



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY REGIONAL
CAMPUS, MANIPUR
Adimjati Complex, Chingmeirong, Imphal-795001**

TENDER FOR

PART A: SECURITY SERVICE

PART B: HOUSEKEEPING & CATERING SERVICES

Indira Gandhi National Tribal University-Regional Campus, Manipur (IGNTU-RCM) wishes to hire services of outside agencies for (a) Security Services and (b) Housekeeping and Catering services. Offers in sealed covers are invited from reputed concerns engaged in similar kind of service for at least 03 (three) years. The tender may be submitted separately for (a) Security Services and (b) Housekeeping and Catering service which may be superscripted with "Tender for providing Security Services" and "Tender for House Keeping & Catering Services". Tender document may be downloaded from the University website www.igntu.nic.in or may be purchased from IGNTU-RCM Administrative Office at Adimjati Complex, Chingmeirong, Imphal-795001 against payment of Rs. 1000/- only through electronic/digital mode i.e RTGS/NEFT/Bank Transfer

Date of tender notification	29/06/2016
Sale of tender document commence from	29/06/2016
Last date of sale of tender documents	25/07/2016
Last date for receipt of duly filled in tenders	26/07/2016 (2:00 PM)
Date & Time of opening of tenders(Technical Bid)	26/07/2016 (2:05 PM)
Earnest Money Deposit (EMD) : (<i>Payment only through electronic/digital mode i.e RTGS/NEFT/Bank Transfer</i>)	Rs. 30,000/- for Part-A & Rs. 20,000/ for Part-B (Refundable without interest)

Bid documents complete in all respects along with EMD, tender fee and relevant documents has to reach IGNTU-RCM on or before 26.07.2016 within 2:00 p.m. Late submission of tenders shall not be accepted. The bidder shall sign and stamp each page of this tender document as taken of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.

Sd/-
Director (i/c)

TENDER DOCUMENT

A. GENERAL CONDITIONS:

1. Sealed Tenders are to be submitted separately for Part A: Tender for Security Service and Part B: Tender for Housekeeping & Catering Service. Each Bid for Part A and B must contain two separate sealed envelopes labelled “Financial Bid” and “Technical Bid”. Tender Fees, EMD and other relevant certificates is to be submitted with the Technical Bid.
2. A bidder must pay a tender fee of Rs.1000/-(Rupees One thousand) and Earnest money deposit of Rs. 30,000/- (Rupees thirty thousand) for Part-A (Security Services) & Rs. 20,000/-(Rupees twenty thousand) for Part-B (Housekeeping and Catering Services) only through electronic/digital mode i.e RTGS/NEFT/Bank Transfer. The e-payment details like UTR/transaction reference number shall be furnished by the bidder/contractor along with the tender without which tender will be rejected. The Earnest money of unsuccessful tenderer shall be refunded without any interest through electronic mode while the successful bidder shall be retained towards security deposit. Details of university account for payment of tender fee & EMD is as under:

Name of the Bank: State Bank of India

Branch: Imphal

Name of the Account-Indira Gandhi National Tribal University

Address: Regional Campus Manipur, Imphal West-795001

Account Number: 30884432431

Type of account: Current

IFSC code: SBIN0000092

3. The intending bidders/contractors or their authorized representative will be allowed to remain present at the time of opening of the tender document. The ‘Technical Bid’ of the bidder will be opened first. If the EMD and all other necessary documents, as stated earlier, are found in the envelope and the Contractor/ Security Agency is found eligible as per Technical Bid, then only the corresponding ‘Financial Bid’ of the contractor will be opened. Otherwise, the concerned tender will be summarily rejected.
4. The contract will be initially for a period of one year and may be extended/renewed for further periods subject to satisfactory service. The contract can be terminated during the operative period by giving one month’s notice in writing by either party.
5. The agency/tenderer should have at least three years of relevant experience in executing/rendering such services.
6. Tender(s) submitted beyond the scheduled last date & time and without the required Annexure(s) & documents will not be considered. Tenders received after the specified date and time, due to whatever reason including postal delays, if any, will not be considered.
7. The quote/rates should be valid at least 3 months from the date of opening of the tender.
8. Even after qualifying in the technical bid, the financial bid may be rejected if not found in order. Merely qualifying in the technical bid does not ensure acceptance of the financial bid.
9. In case of L-1 is more than one, the selection criteria [viz. the past performance, etc.]

would be at the discretion of IGNTU-RCM. The decision of IGNTU-RCM, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding to all the tenderers.

