

**ASSAM UNIVERSITY: SILCHAR**

**E-TENDER FOR SUPPLY OF MANPOWER SERVICES AT ASSAM UNIVERSITY SILCHAR.**

**Tender No. : AUG/E&M-39/2019 (Pt-1)**

**Last date of Online Tender Submission : 22/08/2024 at up to 11.00 AM**

**Date and time for technical bid opening : 23/08/2024 at 11.00 AM**

## E-TENDER NOTICE

**Tender No. AUG/E&M-39/2019 (Pt-1)**

**Date: 29/07/2024**

Online tenders in prescribed format under two bid systems i.e., Technical Bid and Financial Bid are invited from interested companies/firms/agencies for Supply of Manpower Services at Assam University Silchar.

The tender document can be downloaded from the website: <http://www.aus.ac.in> as well as from e-tendering CPPP site, Govt. of India: <https://eprocure.gov.in/eprocure/app>. Interested companies/firms/agencies may submit bid document, complete in all respect as per instructions detailed in tender documents through online mode. **The original instruments of Tender fee and Earnest Money Deposit (EMD) along with hard copies technical bid submitted online should be placed in the Tender Box kept in the Estate Section, ground floor of the Raja Rammohan Roy Administrative Building, Assam University, Silchar 788011 during Office hours in all working days up to 3.00 PM on 22/08/2024.**

**Sd/-**

**Registrar**

## SCHEDULE OF TENDER

Sl. No.	Activity description	Schedule
1.	<b>Tender No</b>	<b>AUG/E&amp;M-39/2019 (Pt-1)</b>
2.	Web address for downloading tender document	<a href="http://www.aus.ac.in">http://www.aus.ac.in</a> or, <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
3.	Supply of Manpower Services	As per mentioned in the tender document
4.	Estimated Cost	Rs. 2,00,00,000.00 (INR Two Crores Only)
5.	Earnest Money Deposit (refundable)	Rs 1,00,000.00 (One Lakh Only)
6.	Tender Cost (non-refundable)	Rs 1000.00 (One Thousand Only)
7.	Validity of bid	180 days
8.	Last date of submission of original instruments of Tender Fee & EMD along with hard copies of technical bid submitted to the <b>Estate Section, ground floor of the Raja Rammohan Roy Administrative Building, Assam University, Silchar 788011</b>	22/08/2024 up to 3.00 PM
9.	Last date of submission of online bids	22/08/2024 up to 11.00 AM
10.	Date and Time of opening Technical Bids	23/08/2024 up to 11.00 AM
11.	Date and Time of opening Financial Bids	To be announced
12.	Date of Commencement of Contract	To be communicated to the successful bidder.
13.	Contract Duration	24 months.

## NOTICE INVITING TENDER FOR SUPPLY OF MANPOWER SERVICES

### 1. GENERAL:

Assam University Silchar (AUS) invites Technical and Financial Bids from duly registered Manpower Service Providers/Organization for providing manpower services to the University initially for two years, may be extendable upon mutual consent till finalization of new contract.

### 2. STAFF REQUIREMENT:

The following staff to be provided initially by the agency on contractual basis, as per tentative requirement given below. (The actual requirement along with category of manpower may vary from time to time).

S.No	Category of manpower	Quantity	Skill Type
1.	Horticulture workers	14	Unskilled
2.	DEO/Skilled Personnel	8	Skilled
3.	MTS	4	Skilled
4.	Cook	1	Skilled
5.	Unskilled staff	1	Unskilled
6.	Laboratory attendant	4	Skilled
7.	Technical Assistant	2	Skilled
8.	Plumber	1	Skilled
9.	Guest House Care Taker	3	Skilled
10.	Junior Technical Assistant	2	Skilled

Minimum staff strength required=**40(forty)** nos.

### 3. MINIMUM ELIGIBILITY REQUIRED:

- Horticulture workers- Freshers may apply having minimum primary education. Preference will be given to the candidate having relevant experience or having certificate course in horticulture/floriculture

- Data Entry Operator (DEO)/Skilled Personnel- HS (10+2) or equivalent qualification from a recognized board/University, along with diploma course in computer applications from a recognized institute.
- Multi-Tasking Staff (MTS)-HSLC passed with working knowledge of computer applications
- Cook: Secondary school certificate from recognized board or institution. Hands on experience in cooking of Indian/Western dishes in general from a hotel or guest house of repute.

