or any of the Agency's staff shall be of the Agency. The University authority shall not be responsible by any means in such cases.
- 9.26 Agency shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel boarders. In addition, penalty may be imposed on the agency as decided by the University on such occasion. Further, any legal action may be initiated for such cases.
- 9.27 The agency shall not employ any hostel worker whose track record is not good. No staff of the Agency should have involved in any crime / offence / police case.
- 9.28 Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The agency shall not serve any of such substance / drink in hostel / hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in hostel premises.
- 9.29 Agency will have to prepare the food in the kitchen of the respective hostel on LPG only. No coal or other fuel will be allowed. Use of heater in the hostel is prohibited. Facilities to be provided by the University to the Agency:
- 9.29.1 Dining halls with adequate furniture
 - 9.29.2 Kitchens with Stores
 - 9.29.3 Water connection
 - 9.29.4 Electricity connection
 - 9.29.5 LPG connection
- 9.30 In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.
- 9.31 The Agency shall not cause any loss or damage to the property of the University and shall be responsible to compensate the University for any such loss or damage. However, he shall be personally responsible for his machinery, equipments and other belongings.
- 9.32 The Agency will be allowed to use the kitchen and dining hall with furniture in various hostels for discharge of the contract. The Agency will use this space only for persons actually working in the kitchen, dining hall for providing services under this contract. The Agency shall not make or cook any meals(s) in the premises of the respective hostel premises for supply to any persons(s) outside the University.
- 9.33 None of the workers of the Agency shall enter into any kind of private work within the campus of the University during working hours / days.
- 9.34 Bill for providing hostel services may be raised monthly with a Certificate from the Competent authority of the University for the purpose of verifying the number of staff engaged in each hostel along with actual man days consumed throughout the month along with a Certificate of satisfactory quality / service of

the food consumed.

- 9.35 The service provider cannot change the mess menu voluntarily and has to strictly follow the menu as and when provided by the mess committee.
- 9.36 Cleaning and Housekeeping of Kitchen and dining area, will be the sole responsibility of the service provider. Cleaning of Utensil, Cutlery, Crockery, and Kitchen Equipment furniture will also be the sole responsibility of the service provider. Service provider will maintain full cleanliness and hygienic conditions in the canteen.
- 9.37 The service provider shall dispose the garbage at designated places only & shall close the day with clean & safe environment to the satisfaction of Hostel Authority of the University.
- 9.38 While serving eatables to the students/ staff in the hostel all the necessary protocols including Covid-19 must be followed by the service provider.
- 9.39 University reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the University by others and such alterations and variations shall not violate this contract.
- 9.40 University of Kalyani reserves the right to relax any clause as stated hereinabove for selection of suitable vendor
- 9.41 University, if deems fit, may include further clauses at the time of making agreement with the selected agency.
- 9.42 Successful bidder should deposit **Performance Security** money to the tune of Rs 5 Lakh in the form of **Demand Draft** or any other negotiable instrument decided by the University immediately after issuing Work Order from the University. Such security money will be refunded after completion of the Contract period in normal case without any accrued interest. University may forfeit the Manpower Money in the event of the following circumstances:
- i) Selected bidder, after receipt of Work Order and deposition of Security Deposit Money, expresses reluctance for commencing the work within the stipulated time.
 - ii) Selected bidder fails to enter into the contract within the period as stipulated by the University.
 - iii) Selected bidder fails to perform duties and responsibilities in the manner as to be specified in the Work Order duly supported with stamped agreement.
 - iv) If before expiry of the contract period, the selected Agency discontinues service without any reason to be considered satisfactory by the University Authority.
 - v) If the Agency creates any problem for which University service affects in a tangible and intangible manner.
 - vi) In case of any false submission /statement by the selected agency brought to the notice of the University Authority after issue of Work Order
 - vii) In case of any breach of contract/agreement with the University
 - viii) For other reasons for which the selected Agency may be considered as responsible for any loss of property and/or loss of reputation of the University.
- 9.43 University may take decision about non-deployment of the manpower service even after selection of vendor due to its fund constraints or for other valid reasons.
- 9.44 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- 9.45 University, in addition to the above cadre, may engage manpower from other cadres for its day to day work at Minimum Wage Rate as to be in force at the time of such engagement.

10. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only these tenderers passing the essential and other requirement test will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

11. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

12. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

13. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

14. Under no circumstances, University of Kalyani will be held liable for any dispute/decision caused/taken due to the outbreak of COVID 19 inside and/or outside its campus

Bidder must follow the minimum rates of wages as existing in the employment of Manpower Services in the state of West Bengal as notified by the Office of the Labour Commissioner, Government of West Bengal.

BASIC INFORMATION

1.	Name of the Manpower Agency	
2.	Address of the Manpower Agency with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address & Phone Number of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN (a copy of PAN Card must be enclosed)	
6.	P.Tax Enrolment Number (a copy of Enrolment certificate must be enclosed):	
7.	GST Registration Number (a copy of supportive: document must be enclosed)	
8.	E S I Registration Number (a copy of supportive document must be enclosed)	
9.	E P F Registration Number (a copy of supportive document must be enclosed)	
10.	Trade License number (a copy of supportive document must be enclosed)	
11.	Licence No issued by Labour	

	department, Government of West Bengal	
12.	Experience a.Total number of years b.List of references wherever worked/ working with supportive document (separate sheet may be attached herewith) c.Number of employees working at present under the control of the Agency	
13.	Have you deposited EMD and Cost of Tender ?	Yes/No
14	If Yes, have you uploaded scanned copy of EMD and Cost of Tender?	Yes/No
15	If Not , have you uploaded the scanned copy of updated SSI/NSIC Certification ?	Yes/No
16	Particulars of Cost of Tender (Acknowledgement details): (a) UTR/Bank Advice Number: (b) date of credit: (c) Bank & Branch name:–	a) b) c)

Declaration

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Authorised Signature with seal

Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
The
Registrar
University of Kalyani
Kalyani-741235
Nadia, West Bengal

Sub: NIT for **Manpower Service for University Campus**

Ref: N.I.T. No **NIET/KU/HOSTEL/2022-23/01** dated **16/01/2023**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. In the event of being selected, I will resume my duty as per the stipulated period of the work order issued to me.

Date :-

Signature of applicant including title and capacity
in which application is made.

Contact no :

E mail address :

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company’s official letter pad with full address and contact no, E mail address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr..... (Name),
employee of this Organisation as (Official Designation) is
hereby authorised to submit tender online , Vide NIT No
Datedon behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

I, Sri/Smt.

The Managing Director/Proprietor (etc.) of the Firm.,
.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide manpower services through engagement of manpower staff to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to provide manpower services to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

DECLARATION ON NIET

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of Tender Ref. No. **NIET/KU/HOSTEL/2022-23/01** dated **16/01/2023**

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).
- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.
- In case of unsuccessful bidding, I shall have no claim with the University of Kalyani for refund of EMD since the entire EMD submission mode is on-line and University of Kalyani does not have any role to play for the said issue.

Full signature of the Person
(Designation with Seal)

Date:

Place:

Validate

Print

Help

Item Data BOQ

Tender Inviting Authority: Registrar, University of Kalyani

Name of Work: Selection of Manpower Service Agency for University Campus.

Contract No: NIET/KU/HOSTEL/2022-23/02

Name of the									
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUM	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE per staff considering 8 hrs normal duty per day and 26 days normal duty per month (26 x 8 Hours) in Rs. P	Rate of monthly service charge per staff (in Rs.) (to be unaltered during the tenure of service and will not be considered as a percentage of basic rate)	Rate of monthly contingency charge per staff (if any) (in Rs.) (to be unaltered during the tenure of service and will not be considered as a percentage of basic rate)	Rate of monthly other charges per staff (if any) (in Rs.)	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	15	17	53	55
1	Supply and Installation of AQUAGUARD STORAGE COOLER CUM PURIFIER, University of Kalyani.								
1.01	Cook	12.00	Each per month					0.000	INR Zero Only
1.02	Helper	14.00	Each per month					0.000	INR Zero Only

1.03	Sweeper	4.00	Each per month					0.000	INR Zero Only
Total in Figures								0.000	Zero Only
Rate in Words		INR Zero Only							