10. IGNTU-RCM is not bound to issue work order to the agency being the 'L-1' bidder; weight age/preference will also be given to the other factors, viz. previous experience, quality of service, number of client, etc. to select the agency to award the work and the decision of IGNTU-RCM in this regard and for selection of successful bidder will be final in all respect and will be binding to all the tenderers.
11. **Performance Security Deposit:**

The contractor shall submit a Bank Guarantee or FDR (@10% of the total contract value for 12 months) in favour of Director "Indira Gandhi National Tribal University-Regional Campus, Manipur", drawn on any nationalized/scheduled bank, towards Performance Security Deposit. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely. The security money so deposited with the University will be released after three months of expiry of agreement period if not extended otherwise.
12. The Tenderer shall comply with all existing **Central Govt.** Labour Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the Contractor would be fully responsible and would indemnify IGNTU-RCM, in case the University is held liable for the lapse on the part of the Contractor, in this regard.
13. The agency should possess the requisite registration of Licenses of Shop & Establishment Act, ESI/equivalent, PF etc., from State / Central government departments as applicable from time to time. The agency will have to maintain registers / records as required under the provisions of various acts and complete the formalities prescribed there under. The University shall not be responsible in any way for any breach of these rules and regulations by the agency. The contract is liable to be terminated if breach of rules & regulation is found after the award of contract.
14. The offers should also accompany up-to-date Trade License for respective categories, VAT Registration Certificate, Service Tax Registration Certificate, Professional Tax Registration Certificate, Copy of PAN Card and other credentials.
15. **For security, the Agency should have obtained the licences under-The Private Security Agencies (Regulation) Act, 2005 and should enclose attested copies of the same as proof with quotation, failing which the quotation will be rejected summarily.**
16. A list of the establishments (with their addresses, name of the contact person and telephone numbers) where the agency is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed with the quotation.
17. Registers needs to be kept available in the premises of the University for inspection of any statutory authority as and when required. For example, Register of Persons

Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc

18. The agency shall not transfer or assign or share benefit of this agreement with anyone else without the consent in writing from the University.
19. The University has a right to amend or modify any of the terms and conditions during the period of the contract.
20. The University has a right to increase or decrease the security points / manpower at any time and it will be binding on the part of the Agency to do so with mutual understanding with the University. The Agency will also have to follow the telephonic instructions given by the authorised IGNTU-RCM representative.
21. The Agency will co-operate with all other agencies at campus.
22. IGNTU-RCM reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or on any other ground detrimental in the interests of the University. IGNTU-RCM will be the sole judge in this regard. In such events, IGNTU-RCM shall have the right to engage any other contractor to carry out the task. The decision regarding whether the security services is effective / proper / accurate etc., shall rest with University.
23. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the nominated authorities of the University and the authorized representatives of the agency. The Director, IGNTU-RCM, will be final authority in resolving such disputes and his decision will be binding on the Agency. In case the Director decision as refer to in clause no.21 is challenged the dispute will be referred to arbitration. Any dispute arising out of the contract agreement shall come within the legal jurisdiction of Manipur only
24. On termination of the contract, the agency shall discontinue the use of the premises and handover peaceful possession of the University's premises together with its fixtures and articles therein in good condition.