Desirable: Certificate course in cooking or catering from a recognized Govt. Institute or hotel.

- Unskilled staff: Class VIII pass is desirable.
- Laboratory Attendant: HSLC/equivalent examination pass with science as one of the subjects.
- Technical Assistant: Graduate with science background (B.Sc with Honors will be given preference).
- Guest House care taker: HS passed with working knowledge of computer applications. Candidates having working experience or qualification in relevant field (i.e Hospitality management/Hotel Management) will be given preference.
- Junior Technical Assistant (JTA): BE/B.Tech from Govt. Institute in relevant field will be given preference.
- Plumber:1. HSLC passed.
- ITI/Equivalent certificate from Govt. Institutes in relevant field with 02(two) years relevant experience.

#### **4. WAGES/RENUMERATION:**

1. The rates (monthly wages) for various categories will be strictly according to the rates as notified by the Labour Department, Government of India. (where available and applicable).
2. The eligibility conditions & rate of payment to a certain category of staff(s) will be decided by Assam University Silchar on case-to-case basis.

5.

1. Qualitative Assessment of Technical bids will be done on the basis of requirements given in the tender document and Service Providers/ Agencies will be shortlisted out of the available offers. Financial Bids of the eligible technical bidders will only be opened for the purpose of awarding the job. The Service charge, in percentage only, should be clearly mentioned in figures and words. The Service Charge will remain fixed during the period of contract.
2. AUS reserves the right to cancel the tender process at any time before the award of contract. AUS also reserves the rights to accept or reject any or all bids. However, reasons will be recorded in such case.
3. The Earnest Money Deposit of Rs.1,00,000/- (Rupees One lakh Only) along with non-

refundable tender processing fee of ₹1000/- (Rupees One Thousand Only) is to be submitted (also applicable in case of MSME or like bidders) during bid participation. EMD will be refunded to the unsuccessful bidder without any interest within one month of finalization of contract, subject to application of refund by the unsuccessful bidder. The EMD is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, (c) Non-confirmation of acceptance of orders within the stipulated time after award of contract or (d) any unilateral revision made by the bidder during the validity period of offer.

6. The successful bidder will be required to submit the Security Deposit of **Rs.10,00,000.00 (Rupees ten lakhs only)** in the form of Bank Guarantee in favour of Assam University, Silchar valid for **Six months after the currency of agreement** or extended tenure which ever later. The Bank Guarantee and agreement will be required to be executed with AUS before taking over contract/within 15 days of issuance of work order. No exemption will be provided for MSME or like bidders and the submission of security deposit will be also applicable for them. The security deposit (in full or in part) will be refunded interest free, based on the performance of the contractor during the contract period.
7. All future Corrigendum, addendums, Amendments, Revisions, Extensions of bid dates (if any) with regard to this Bid, shall be published only at AUS website/CPP portal and not through press Advertisement. All the bidders are requested to look at the AUS website/CPP portal website regularly for this purpose.
8. The PAN, TAN, GST Number, ESIC & EPF registration number of the firm should be indicated. The tenders of the firms which do not have any of these will not be considered.
9. The bidder shall abide by the terms & conditions of the tender strictly.
10. Bid validity will be 180 (One Hundred Eighty) days from the date of upload in CPP portal.
11. Vendor has to execute an agreement with AUS in non-judicial stamp/e-stamp amounting ₹100.00 within 15(fifteen) days of the contract period.

## **12. REQUIREMENT FOR TECHNICAL BID: -**

The Technical Bid should contain the documents/information as per Annexure-II. Before submitting the tender documents, the agency should ensure that it is eligible as per the requirements contained in **Annexure-II** and including following conditions:

- (i) The Service Provider/Agency/Firm is a duly registered one with all statutory bodies.
- (ii) Annual Turnover of the Service Provider/ Agency should not be less than **₹2,00,00,000.00 (Rupees two crores only) per annum.** (This has to be supported with IT Returns/Balance Sheets for the last 3(three) completed financial years duly certified by registered Chartered

Accountant.

