



**OSMANIA UNIVERSITY**  
**HYDERABAD – 500007, INDIA**

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**Ten. Not. No. MR-240/17/2022/Estt.II**

**Date: 22-10-2022**

**NOTICE INVITING TENDER**

Sealed tenders are invited from the agencies for deployment of manpower on contract basis in the University Campus Hostels & Messes, Osmania University, Hyderabad – 500 007. The detailed tender document can be downloaded from our website [www.osmania.ac.in](http://www.osmania.ac.in) from **22-10-2022** to **05-11-2022**

**Sd/-**  
**REGISTRAR,**  
**OSMANIA UNIVERSITY.**



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**HYDERABAD – 500007, INDIA**

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**Date: 22-10-2022.**

**NOTICE INVITING TENDER**

Sealed tenders are invited from the suppliers of "Manpower" on contract basis to work in the University Hostels & Messes for a period of One year on the service charges basis.

Tender form can be downloaded from the Osmania University website ([www.osmania.ac.in](http://www.osmania.ac.in)) from **22-10-2022** to **05-11-2022** upto 12:00 Noon and a demand draft (DD) of ₹.10,000/- (Rupees Ten thousand only) drawn in favour of the **Registrar, Osmania University, Hyderabad** towards the cost of tender form which is to be attached along with the EMD of ₹.10,00,000/- (Rupees Ten Lakhs only). The tender document shall consist of two parts i.e., (i) Technical bid and (ii) Commercial bid.

The completed sealed tender document shall be submitted in the office of the Director (Infrastructure), Administrative Building, Osmania University, Hyderabad – 500 007 on or before 2:00P.M. of the **05-11-2022**

Sealed tenders received after the due date and time will be rejected.

The tenders will be opened on **05-11-2022** at 3:00 P.M. in the Committee Room Administrative Building, Osmania University, Hyderabad – 500 007

Bids not accompanied with the tender document "Fee" and "EMD" will be summarily rejected.

For further details, please visit the University website at [www.osmania.ac.in](http://www.osmania.ac.in)

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**Ten. Not. No. MR-240/17/2022/Estt.II**

**Date: 22-10-2022.**

**TENDER NOTIFICATION FOR DEPLOYMENT OF MANPOWER  
ON CONTRACT BASIS IN CAMPUS HOSTELS & MESSSES**

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

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The Osmania University intends to hire **between 350 to 400 Workers** on contract basis to maintain the Campus Hostels & Messes. You are requested to submit your Service charges for the supply of the manpower.

**Part – I**

**TENDER SCHEDULE**

- 1) Description of tender : Deployment of manpower between 350 to 400 on contract basis to Campus Hostels & Messes, Osmania University, Hyderabad.
- 2) Submission of Sealed Tender forms : **22-10-2022 to 05-11-2022** at 2:00 P.M. at the office of the Director, (Infrastructure), Administrative Building, Osmania University, Hyderabad – 500 007  
**The cost of tender document is ₹. 10,000/- (Rupees Ten thousand only)**
- 3) Closing date and time (for receiving duly filled in tender bids) : **05-11-2022** at 2.00 P.M.
- 4) Date, Venue & Time of opening the tender : **05-11-2022** at 3:00 P.M. in the Committee Room, Administrative Building, Osmania University, Hyderabad – 500 007 in the presence of bidders or their authorized representatives.
- 5) Earnest Money Deposit (EMD) : EMD of ₹. 10,00,000/- (Rupees Ten Lakhs only) Payable through DD drawn from any nationalized bank drawn in favour of **Registrar, Osmania University, Hyderabad.** The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected.

- 6) Rate of Wages to be paid : The rates of wages to be paid per month to the workers as per notification of minimum wages issued by the Telangana State Government for the workers employed in Hostels & Messes attached to educational institutions vide (G.O. Ms. No. 71 LET & F (Lab-II), Dept. dated : 15-12-2011.
- 7) Estimated amount per month : ₹. 50.00 – 60.00 Lakhs (approx.) per month
- 8) Payment Terms : Service charges will be paid on the monthly bills as approved by the notified authorities of the University.

## **PART – II**

### **TERMS & CONDITIONS**

The Contractors should submit their tenders / quotations duly enclosing a Demand Draft towards EMD of ₹. 10,00,000/- (Rupees Ten Lakhs only) after going through the conditions laid down.

