



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No.6045 / IS/OU/2019/CWO

Date: 09 -12-2019.

NOTICE INVITING TENDER

Sealed tenders are invited from the suppliers of Personnel on outsourcing basis in the University Campus Hostels & Messes, OU for a period of One year. The detailed tender document can be downloaded from our website www.osmania.ac.in from 10.12.2019 to 19.12.2019.

Sd/-
REGISTRAR,
OSMANIA UNIVERSITY.



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HYDERABAD – 500007, INDIA

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Date:09 - 12 -2019.

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Sealed tenders are invited from the suppliers of Personnel on outsourcing basis on Commission basis in the University Campus Hostels & Messes, OU for a period of One year. Tender document may be obtained from the Office of the Chief Warden, Hostels & Messes, OU Hyderabad – 500 007 from 10 - 12 - 2019 to 19- 12 - 2019 on all working days between 11-00 A.M. to 4.00 P.M. on payment of **Rs. 5000/- (Rupees Five thousand only)** separately, towards cost by drawing Demand Draft in favour of **Registrar, Osmania University, Hyderabad.** The Tenders shall consist of two parts (i) Technical bid and (ii) Commercial bid. Completed sealed tenders along with **EMD of Rs.2,50,000/-** (Rupees Two lakh fifty thousand only) shall be submitted in the Office of the Chief Warden, Hostels & Messes, OU on or before 19 - 12 -2019. **Sealed tenders received after the due date and time will be rejected.** The detailed tender document can also be downloaded from our website and in that case, the Tender Document Fee should be remitted through a DD favouring the Registrar, OU. Bids not accompanied with the tender document fee and EMD will be summarily rejected. For further details, please visit the official website at www.osmania.ac.in.

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REGISTRAR,
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Date: 09 -12 -2019.

TENDER NOTIFICATION FOR SUPPLY OF PERSONNEL
ON OUTSOURCING BASIS IN CAMPUS HOSTELS & MESSES

Sub: - Osmania University – Campus Hostels & Messes – Tender Notification - Reg.

Osmania University on behalf of Chief Warden, Hostels and Messes intends to hire **357 Personnel** on outsourcing basis to maintain the Campus Hostels & Messes. You are requested to submit your Commission rate for the supply of the Outsourced Personnel.

Part – I

TENDER SCHEDULE

- | | | |
|---|---|--|
| 1) Name of the Work | : | Supply of 357 personnel on outsourcing basis to Campus Hostels & Messes. |
| 2) Sale of Tender Schedule | : | 10 - 12 - 2019 to 19 - 12 - 2019
(11 A.M – 4.00 P.M.)
At the O/o the Chief Warden, Hostels & Messes, Osmania University.
(On all working days) |
| 3) Closing date and time (for receiving duly filled in tender bids) | : | 19 - 12 -2019 |
| 4) Submission of Tender Document | : | Sealed tenders should be submitted at the O/o the Chief Warden, Hostels & Messes, Osmania University, Hyderabad – 500 007.
(on all working days) |
| 5) Date, Venue & Time of opening the tender | : | 20 - 12 - 2019 at 3.00 P.M. in the Committee Room Registrar's Office, OU, Hyderabad – 500 007 in the presence of bidders or their authorized representatives. |
| 6) Earnest Money Deposit (EMD) | : | EMD of Rs. 2,50,000/- (Rupees Two lakh Fifty thousand only) Payable through DD drawn from any nationalized bank in favour of Registrar, OU.
The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected. |
| 7) Rate of Wages to be paid | : | The rates of wages to be paid p.m. to the personnel are sanctioned by the University as per their nature of work. |
| 8) Estimated amount P.M. | : | Rs. 45.00 Lakhs (approx.) |
| 9) Payment Terms | : | Commission will be paid on approved rate and the monthly Bill must be forwarded by the Chief Warden, Hostels & Messes, OU. |

ANNEXURE - I

No. of Workers and Amount of Pay p.m. :

S.No	Category	Rate Per Head p.m.	No. of personnel	Total p.m. in Rs.
1	Sr. Cooks	16,632/-	50	8,31,600=00
2	Jr. Cooks	14,887/-	29	4,31,723=00
3	Jr. Cooks – (Cat.II)	10,387/-	20	2,07,740=00
3	Head Waiter	14,261/-	19	2,70,959=00
4	Asst. Head Waiters	13,250/-	01	13,250=00
5	Asst. Head Waiter – (Cat.II)	8,896/-	03	26,688=00
6	Senior Waiter/Mates	12,487/-	114	14,23,518=00
7	Junior Waiter/Mates	11,283-	25	2,82,075=00
8	Jr. Waiter/Mate – (Cat.II)	7,418/-	15	1,11,270=00
9	Senior Ayahs	11,283/-	02	22,566=00
10	Senior Kamati/ Kamatan/ Ward Woman	12,100/-	62	7,50,200=00
11	Junior Kamati/ Kamatan/ Ward Woman	9,920/-	09	89,280=00
12	Junior Kamati/Kamatan – (Cat.II)	7,418/-	08	59,344=00
		Total	357	45,20,213=00