- (iii) The service provider/agency should at least have the experience of deploying manpower **in two or more organizations**. Work experience, as per **Annexure-III** of the Service Provider/Agency of providing skilled manpower, of similar nature, in other PSUs/Departments of Government of India/Autonomous Bodies during the period 2021 to 2023.
- (iv) Copies of ongoing job orders and particulars of contract officer in the concerned Govt. Department/PSU/Autonomous body are to be furnished for the purpose of verification.
- (v) The bidder should attach a copy of the Work Contract Registration Certificate required under the provisions of Work Contract Act, 1999.
- (vi) The bidder should also attach a copy of GST Registration Certificate.

### 13. OTHERS TERMS AND CONDITIONS:

- (a) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- (b) The persons to be deployed by the Agency should not have any 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 all workers to be deployed at AUS by the service provider will be got verified from local police by the service provider at its own cost and submit the report there of in A U S . The agency will also ensure medical examination of all the persons deployed in AUS before deployment from the doctor (M.B.B.S or above) and ensure submission of fitness certificate at the time of joining. AUS shall reserve the right to accept or reject the worker recommended by the agency. The Service Provider shall withdraw such workers who are not found suitable by this office for any reasons, immediately on receipt of such a request. An authenticated bio-data (including his bank account number, mobile number etc.) of each worker has to be provided by the agency while deploying him in AUS.
- (c) That 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 AUS Office.
- (d) The service provider has to provide photo identity cards to the persons employed by it for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The service provider shall ensure proper conduct of these persons in office premises, and enforce prohibition of consumption of alcoholic drinks, Paan, Smoking, Loitering without work and gambling.
- (e) The transportation, food, medical and other statutory/legal requirements (if any) in respect of

- each worker of the agency shall be the responsibility of the agency as per the prevailing rules.
- (f) The manpower to be deployed by the Agency will be required to work strictly as per the office timings of the AUS on all working days. No extra wages will be paid for attending the office on weekends / holidays / late sitting (except driver). However, one paid off or pro-rata extra wages, if called to attend the office, will be allowed after six continuous working days. The normal office working hours of AUS are from 9.30 AM to 5.30 PM with two weekly off on Saturdays and Sundays and other notified holidays. Attendance would be monitored strictly as per Biometrics Attendance system installed or any other method as decided by AUS and payment would be regulated accordingly. Leave will be granted as per Assam University rules.
- (g) The Agency on assignment of contract will depute his authorised representative as ‘Supervisor’ in the office of AUS to coordinate the day-to- day affairs/grievances relating to the workers deployed in AUS at its own cost. The authorized representative shall also receive instructions from the authorized officer of AUS. The person so nominated should have mobile and email facility and will be responsible to respond immediately or sort out the issue preferably within 24 hours of call or communication. No extra charges will be paid by AUS on this account.
- (h) The Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely EPF Act, ESIC Act, Gratuity Act, and Workman Compensation Act etc. or under any other statutory requirements as applicable and amended from time to time in respect of the manpower deployed and also to present the documents as and when required or asked for by the AUS.
- (i) The agency shall be the principal employer of the workman engaged by them and any other staff deployed by it in the AUS and in no case there shall be a relationship of Employer and Employee between the AUS and the manpower engaged.
- (j) The manpower employed by the Agency shall have no right, whatsoever, for any appointment in the AUS in temporary/ adhoc/ daily wages/ regular capacity on the basis of their work in the AUS. However during recruitments made by the AUS, the said manpower may choose to apply against any such advertisement made by the University regarding recruitment and their application will be considered as per Assam University rule.
- (k) In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her/ his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the request of AUS, shall immediately withdraw such person(s) from the premises of the AUS. AUS shall have the right to discontinue the services of the non-performing/dis-obedient workers at any point of time



and without assigning any reason.