- 1) The tender must be in English.
- 2) The Contractor has to enter into an agreement with University immediately on Non-Judicial paper worth ₹. 100/- (Rupees One Hundred only). The Contractor cannot **sub contract** the work. The Osmania University shall pay the amount of monthly bill after due check of all documents by way of crossed Cheque / Electronic transfer in favour of the Contractor. A Certificate that the wages have been paid to workers in accordance with the said minimum wages notification / higher wages in case of selected workers by the University, should be invariably furnished by the Contractor every month along with the Acquaintance of the workers.
- 3) Individual bank accounts of workers should be opened and the wages should be credited directly in the individual bank accounts of the workers. The Contractor is required to credit the salary to all the contract workers latest by the 7<sup>th</sup> of following month irrespective for the bills being passed by the University in their respective bank A/c.
- 4) The Contractor shall assured that the workers should be Healthy and physically active to work in three (3) sessions in the Hostels & Messes and should be in the ages above **18 and upto 55 years**. The Contractor should ensure that the workers should be well mannered with good conduct and behavior, as they have to work in a cordial atmosphere without giving scope for complaints from the University officials / boarders in the Hostels & Messes.
- 5) The following information has to be furnished by the contractor with evidence (Documentary proof to be enclosed)
  - a) Name of the Contractor with complete postal address.
  - b) Name of the Proprietor
  - c) Registration Certificate with labour Department from Govt. of Telangana State.
  - d) TS GST / CST Registration.
  - e) Registration with ESI.
  - f) Registration with Employees Provident Fund.
  - g) PAN card of the Contractor.
  - h) TAN number of the Contractor.
  - i) GST Certificate.
  - j) Detailed profile of the Contractor.
  - k) Previous work performance Certificate for the last 3 years.
  - l) IT returns for the last 3 years.
  - m) Turnover Certificate of ₹. 1 Crore for the last 3 years.
  - n) Income & expenditure statement and Balance for the last 3 years.
  - o) Audit report of the last year.

- 6) The bidders are requested to quote their service charges in both figures and words and should be inclusive of Supervision and other incidental charges. The maximum service charges should not be more than 5%.
- 7) The tenders with 0% service charges will be rejected outright without giving any explanation.
- 8) The IT TDS of @ 2% will be deducted on the total Bill amount and the same will be recovered from the Service charges of the Contractor. No amount should be deducted from the wages of the workers.
- 9) The rate of wages of the workers under the service of the Contractor, shall be in consonance with the notification of minimum wages of the Telangana State Government for Hostels attached to educational institutional (G.O. Ms. No. 71 LET & F (Lab-II), Dept. dated: 15-12-2011 constant throughout the entire period of the Contract.
- 10) In any case the workers on rolls are absent in such circumstances, the contractor should arrange the substitutes in place of absentees.
- 11) The term of the Contract will be valid for a period of 1 year, and initially the contract will be awarded for a period of 3 months and will be renewed every quarter based on the **performance**. On expiry of the term of the Contract, the same may be renewed on the existing terms & conditions.
- 12) The University is not liable to pay any compensation for any injury caused during the course of and arising out of employment to any workers of the Contractor that may take place during the working hours. Any compensation or expenditure towards treatment etc., shall be borne by the Contractor. The Contractor shall obtain Employees Compensation Policy from General Insurance Company for the workers not covered by the ESI Act.
- 13) The Contractor has to maintain EPF account against every worker with the concerned employees provident fund authorities and assist the workers 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 to the University by 5<sup>th</sup> of every succeeding month, failing which the salary bills for that particular day / month will not be admitted. The Contractor will also be responsible to answer any queries from the concerned Departments / authorities in regard 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, apart from any legal action that may be needed.
- 14) The Contractor has to maintain the Registers and records as mandated under the Contract labour (Regulation & Abolition) Act, 1970 and Rules made thereunder.
- 15) The Contractor has to appoint one Manager to maintain / rotate the employees in three (3) sessions and he has to submit the daily attendance of the workers with the counter signature of the concerned authorities as notified by the university from time to time, failing which the salary bills for that particular day / month will not be admitted.
- 16) The Contractor should have a minimum of 3 years of experience in the similar field.
- 17) The workers should work under the surveillance and to follow Bio-metric system for attendance.