B. TERMS FOR PAYMENT

1. The agency shall raise the bill, in duplicate, along with the following documents in respect of the persons deployed and payment will be made to the contractor on monthly arrear basis after necessary deduction (TDS/ST, etc., if any), as applicable as per prevailing rate. Appropriate deductions are to be made by the contractor towards Professional Tax and Income Tax from the salary / wages paid and remitted to concerned authorities if any.
 - a. Current months Invoice
 - b. Current months Acquittance (Wage) Register duly signed by the individual contract Laborers
 - c. Current months Attendance Register
 - d. Current months ESI/equivalent remittance challan with consolidate breakup details
 - e. Current months EPF remittance challan, as applicable, with consolidated breakup details

- f. In addition Half yearly returns submitted to EPFO & ESIC/equivalent are also to be submitted whenever due.
2. During the course of the contract, any increase in the minimum wages as announced by the Central Government (and applicable increase in ESI, PF) is applicable for the security and housekeeping component the personal employed only, and corresponding increase in contractor's service charges will be borne by the University, subject to producing documents for disbursing the increased wages.
3. The consumers have to pay the catering (food & beverages) cost and the agency has to charge to the consumers directly (not to the University) at the time of service. The rate/price quoted for catering are subject to a nominal escalation each year (upto a maximum of 10%); the exact increase will be negotiated by the University on the basis of All India Consumer Price Index.
4. In the event of non-satisfactory service or any default, payment may be deducted as penalty as deemed fit which will be decided by the IGNTU-RCM authority and decision of IGNTU-RCM to this effect shall be final & binding on the agency/service provider.
5. Since there may be delay in releasing payment by IGNTU-RCM to the contractor due to contingencies, payment of wages to the staff members deputed by the tenderer should not be linked with receiving of payment from IGNTU-RCM and the tenderer must pay the wages as per prevailing minimum wages rate notified by Ministry of Labour & Employment, Govt. of India to their staff(s) deployed/engaged at IGNTU-RCM by **7th of every month**. No request for relaxation will be entertained in this regard.

C. EMPLOYMENT OF PERSONNEL

1. The required strength of manpower under various categories as has been mentioned in the financial bid (Annexure-IIA) is indicative and may vary. However, the deployment of manpower shall be as per actual requirement as will be mentioned in the work order or in the subsequent order(s) to be issued to the successful tenderer and any increase/decrease in the actual deployed strength, the payment will be made on actual and at the same rate as applicable. IGNTU-RCM is not bound to engage all the manpower(s) as mentioned in Annex.-II(A).
2. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave or which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act.
3. The Agency should provide proper uniform, woollen clothes, rain coats, gum boots, lathis, torches etc. to their employees. The Agency will ensure that the persons on duty are in neat and wear clean uniform.
4. The Agency should issue identity cards to their employees, which they should always carry with them and make available for inspection to the University at any time.
5. The Agency shall deploy personnel who are courteous, trained, well mannered and disciplined. The agency shall verify character, antecedents of personnel before deployment in IGNTU-RCM Campus. The particulars of staff (name, father's name, age, address, qualifications, previous work experience, etc.,) engaged by the contractor

must be submitted to IGNTU-RCM along with their police verification report.

6. In case of any damage or loss to the University's property or material caused directly or indirectly by the personnel, the contractor shall be held fully responsible, and the University shall be entitled to recover appropriate amount with penalty from contract fees payable to the contractor or contractor will pay the same. The amount of loss or damage as determined by IGNTU-RCM shall be final and binding on the contractor.
7. In the event of injury, illness or mishap to any personnel/manpower of the agency, IGNTU-RCM will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act. And the contractor shall be fully responsible for the same.
8. The security personnel should always be vigilant while on duty to prevent any unhealthy incident. They should be in a position to judge any danger and should immediately report to the Authorised officer of the University and the Agency.
9. The agency shall make surprise visits to IGNTU-RCM complex on a regular basis, to ensure smooth functioning and satisfactory services by their guards.
10. All personnel to be posted at IGNTU-RCM complex should be healthy and medically fit. All legal formalities required in engaging them will be the responsibility of the Agency.
11. The Agency should ensure that no workers/ staff leave his duty post in unauthorised way without a replacement.
12. Any event of accidents injuries / harmful nature such as fire, short circuit, overflowing of water, leakage of water, damage caused to any property of the University shall be reported immediately by the security personnel to the Administration.
13. The workers / staff of the Agency will have nothing to do with IGNTU-RCM and shall have no presumptive right of absorption in the services of IGNTU-RCM. In order to give effect to this, the agency shall incorporate suitable clause in the appointment orders to be issued to its security personnel.
14. In case the workers engaged by the Agency have any grievances, they will take it up with the agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of the University. On the expiry of the contract the agency undertakes to leave the premises in peace with all the workers without creating any disturbances. The agency will be solely responsible if the workers engaged by it misbehave or create problems.
16. The engaged personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail.
17. The personnel of the Agency shall not involve themselves in any type of discussions or agitations, arguments, quarrel or fighting with any of the IGNTU-RCM staff and shall behave politely and firmly while adhering to their duties. Any matter creating difficulties in their duties shall be brought to the notice of the Administration.