- (l) The Agency shall keep the AUS indemnified against all claims whatsoever in respect of the employees deployed in AUS at various point of time. In case, any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be the sole responsibility of the Agency to contest the same at appropriate forum(s). In case, the AUS is made a party and is supposed to contest the case, the AUS will be reimbursed the actual expenses which shall be paid in advance by the Agency to the AUS if such a request is made by AUS in writing.
- (m) The deduction of Income Tax from the bills of the Agency will be made at source under the Income Tax Act, 1961 at the rate as applicable from time to time.
- (n) In case of unsatisfactory services rendered by the contractor, AUS reserves the right to terminate the contract even during the validity of the contract and no payment will be made after that. Of course, an opportunity shall be provided to the Agency to clarify the position within a period of 15 days.
- (o) In case of unsatisfactory services rendered by the contractor, the AUS, reserves the right to terminate the contract even during the validity of the contract and no payment will be made after that. Of course, an opportunity shall be provided to the Agency to clarify the position within a period of 15 days.
- (p) If any accident occurs with any worker of the contractor while doing his job, the AUS office will not be liable in any way and the sole responsibility for payment of compensation, etc. will be of the contractor.
- (q) The Agency shall disburse the wages to its workers deployed in AUS **before 5<sup>th</sup> of each month** through their bank accounts (e-transfer mode only/not in cash or cheque). The agency shall submit the monthly bill after disbursing the wages along with attendance sheet and the same shall be paid by AUS after applying usual checks and also after deduction of usual taxes or/and other dues, if any. In the reimbursement claim bill, the agency will clearly indicate the break-up of monthly payment details of each category of outsourced staff along with the service charges. The agency will clearly indicate the gross wages etc., EPF, ESI, other statutory contributions etc each & every deduction made and net payment made to each person. Documentary proof like payment confirmation receipts, challans, contribution list, salary statement certified by the bank manager of nationalized bank has to be provided for each worker. **The payment will be made on reimbursement basis only and not in advance.** The agency shall ensure to pay the wages in time irrespective of delay in clearance of reimbursement claim. **Further as and when desired by AUS under special circumstances, the contractor has to make arrangement for payment of the wages and other statutory payments etc to the deployed manpower upto three (03) consecutive months without any**

**reimbursement claim. The same will be reimbursed accordingly by AUS upon submission of reimbursement claim along with relevant documents etc after the expiry of third month. However in general cases, the reimbursement claim will be settled on monthly basis.** AUS may also ask for any other documents to submit along with the monthly bill, at any point of time during the period of contract.

- (r) The contractor also need to pay any other statutory payments to its workers as per Govt. of India guidelines.
- (s) The quality of the candidates to be provided by the agency will be ensured by the agency. In case of non-satisfactory performance of any worker, the agency would be liable to provide alternate worker. If more than 25% candidates are rejected by this process, then the agency will be given first warning. If it occurs again then the contract may be terminated by AUS.
- (t) While submitting the bill, the service provider will submit the copies of documents such as deposit challan along with list of workers showing deposit of ESIC, EPF etc with the concerned agencies for month for which wages are claimed in bill (Example: while submitting the bill in Sept, 2023; wages payment document along with the copies of deposit challan for the period of August, 2023 are to be submitted). AUS reserves the rights to withhold bills, if the agency fails to produce proof for having remitted the ESI and EPF dues of workers along with other statutory payments.
- (u) All the statutory/ legal liabilities will be handled by service provider/ agency and AUS will not be liable for the same in any circumstances.
- (v) **The bidder shall be required to sign all the hardcopy of the bid documents with full signature with date & seal and mandatorily upload the same documents on the CPPP for verification. The bid should be accompanied by bidders PAN card/Driving License/Equivalent document issued by GOI for signature verification.**
- (w) **Fraud Warning Disclaimer:** Please be aware that certain individuals might approach bidders, by falsely presenting themselves as university employees, affiliates agents or representatives. Under this false pretense, they might try to gain access to your personal information or to acquire money or other valuables from you by offering fictitious opportunities related to the bid or by claiming that they are contacting on behalf of university authority. These claims and offers are fraudulent and invalid and bidders are strongly advised to exercise great caution when they receive such an offer related to bid or notice. Be very mindful of such scams as university shall not be responsible for, and expressly disclaims all liabilities for damages of any kind arising out of the use of, NIT reference, bid details or any information contained on the University website or CPPP website. For any clarification related to published bids on CPPP and AUS website bidders are advised to visit Estate Section of the University.