Note:

1. All senior category personnel have 15 years of experience.
2. All Junior category personnel have 08 years of experience.
3. The category II personnel are recently working personnel.

PART – II

TERMS & CONDITIONS

The Firm should submit their tenders/quotations duly enclosing a Demand Draft as mentioned against each of the item, towards EMD of Rs. 2,50,000/- (Rupees Two lakh fifty thousand only) after going through the conditions laid down.

- 1) The offer must be in English.
- 2) The firm has to enter into an agreement with University immediately on Non-Judicial paper worth Rs.100/- (Rs. Hundred only). The firm cannot **sub contract** the work. The Osmania University shall pay the amount of monthly bill i.e. as per Annexure-I after due check of all documents by way of Cheque in favour of the firm. A Certificate that the wages have been paid in accordance with the said notification should be invariably furnished by the firm every month alongwith the Acquaintance of the personnel.
- 3) Individual bank accounts of members be opened and the salaries should be credited directly in the individual bank accounts of the workers. The firm is required to credit the salary to all the outsourced personnel latest by the 5th of following month irrespective for the bills being passed by the University in their respective bank A/c.
- 4) The personnel should be Healthy and physically active to work in three (3) sessions in the Hostels & Messes and should be in the ages between 25 and 55 years. They should be well mannered and behaved as they have to work in a cordial atmosphere without giving scope for complaints from the boarders in the Hostels & Messes.
- 5) The following information has to be furnished by the tenderer with evidence(Documentary proof to be enclosed)
 - a) Name of the Firm with Complete postal Address.
 - b) Name of the Proprietor
 - c) Registration Certificate with labour Dept.
 - d) TSGST/CST Registration.
 - e) Registration with ESI.
 - f) Registration with Employees Provident Fund.
 - g) PAN card of the firm.
 - h) TAN number of the firm.
 - i) G S T Certificate.
 - j) Detailed profile of the firm.
 - k) Category wise names list of workers available/ registered with firm.
 - l) Previous work performance Certificate for the last 3 years.
 - m) IT returns for the last 3 years.
 - n) Turnover Certificate of Rs.1 Crore for the last 3 years.
 - o) Income & expenditure statement and Balance for the last 3 years.
 - p) Audit report of the last year.
- 6) The bidders are requested to quote their Commission rate in both figures and words and should be inclusive of Supervision and other incidental charges. The minimum commission should not be less than 3%.
- 7) The tenders with 0% commission will be rejected outright without giving any explanation.
- 8) The TDS of 2% will be deducted on the total Bill amount and the same will be recovered from the commission of the firm. No amount should be deducted from the wages of the personnel as given in Annexure – I.
- 9) The rate of wages of the workers and the Commission of the firm, shall be constant throughout the entire period of the Contract.
- 10) The term of the Contract will be for a period of 1 year. And initially the contract will be awarded for a period of 3 months and will be renewed every quarterly based on the performance. On expiry of the term of the Contract, the same may be renewed on the existing terms & conditions for a further period on mutual agreement.
- 11) The University is not liable to pay compensation arising out of injury or loss to any personnel of the firm that may take place during the working hours. Any compensation or expenditure towards treatment etc. shall be borne by the firm .