D. SCOPE OF WORK: SECURITY SERVICES

1. The job of providing security services to the University shall be carried out by the agency 24 hours in three shifts on rotational basis on all week days during the contract agreement period including on all working days, holidays, closed weekly off of IGNTU-RCM, to ensure overall safety & security of the Men, Machine, equipment's and premises of University.
2. Out of the security personnel engaged as indicated in Annexure-II (A), at least 16 (sixteen) security guards are to be deployed during the day shift (9 am to 5 pm) including 06 (six) gunmen.
3. The Job shall include, access control to include manning, mustering, entry / exit gates, checking and verifying entries and exit of personnel, material and vehicles to and fro and assets on charges of IGNTU-RCM and permit only authorised personnel entry and exit to the university premises, round the clock, proper Registration of visitors while entering and leaving the University, preserving material gate passes and handing over to administration every quarter, timely follow up of outstanding of returnable material.
4. The present scope of work will cover in and around area of operation of the entire premises of IGNTU-RCM intensively at six portal frame shed-Director's Office, Seminar and Library Hall, Guest House, Canteen, Classroom and Staff/faculty Shed. The agency shall also ensure that all security lights are in working condition and should be put on and off every day, by the Security staff on duty. Defective lights to be reported to the Maintenance in-charge immediately. If the guards find / notice any lights / fans / air conditioners etc. of any room(s) is not switched off, after office hours or any room left unlocked, they should take appropriate action to safeguard the interest of the University.
5. The Agency shall ensure that the Security guards maintain proper communication system so that they can assemble quickly in case of emergent situation.
6. Agency shall render necessary and adequate assistance to IGNTU-RCM Administration in case of strikes, labour unrest and take necessary steps to control the mob / unruly crowd.
7. Visitors having guest house booking in IGNTU-RCM Guest House, should be led to the Guest House on their arrival, by the Security staff on duty.
8. The security staff on duty should make necessary Gate Pass entries of non-returnable items in the Non-returnable Register. Register for Returnable material Gate Pass should be shown to Authorised officer of IGNTU-RCM in the first week of every month by the Security Officer / Supervisor on duty along with list of unreturned material till that date.
9. The Agency should see that no unauthorised persons shall be permitted to enter the premises of the University or no persons shall enter the premises through the fence or no animals such as cows, buffaloes, goats, dogs etc. shall be allowed in the premises of the University.
8. Any material / equipment / machine etc. should not be allowed to be taken out of IGNTU-RCM premises by any staff member or other person without the proper material Gate pass duly signed by the authorised officer/s of the University.

9. The Security staff on duty should ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.
10. The Agency should check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night.
11. The Agency will have to keep all original / duplicate keys of all rooms, campus etc. as required for its functioning in secured and convenient place.
12. Fire protection equipment and facilities have been provided in the campus and it will be the responsibility of the agency to ensure that they are in order and got properly replenished as and when required. The security personnel should be well trained to handle such fire fighting equipment, first aid, snake bite, dog bite kits etc.
13. Receive orders / directions from Administration on University security related matters and ensure implementation of proper security measures in the University.
14. The agency shall in case of any theft during tenure of contract agreement will help to lodge FIR with police, conduct their investigation and submit the report findings to the Director or Administration. The Agency shall also be responsible to pursue the theft case with police and related authorities.
15. The agency shall at all-time keep the campus effectually insured against all actions, suits, proceedings, losses costs, damages, claims and demands in any way arising out of any reasons.