#### 14. VALIDITY OF THE CONTRACT AGREEMENT

- i. The job contract will be awarded initially for a period of **two year which may extend on mutual consent till finalisation of new contract** or in part thereof as per the requirement of AUS and based on review of the performance of the manpower and the Agency with same terms and conditions. The Bank Guarantee submitted to AUS will be renewed accordingly.
- ii. Any violations of these terms and conditions will lead to premature termination of the job contract (i.e.termination before expiry of contract period) followed by forfeiture of the security amount and blacklisting of the agency for future jobs. Further AUS may amend/modify terms and conditions of the contract agreement during the period of contract, considering the better interest of the AUS.
- iii. AUS will be free to deduct the amount of penalty for any of the violations as shown in the table below:

S.No.	Violation	Amount of Penalty
1.	Payment of wages from 6th to 15th day of month	2% per day of the payable one month's payments for delayed days.
2.	Payment of wages after 15th day of month	2.5% per day of the payable one month's payments for delayed days.
3.	Non-compliance of any valid written directions of AUS, any terms and conditions of contract.	Will be decided on case-to-case basis.
4.	Late deposit of PF or/and ESI, other statutory payments etc with the concerned authorities.	1% per day of the payment of PF or/and ESI dues,other statutory payment due.

- iv. In case of any intentional/un-intentional loss that might be caused to AUS due to lapse on the part of worker/s deployed by the agency, such loss shall be compensated by the agency and in this connection, AUS shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to AUS besides imposition of penalty.
- v. In the event of any worker on leave/absent, the agency shall ensure suitable alternative arrangement to make up such absence within three working days. Failure on this account shall attract penalty double the wages payable to the agency for such absence.
- vi. As and when, AUS requires additional workers on temporary or emergency basis, the

contractor will depute such workers in accordance with pro-rata daily rates. For the same, a notice of two days will be given by AUS.

vii. If any of the worker deployed by the agency in AUS indulges in theft or any illegal/irregular activities, misconduct, the agency will take appropriate action as per law and rules against its erring worker in consultation with this office and intimate the action taken to AUS.

viii. **The bidder/Company/Firm/Agency should have its own existing Bank Account and further the bank account needs to be opened/transferred in the local branches of the banks located within Assam University Silchar campus before payment of the first month reimbursement claim, as the employee wages and other applicable benefits(if any) will be deposited by Assam University in the local branches only.**

#### 15. TERMINATION OF CONTRACT

- a. The Contract Agreement can be terminated by either of the party at any point of time and without assigning any reason thereof. However, notice period of such termination of the contract agreement will be of two months in advance.
- b. Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favorable to AUS will be considered applicable at the time of dispute.

#### 16. ARBITRATION

All disputes arising out of this contract shall be settled within Silchar jurisdiction through an arbitrator appointed by Assam University Silchar.

#### 17. FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the AUS as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option, terminate the contract. AUS will not bear any financial liability or any other kinds of liability in this regard.

FOR SUPPLY OF MANPOWER TO AUS

AUS Reference No. F. AUG/E&M-39/2019 (Pt-1)

Dated: 29/07/2024

[n Rate BoQ](#)

Tender Inviting Authority: Assam University Silchar.

Name of Work: SUPPLY OF MANPOWER SERVICES AT ASSAM UNIVERSITY SILCHAR.

Contract No: AUG/E&M-39/2019 (Pt-1)

Name of the Bidder/ Bidding Firm / Company :			
<b>PRICE SCHEDULE</b>			
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )			
NUMBER #	TEXT #	NUMBER #	TEXT #
Sl. No.	Item Description	Lumpsum Service Charge Per Month In Percentage To be entered by the Bidder in. %	Lumpsum Service Charge in Percentage Per Month In Words ( INR will be treated as percentage % only)
1	2	13	55
1	E-TENDER FOR SUPPLY OF MANPOWER SERVICES AT ASSAM UNIVERSITY SILCHAR.		INR Zero Only

- The service charges (in percentage), to be Charged by the service provider on the prescribed wages only payable by AUS:

**Note for the Bidder:**

- I. The Service Charge should not be less than the applicable rate of TDS (income tax deducted as source) and cess thereon to be deducted by AUS from the payable bills.
- II. There should be no cutting, erasing etc in any column.
- III. Employers share for EPF, ESIC, other applicable payments as per GoI regulations will be borne by the Assam University Silchar on reimbursement basis only.

