

OFFICE OF THE N.C. (AUTO.) COLLEGE, JAIPUR

No. 1357 / dt. 16.8.19

ADVERTISEMENT

16/8/2019

INVITATION OF PROPOSAL FOR HIRING OF STAFF ON OUTSOURCING BASIS & OPENING /
MAINTENANCE OF COLLEGE CANTEEN SERVICE.

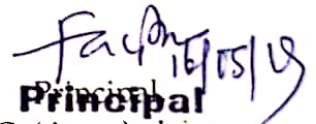
Sealed tenders are invited from reputed manpower agencies / service providers to provide the services of Data Entry Operator, Peon, Sweeper and Security Personnel and opening / maintenance of College Canteen Service for N.C. (Auto.) College, Jaipur to handle different activities of work for a period of one year with effect from ~~the date of agreement~~ through a suitable out sourcing / placement agency on contract basis for smooth functioning of day to day college work.

The detailed information for outsourcing the service of aforesaid work/ post has been given in the Tender documents separately which may be downloaded from the college website i.e. (www.ncac.ac.in) the last date and time for submission of tender documents is 09.09.2019 by 5.30 P.M by speed post or registered post only at the address mention below.


The Principal, N.C. (Auto) College,
At/PO-Banapur, Dist-Jaipur 755001

Technical bid of all the participating agencies will be opened on dt. 12/09/2019 at 10.30 A.M in the Principal's chamber. Financial bid of all the eligible bidders shall be opened on 12/09/2019 at 11.45 AM in Principal's chamber.

The undersigned reserves the right to accept or cancel any tender without assigning any reason(s) thereof.

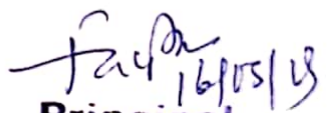

Principal
N.C. (Auto.) College, Jaipur
Dist-Jaipur, Odisha

TENDER PAPER
FOR
INVITATION OF PROPOSAL FOR HIRING OF STAFF
ON OUTSOURCING BASIS.


Principal
N.C.(Auto.)College,Jaipur
Dist-Jaipur,Odisha

Annexure - II
Contents of Tender Document.

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| 2 | Technical requirements for the tendering manpower service provider | |
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Dist-Jajpur,Odisha

Annexure - III

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.

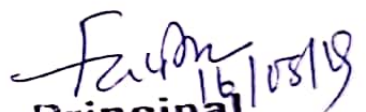
1. The N.C. (Auto.) College, Jajpur, requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of Two numbers of Data Entry Operators, Seven numbers of Peons, One number of Sweeper and Three number of Security Personnel on contract basis for day to day official work.
2. The contract of providing the aforesaid manpower is likely to commence from 16/9/2019 and would continue till 15/9/2020. The period of contract may be further extended beyond one year..... provided the requirement of the College for manpower persists at that time or may be curtailed / terminated before one year..... owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the College requirements. The N.C. (Auto) College, Jajpur, however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected Service Provider.
3. This N.C. (Auto) College, Jajpur has tentative requirement for Two numbers of Data Entry Operators, Seven numbers of Peons, One number of Sweeper and Three number of Security Personnel. The requirement may increase in any / all the categories.
4. The estimated cost of the contract is Rs.12,78,360.00
5. The tender document can be downloaded from the website i.e. www.ncac.in.....
6. The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.64,000.00 (Rupees Sixty four thousand) only and other requisite documents by 09/09/2019 up to 5.30 PM at N.C. (Autonomous) College, Jajpur.
7. The various crucial dates relating to " Tender for Providing Manpower Services to N.C. (Autonomous) College, Jajpur are cited as under.
 - (a) Date and time of receipt of the Tender documents by speed post / registered post : 09/09/2019 At 5.30 PM.
 - (b) Date and time for opening of
 - (i) Technical Bid : 12/09/2019 at 10.30 AM
 - (ii) Financial Bids of eligible Tenders : 12/09/2019 at 11.45 AMAnd selection
 - (c) Likely date for commencement of : 16/09/2019