E. SCOPE OF WORK: HOUSE KEEPING & CATERING SERVICES

1. The work is for (a) housekeeping and cleaning service of office/living space, toilets, roof top and upkeep of common areas including brooming all open area of the campus, (b) housekeeping and catering services to the guest house building(exclusively for boarders) and (c) catering services as and when required for meeting/seminar/conference/workshop etc.
2. The estimated number of personnel under various categories is indicated in Annexure-II (B). The contractor has to deploy adequate manpower and supervise their activities to ensure that the housekeeping/catering is of very good standard, performed timely to the entire satisfaction of the IGNTU-RCM with minimum four housekeepers to be available during office hours (09:00 am to 5:00 pm)
3. Cost of all consumables used for any other services contracted for shall be fully borne by the contractor.

4. Housekeeping Services on Build up area :

- i. Brooming, sweeping of floors, mopping twice a day and washing as and when instructed by IGNTU-RCM, of floors including corridors and staircase [first before 0900 hrs and the second as per need].
- ii. Dusting and cleaning of office furniture, office equipments including tables, chairs, side tables, racks and doors, files and file racks, paper trays and other installations before 0900 hrs.

- iii. Sweeping and mopping and cleaning of toilets, bathrooms (floors and walls), and urinals, cleaning of washbasins and mirrors – Thorough cleaning of toilets with suitable cleaning agents – twice a day and as per need.
- iv. Replenishment of soap, urinal cubes, naphthalene balls/air purifiers [As and when required].
- v. Emptying of dustbins of all rooms/sections. Removal of sweeping and discarded/unwanted, waste materials to the designated places

5. Housekeeping & Catering Service at Guest House:

- i. The campus has a guest house with accommodating capacity of 06 (six) occupants. The contractor shall provide cooking service for breakfast, lunch and dinner to occupants on request. The contractor shall keep sufficient paper teacups, sugar cubes, tea bags, coffee powder, milk powder sachets in reserve for the purpose.
- ii. The agency shall also provide catering services as and when demand for serving in meeting/seminar/conference/ workshop etc.
- iii. The contractor shall provide/arrange mineral water (chargeable) to the Guests as desired. He shall keep reserve of mineral water in sealed bottle for the purpose. Hot/cold drinking water (other than mineral water) is to be provided free of cost.
- iv. In no case guests will be provided with hard drinks.
- v. The contractor shall be able to provide all kinds of food (Indian, Chinese and Continental) on request. A menu chart mentioning the prices of the food items will have to be supplied to all the occupants.
- vi. 24 hour room service should be maintained without any excuses.
- vii. The contractor shall maintain a register of complaints received from the occupants of guest house and redress the complaints.
- viii. The contractor shall maintain proper records of in and out timings of the guest.
- ix. Room and catering charges of the guest house will be collected by the contractor and the same will be deposited with the official nominated by IGNTU-RCM. Room charges including advance collected during Saturdays, Sundays and notified holidays should be deposited on next working day, failing which 24% interest will be charged on the withheld amount from the contractor.
- x. No accommodation for workmen, Supervisors and proprietor shall be provided by the University and the Agency shall have to make his own Agreement for the lodging and boarding for their workmen.
- xi. The contractor or his representative will not allow any unauthorized person including company officials to stay in the Guest house. If at any time or during surprise check it is found that any unauthorized person is staying in the Guest house, the contractor will be directly responsible and a financial penalty of Rs.10, 000/- per day will be imposed on the contractor
- xii. Bed sheets, pillow covers, towels, curtains, door mats, etc. are to be provided by the contractor.
- xiii. Curtains must be laundered and woollen blankets dry cleaned once in a month and shall be borne by the contractors.

- xiv. The contractor shall ensure availability of liquid soaps in wash basins, naphthalene balls and toilet papers in urinals and toilets and refilling the same, mosquito repellents as and when required. The cost of the consumables like phenyl, soap, oil, cleaning acid, mops, toilet cleaners, room fresheners, tissue papers and equipment like vacuum cleaner, buckets, mugs, dusters, etc. used for cleaning shall be borne by the contractor.
- xv. Fans, refrigerators to be cleaned once in a month. It has to be ensured that only guests use the facilities (TV, Fridge, etc.) in the Guest House. The kitchen shall always be kept clean.
- xvi. All carpeted areas, dust from doors, partitions, fabrics(Curtains), sofa sets, cushioned chairs etc., shall be cleaned with vacuum cleaner once a week.
- xvii. The utensils will be kept clean with standard washing powder.