Date: \_\_\_\_\_

(Signature of Authorized person)Name:

Place: \_\_\_\_\_

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor

**TECHNICAL BID FOR SUPPLY OF MANPOWER TO  
AUS (Self certified documentary proof to be attached)**

**AUS Reference No. F. AUG/E&M-39/2019 (Pt-1)**

**Dated :29/07/2024**

S.No.	Particulars	Required information	PageNo.
1.	Name of the Tendering Manpower company/Firm/Agency/Contractor  (Attach self-attested copy of certificate of registration)		
2.	Name of the Director of Company/Active Partner of Firm/Authorized Agent/Proprietor with Telephone Number Landline & Mobile		
3.	Full Address of Registered Office		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4.	Full Address of Operating/Branch Office (preferably within North-East) with Telephone Number, Fax Number, E-Mail Address		
5.	Name of the representative authorized to sign tender document including Financial Bid (If Any)		

	(Attach original authorization letter)		
6.	Banker of the Company/Firm/ Agency/Contractor with Full Address  (Attach self attested copy of latest bank statement)		
7.	PANNo.  (Attach self attested copy)		
8.	GST Registration No.  (Attach self attested copy)		
9.	EPF Registration No.  (Attach self attested copy)		
10.	ESI Registration No.  (Attach self attested copy)		
11.	Annual Turnover of the manpower Firm/Agency/ Company as evident from the IT Returns.  <b>(Should not be less than Rs. 2.00 crores in each Fin. Year)</b>  (Copies of accounts certified by CA to be enclosed)	(Rs. in Crores) 2020-2021: Rs.-----  2021-2022 : Rs.____  2022-2023 : Rs.____	
12.	Number of organisation where similar manpower contract has been undertaken from the year 2021-2023 onward.		

	<b>(should not be less than two)</b>  (Detailed Information as per Annexure-III attached)		
13.	Whether the firm have defaulted from payment to Govt./Workers dues at any point of time or Black listed by an Govt. Department/ PSU, etc.		
14.	Have Proof of timely payments of statutory dues like ESIC/EPF/Service Tax to the concerned Govt. Agencies. <b>(Yes or No)</b> (Attach self attested copies of challans)		
15.	Details of payment of Tender Processing Fee of Rs.1000/-		
16.	Details of payment of EMD (Rs.1,00,000/-)		
17.	An Affidavit duly certified by Notary (i) that the sole proprietor or the partners of the firm/company is/are not involved in any Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the firm/company has never been black listed or changed the name of the firm. <b>(Attached or Not Attached)</b>		
18.	Copy of Tender Document attached with each page signed by		



	the authorized representative and stamped (Yes or No)		
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I \_\_\_\_\_, Director of Company/Active Partner of Firm/Authorized Representative/Proprietor of \_\_\_\_\_ have read/fully understood and accept the terms and conditions as contained in the Tender Document issued by the Assam University Silchar vide Reference No. F.No..... dated.....

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of Authorized person)Name:

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor



ANNEXURE-III

**DETAILS OF OTHER ORGANISATIONS WHERE SIMILAR CONTRACTS WERE UNDERTAKEN DURING THE PERIOD 2021 to 2023**

\*At least two such contracts are mandatory

\*\*In case of any ongoing contract, details may also be provided.

S.No.	Name and address of the organization	Validity of Contract (From _____ to _____)	No. of workers deployed	Whether Govt./Semi Govt./Autonomous body/PSU/other (please specify)	Reason for termination (if currently not valid)
1					
2					
3					

Copies of experience certificates and particulars of contact officer in the concerned Govt. department/PSU are attached and may be used for the purpose of verification.