- 18) Offers received after the bid closing date / time shall not be considered under any circumstances.
- 19) Tenders submitted by way of electronic method will not be accepted and the University takes no responsibility for delay / loss or non-receipt of tenders by post / couriers.
- 20) Any tender 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 differences 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 at Hyderabad, and the appointment of the arbitrator on behalf of the University will be made by the Vice-Chancellor, Osmania University, Hyderabad.
- 23) The quotation / Tenders of those agencies / contractors only be accepted duly filled in prescribed format under the notification along with Non-refundable Demand Draft of ₹. 10,000/- (Rupees Ten thousand only) towards cost of application, drawn in favour of **Registrar, Osmania University, Hyderabad.**
- 24) The E.M.D of the unsuccessful bidders will be returned without any interest.

**Sd/-**  
**REGISTRAR,**  
**OSMANIA UNIVERSITY.**

**Annexure – I**

**TECHNICAL BID**

(To be submitted in a separate sealed envelope)

**For deployment of workers on Contract basis to work in the  
Campus Hostels & Messes, OU, Hyderabad – 500007**

1.	Name of the manpower supplier with following details													
	a) Complete Postal Address													
	b) Telephone No.													
	c) Mobile No.													
	d) E-Mail Address													
2.	Details of Registration certificate issued by the Telangana State Labour Department. (Please enclose copy of certificate of registration)													
3.	Details of trade license issued by GHMC / local authorities (Please enclose copy of certificate)													
4.	Details of ESI registration													
5.	Details of EPF registration													
6.	Name of Proprietor / Director.													
7.	Furnish the following particulars if the registered office is different from above at Para (1).  a. Complete Postal Address b) Telephone No. c) Mobile No.													
8.	Are you a manpower supplier? If yes, please attach copies of previous work experience certificates.													
9.	PAN No. (Attach Attested Copy)													
10.	TIN No. (Attach Attested Copy)													
11.	Details of GST Registration (attach copy)													
12.	Annual turnover for the last three financial years. (Please attach copies of audited balance sheets and IT returns)													
	<table border="1" style="margin: auto; 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 style="text-align: center;">2019-20</td><td style="text-align: center;">₹.</td><td></td></tr><tr><td style="text-align: center;">2020-21</td><td style="text-align: center;">₹.</td><td></td></tr><tr><td style="text-align: center;">2021-22</td><td style="text-align: center;">₹.</td><td></td></tr></tbody></table>		Financial Year	Amount	Remarks ( if any )	2019-20	₹.		2020-21	₹.		2021-22	₹.	
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2019-20	₹.													
2020-21	₹.													
2021-22	₹.													
	(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 service have been provided by the bidder during the last three years in the following format. Copies of the contract awarded Orders should be attached for proof.</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name &amp; address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id</th> <th>Nature of work and number of workers supplied</th> <th>Name &amp; Year of work executed</th> <th>Ref. Order No. &amp; Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></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	Nature of work and number of workers supplied	Name & Year of work executed	Ref. Order No. & Date	Amount	1						2						3						4						5					
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1																																									
2																																									
3																																									
4																																									
5																																									
12	Income, Expenditure & Balance sheet statements for last (3) Financial years i.e. from 2019-20 to 2021-22.																																								
13	Details of Earnest Money Deposit D.D. / P.O. No. & Date & Name of the Bank																																								
14	Please specify the minimum time required to commence the work from the date of award of contract.																																								
15	Additional information, if any (Attach separate sheet, if required)																																								

**Signature of the contractor**

**ANNEXURE – II**

**COMMERCIAL BID**

(To be submitted in a separate sealed envelope)

<b>Sl. No</b>	<b>Specification of supply of Manpower with notified minimum wages by Telangana State Government to the workers employed in hostels attached to the Educational Institutes, G.O. Ms. No. 71 LET &amp; F (Lab-II), Dept. dt: 15-12-2011</b>	<b>Percentage of Service charges Quoted</b>

Date:

**Signature with Seal**

**Note:**

**The Number of workers may change from time to time depending on the strength of boarders in the Hostels during the vacation period and the contractor shall supply the manpower as per requirement from time to time.**

**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 University. I / We will have no conflict of interest in any of our works / contracts at the University.

Date:

**Signature with Seal**