6. Housekeeping Service on open area

- i. Brooming and removal of garbage there from sprinkling in open areas including roads, Porsche etc.
- ii. Cleaning of drains/nallus as per need.
- iii. Removal the foliage of tree leaves from lawns, parks and other open areas
- iv. Gardening work

7. Fortnightly Basis – On Saturdays

- i. Dusting and cleaning of doors, wall ceilings and window panes

8. Monthly Basis – On Saturdays

- i. Cleaning of Roof top.
- ii. Dusting of ceilings fans, tube lights, fixtures, furniture and steel almirahs etc
- iii. Cleaning of drainages as per need.

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TECHNICAL BID
for
Security Service for IGNTU-RCM

Sl. No.	Particulars	Mention Details/Yes/No
01	Complete Name, Address and Phone nos. of the firm	
02	Name of the proprietor/partner(s)	
03	Online payment details/UTR No. for payment of Rs. 1,000/- (Rupees One Thousand Only) as Tender Fee.	
04	Online payment details/UTR No. for payment of Rs. 30,000/- (Rupees Thirty Thousand Only) as EMD	
05	Whether capable and agreed to submit the Security Deposit as mention in tender document , if work order is awarded to successful Tenderer.	
06	Whether document in support of having minimum 03 (three) years experience in executing similar kind of jobs along with a list of organizations (Govt., PSU, reputed MNCs/ organisations) with contact nos. where the Contractor is currently providing/has earlier provided this kind of service, submitted.	
07	a. Whether copy of Licence Certificate under Contract Labour (Regulation & Abolition) Act, 1970 is submitted	
	b. Whether copy of License Certificate under Private Security Agencies (Regulation) Act 2005 is submitted	
	c. Whether copy of Registration of the Agency under the Shop & Establishment Act submitted	
08	Whether copy of PAN Card enclosed	
09	Whether copy of ESI Registration Certificate/equivalent enclosed	
10	Whether copy of Registration Certificate of EPF enclosed	
11	Whether copy of Registration Certificate of Service Tax enclosed	
12	Whether copy of Income Tax Return/Annual Turnover for last 3(three) years submitted [Assessment year 2014-15, 2013-14, 2012-2013]	
13	Details of pending litigation, if any	
14	Whether agreed to abide by all the terms & conditions of this tender	

(All above enclosures must be valid)

Date:

Place

(Name & Signature of the tenderer with seal)

ANNEXURE-I(B)

**TECHNICAL BID
for
Housekeeping & Catering Services for IGNTU-RCM**

Sl. No.	Particulars	Mention Details/Yes/No
01	Complete Name, Address and Phone nos. of the firm	
02	Name of the proprietor/partner(s)	
03	Online payment details/UTR No. for payment of Rs. 1,000/- (Rupees One Thousand Only) as Tender Fee.	
04	Online payment details/UTR No. for payment of Rs. 20,000/- (Rupees Twenty Thousand Only) as EMD	
05	Whether capable and agreed to submit Security Deposit as mention in tender document, if work order is awarded to successful Tenderer.	
06	a. Whether copy of Licence Certificate under Contract Labour (Regulation & Abolition) Act, 1970 is submitted	
	b. Whether copy of Registration of the Agency under the Shop & Establishment Act submitted	
07	Whether copy of PAN Card enclosed	
08	Whether copy of ESI/equivalent Registration Certificate enclosed	
09	Whether copy of Registration Certificate of EPF enclosed	
10	Whether copy of Registration Certificate of Service Tax enclosed	
11	Whether copy of Income Tax Return/ Annual Turnover for last 3(three) years submitted [Assessment year 2014-15, 2013-14, 2012-2013]	
12	Details of pending litigation, if any	
13	Whether agreed to abide by all the terms & conditions of this tender	

(All above enclosures must be valid)

Date:

Place:

(Name & Signature of the tenderer with seal)

ANNEXURE-II(A)
FINANCIAL BID FORMAT FOR PART A: SECURITY SERVICE

Name of the Bidder/Agency:

Address:

Phone No. & Email-id:

(figure in Rupees)

Sl. No.	Type of Manpower	Required Manpower	Min wages	EPF	ESI	Other Charges (Specify)	Service charges
1	Supervisor	01					
2	Assistant Supervisor	01					
2	Security Guard with 08 arms	36					
	Total						

The above category of labourers must be paid as per the Central Government Minimum Wages.