- 12) The firm has to maintain EPF account against every person with Regional Provident Fund Commission and assist the personnel in opening of EPF/ESI/Bank Accounts. The monthly challan and documentary evidence in support for depositing the EPF & ESI (both employee & employers share) must be submitted, failing which the salary bills for that particular day/month will not be admitted. The firm will also be responsible for any queries from the concerned Departments in regards with issues related to minimum wages, EPF/ ESI etc. Non compliance with regard to the above provisions shall lead to the termination of Contract and forfeiture of the EMD amount.
- 13) The firm has to maintain the following Registers as per the Contract labour (Regulation & Abolition) Act, 1970.
 - a) **Register to workmen as per XIII of rule 75.**
 - b) **Employment cards as per form XIV of rule 76.**
 - c) **Muster roll register as per form XVI of rule 48.**
 - d) **Register of wages as per form XVII of rule 78.**
- 14) Income tax and Service tax be will be recoverable from the monthly bill amount as per rules.
- 15) The firm has to appoint One Manager to maintain / rotate the employees in three (3) sessions. And also he has to submit the daily attendance of the workers with the signature of the concerned Warden to the Chief Warden Office, failing which the salary bills for that particular day/month will not be admitted.
- 16) The supplying firm should have a minimum of 3 years of experience in the similar field.
- 17) The personnel should work under surveillance cameras and Bio metric system for attendance will be adhered to.
- 18) Offers received after the bid closing date/time shall not be considered.
- 19) Telex/Tele fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
- 20) Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
- 21) Osmania University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
- 22) All disputes or difference whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the appointment of the arbitrator on behalf of the University will be made by the Vice-Chancellor, Osmania University, Hyderabad – 500007.
- 23) The quotation /Tenders of those suppliers only be accepted who have purchased tender schedule from this Office on payment of Rs. 5,000/- through Demand Draft drawn in favour of Registrar, Osmania University.
- 24) The E.M.D of the unsuccessful bidders will be returned without any interest.

Sd/-
REGISTRAR, OU

Annexure - II

TECHNICAL BID

(To be submitted in a separate sealed envelope)

**For supply of personnel on Outsourcing basis to work in the
Campus Hostels & Messes, OU, Hyderabad – 500007**

1.	Name of Supplying Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)													
2.	Do you possess trade license issued by Competent authorities? If so, please enclose a copy.													
3.	Name of Proprietor / Director													
4.	Furnish following particulars of the Registered Office													
	a. Complete Postal Address													
	b. Telephone No.													
	c. Fax. No.													
	d. E-Mail Address													
5.	Furnish the following particulars if the registered office is different from above at Para (4).													
	a. Complete Postal Address													
	b. Telephone No.													
	c. Fax. No.													
	d. E-Mail Address													
6.	Are you a Supplier? If yes, please attach copies of previous work certificates.													
7.	PAN No. (Attach Attested Copy)													
8.	TIN No. (Attach Attested Copy)													
9.	Service Tax Regn. No. (Attach Attested Copy)													
10.	Annual turnover for the three financial Years.(Please attach copies of audited balance sheet and IT returns)													
	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 25%;">Financial Year</th><th style="width: 25%;">Amount</th><th style="width: 50%;">Remarks (if any)</th></tr></thead><tbody><tr><td>2016-17</td><td></td><td></td></tr><tr><td>2017-18</td><td></td><td></td></tr><tr><td>2018-19</td><td></td><td></td></tr></tbody></table>		Financial Year	Amount	Remarks (if any)	2016-17			2017-18			2018-19		
Financial Year	Amount	Remarks (if any)												
2016-17														
2017-18														
2018-19														
	(Attach separate sheet if space provided is insufficient)													

11.	<p>Give details of the major clients – Government Departments, PSUs, Research Organizations, Multinational Companies to whom furniture have been supplied by the bidder during the last three years in the following format. Copies of the Purchase Orders / Indents should be attached for proof.</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name& address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id</th> <th>Name & Year of work executed</th> <th>Ref. Order No. & Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(If the space provided is insufficient, a separate sheet may be attached)</p>			Sl. No	Name& address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Name & Year of work executed	Ref. Order No. & Date	Amount	1					2					3					4					5				
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3																																	
4																																	
5																																	
12.	Income & Expenditure & Balance sheet statements for last (3) Financial years i.e. from 2016-17 to 2018-19.																																
13.	Annual Are you a regular supplier for the above?																																
14.	Are you a regular supplier for the above?																																
15..	Details of Earnest Money Deposit D.D. / P.O. No. & Date & Name of the Bank																																
	Please specify the minimum time required to commence the work from the date of receipt of the Order																																
16	Additional information, if any (Attach separate sheet, if required)																																

ANNEXURE – III

COMMERCIAL BID

(To be submitted in a separate sealed envelope)

Sl.No	SUPPLY OF PERSONNEL ON OUTSOURCING BASIS	Specification	Commission Rate Quoted	TOTAL AMOUNT OF COMMISSION IN WORDS
		TO SUPPLY PERSONNEL AS PER THE STRENGTH OF WORKERS & PAYMENT OF WAGES AS INDICATED ABOVE.		

Date:

Signature with Seal

Note:

The No. of workers may change from time to time depending on the strength of boarders in the Hostels in the vacation period.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute. I / We will have no conflict of interest in any of our works / contracts at the University.

Date:

Signature with Seal