Date: \_\_\_\_\_

(Signature of Authorized person)

Name:

Place:-----

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor:



## **SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

### **REGISTRATION**

1. Bidders are required to enrol on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Registration” on the e-bid Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
- 8. For any Query contact to Mr. Anil Kumar –07903810198.**

### **SEARCHING FOR BIDDING DOCUMENTS**

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.

### **PREPARATION OF BIDS**

10. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
11. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the



bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

12. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

#### SUBMISSION OF BIDS

13. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

14. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.

15. **\*Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

16. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

17. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.

18. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.

19. Upon the successful and timely submission of bid click "Complete "(i.e., after Clicking "Submit"



in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

20. The bid summary has to be printed and kept as an acknowledgement of bid submission.

21. **PRICE SCHEDULE:**

a) **PRICE fills online only.**

b) **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**

Site Compatibility:

a) Browser used	undefined
b) Full version	119
c) Your OS	Windows Latest Version
d) Cookies Enabled	Yes
e) Your Screen Resolution	1536 x 864
f) Java Enabled	No

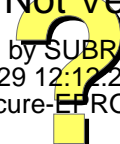
**Note: The portal is compatible for the following browser version**

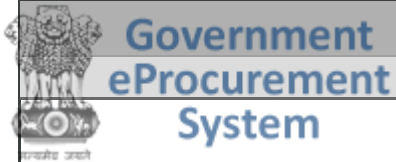
Firefox	42 to 49
Firefox ESR	52
Edge	Kindly follow the Configuration instructions given in the download section at eprocurement website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Microsoft Office	Microsoft Office Latest Version

You are using a web browser not supported by this website. This means that some functionality may not work as intended. The Browser is not Java enabled. Please enable Java For Best results the Screen resolution should be set to 1024 x 768

**Signature Not Verified**

Digitally signed by SUBROTO SINHA  
Date: 2024.07.29 12:12:22 IST  
Location: eProcure-EPROC





## eProcurement System Government of India

## Tender Details

Date : 29-Jul-2024 03:27 PM

**Basic Details**

<b>Organisation Chain</b>	Assam University Silchar  Cachar - AUS		
<b>Tender Reference Number</b>	AUG/EANDM-39/2019(Pt-1)		
<b>Tender ID</b>	2024_AUS_818698_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	SCAN COPY OF EMD
		.pdf	SCAN COPY OF TENDER COST
		.pdf	SCAN COPY OF TECHNICAL BID DOCUMENTS AS PER NIT
		.pdf	SCAN COPY OF SEAL AND SIGNED NIT
2	Finance	.xls	PRICE BID

**Tender Fee Details, [Total Fee in ₹ \* - 1,000]**

<b>Tender Fee in ₹</b>	1,000		
<b>Fee Payable To</b>	Assam University Silchar	<b>Fee Payable At</b>	Assam University Silchar
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	1,00,000	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Assam University Silchar	<b>EMD Payable At</b>	Assam University Silchar

**Work /Item(s)**

<b>Title</b>	E-TENDER FOR SUPPLY OF MANPOWER SERVICES AT ASSAM UNIVERSITY SILCHAR.
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<b>Work Description</b>	E-TENDER FOR SUPPLY OF MANPOWER SERVICES AT ASSAM UNIVERSITY SILCHAR.				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Value in ₹</b>	2,00,00,000	<b>Product Category</b>	Manpower Supply	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	730
<b>Location</b>	ASSAM UNIVERSITY SILCHAR	<b>Pincode</b>	788011	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	As per mentioned in tender document
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	29-Jul-2024 02:00 PM	<b>Bid Opening Date</b>	23-Aug-2024 11:00 AM
<b>Document Download / Sale Start Date</b>	29-Jul-2024 02:30 PM	<b>Document Download / Sale End Date</b>	22-Aug-2024 11:00 AM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	29-Jul-2024 03:00 PM	<b>Bid Submission End Date</b>	22-Aug-2024 11:00 AM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	TENDER DOCUMENT

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_860394.xls	Price Bid

**Tender Inviting Authority**

<b>Name</b>	Registrar
<b>Address</b>	Assam University Silchar