Date:

Place:

(Name & Signature of the tenderer with seal)

ANNEXURE-II(B)
FINANCIAL BID FORMAT FOR PART B: HOUSEKEEPING & CATERING SERVICES

Name of the Bidder/Agency:

Address:

Phone No. & Email-id:

(figure in Rupees)

Sl. No.	Category of Employee	Estimated Required Manpower	Min wages	EPF	ESI	Other Allowances	Service Charges
1	a. Facility Manager/Supervisor	01					
	b. Housekeeper	14					
	c. Gardener	02					
	d. Cook	01					
	e. Waiter	01					
2	Cleaning materials and equipment rental charges*						
3	Cost of consumable toiletries**						
4	Service Charges						
	Total						

* Provide list of cleaning material, brand and its cost, quantity use for one month, equipment and its cost in a separate sheet.

** Quote for 100 sets but monthly billing will be as per actual number of sets given/used.

The above category of labourers must be paid as per the Central Government Minimum Wages.

The following rates may also be quoted which is to be charged to the consumers directly at the time of service & should not be included in the bill submitted to the University

Sl No.	Description	Unit Rate (Rs.)
1	Bottled water (500 ml)	
2	Bottled water (1 ltr)	
3	Tea/Coffee	
4	Coffee/Tea sachet (Should contain 2 sachets each of coffee, tea, sugar, and milk)	
5	Snacks -Veg(Specify details)	
6	Snacks-Non Veg (Specify details)	
7	Thali-Veg	
8	Thali-Non Veg	
9	Breakfast (Specify details)	
10	Special Lunch/Dinner-Veg (Specify details)	
11	Special Lunhc/Dinner-Non Veg (Specify details)	
12	Other Dish-Veg (specify details)	
13	Other Dish-Non Veg (specify details)	
14	High Tea for meeting	
15	Juice/Soft drinks-200-300ml (Specify details)	
16	Any other kinds of food (Chinese/Continental/Indian)	

Date:

Place:

(Name & Signature of the tenderer with seal)

Annexure-III

(To be made on Rs 100.00 Non-Judicial Stamp Paper)

DRAFT AGREEMENT

This agreement is made on _____ day of _____ Two thousand sixteen between Indira Gandhi National University-Regional Campus, Manipur as one part, hereinafter called 'IGNTU-RCM' and M/s _____, having its registered office at _____ hereinafter called the 'Agency' for providing _____ services on the other part.

WHEREAS the IGNTU-RCM is desirous to engage the Agency for providing- _____ Services for at its campus, Makhan, Senapati, Manipur on the terms and conditions stated below:

1. The agency shall operate and provide services to IGNTU-RCM as per its requirements elaborated in the scope of the work.
2. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, insurance etc relating to _____ Services personnel deployed in IGNTU-RCM. The IGNTU-RCM shall have no liability in this regard.
3. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at IGNTU-RCM. The IGNTU-RCM shall have no liability in this regard.
4. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. The contract can be terminated by giving one months notice on either side.
6. Security deposit equal to 10% of the Annual contract value (refundable without interest after three months of termination of contract) in the form of FDR or Bank Guarantee shall be furnished at the time of signing of the Agreement. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated prematurely.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in IGNTU-RCM.
8. The _____ Services personnel deployed by the Agency will not claim to become the employees of IGNTU-RCM and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in IGNTU-RCM.
9. The Agency agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.

10. Decision of IGNTU-RCM in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.

11. In case of any dispute between the Agency and IGNTU-RCM, IGNTU-RCM shall have the right to decide. However, all matters of jurisdiction shall be at the High Court at Manipur.

12. THIS AGREEMENT will take effect from _____ day of _____
Two thousand sixteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in the presence of the witness:

Director

Indira Gandhi National University-Regional Campus, Manipur

Witness: 1.

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AGENCY

Witness: 1.

2.