Deployment of required manpower

8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing " Technical Bid & Financial Bid " for Providing Manpower Services to N.C. (Autonomous), College, Jajpur . Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to N.C. (Autonomous) College, Jajpur.
9. The Earnest Money Deposit (EMD) of Rs.64,000.00 (Rupees Sixty four thousand) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of Principal, N.C. Autonomous College, Jajpur failing which the tender shall be rejected summarily.
10. The successful tender will have deposit a performance Security Deposit of Rs.50,000.00 (Rupees Fifty thousand) only in the form of Bank Guarantees from any Nationalize Bank drawn in favour of Principal, N.C. Autonomous College, Jajpur covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
11. The tendering Manpower Service Provider are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.
 - (a) Copy of Registration Certificate of the applicant's organization.
 - (b) Copy of PAN.
 - (c) Copy of the IT return filed for the last three financial years & Audit Report.
 - (d) Copies of EPF and ESI Registration certificate.
 - (e) Copy of the Service Tax / GST Registration Certificate.
 - (f) Certified extracts of the Bank Account containing transitions during last three years.
 - (g) Copy of Labour License / Registration.
 - (h) Balance Sheet for the last three financial year.
 - (i) Copy of Work Experience.
12. The conditional bids shall not be considered and will be out rightly rejected in every first instance.
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily

rejected. However, the cuttings, if any, in the Technical Bid application must be initiated by the person authorized to sign the tender bids.

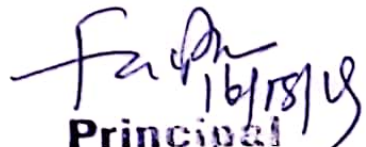
14. The Technical bids shall be opened on the scheduled date and time at 10-30 A.M AM on 12/09/2019, in the office chamber of Principal, N.C. (Autonomous) College, Jajpur in presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that at that time.
15. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 11-30 A.M AM on 12/09/2019 in the office chamber of Principal N.C. (Autonomous) College, Jajpur in presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at : : : that time.
16. The Competent Authority of N.C. (Autonomous) College, Jajpur reserves the right to cancel all bids without assigning any reason.


Principal
N.C.(Auto.)College,Jajpur
Dist-Jajpur,Odisha

Annexure - IV

TECHNICAL REQUIREMENT FOR THE TENDERING MANPOWER SERVICE PROVIDER.

1. The tendering manpower service provider should fulfill the following technical specifications.
 - (a) The registered office or of the branch offices of the manpower service providers should located with the jurisdiction of the user N.C. College, Jajpur / Office. Besides, if the College / Head of College / Controlling Officer are procuring manpower for deployment in their office(s) , the manpower service provider should provide the name, designation and contact number of the person to liaise with the said sections.
 - (b) They should be registered with the appropriate registration authority.
 - (c) They should have at least **five years** experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - (d) They should have their own Bank Account.
 - (e) They should be registered with Income Tax and Service Tax Department.
 - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - (g) They should have any other regulatory clearance (to be specified by the user N.C. College, Jajpur) that may be required for providing manpower services.
 - (h) The Minimum annual turn-over of the company shall at least 5 times of the present contract value.
 - (i) The agency must have executed contracts of similar type during preceding 3 years of value equal of more than 60% of the estimated cost of the present contract.

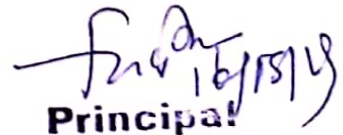

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Dist-Jajpur,Odisha

Annexure - V

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE N.C. AUTONOMOUS
COLLEGE, JAIPUR**

1. She / He should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Data Entry Operators will be Graduation in any discipline with Computer Knowledge i.e. (PGDCA, BCA, MCA etc.). Minimum Educational Qualification for Peon, Sweeper & Security Personnel, will be 10th pass.
3. For Data Entry Operator, the candidate shall be well conversant in computers and essentially well trained in MS Office ^{Tally} and internet. He should also be proficient in other standard packages & applications.
4. For Data Entry Operator, the candidate shall have working knowledge of English & Odiya.
5. The detailed monthly remuneration are mentioned below:-

| Sl. No. | Name of the Post | Monthly Remuneration | Remarks |
|---------|---------------------|----------------------|---------|
| 1 | 2 | 3 | 4 |
| 1 | Data Entry Operator | Rs.8,880.00 | |
| 2 | Peon | Rs.8,070.00 | |
| 3 | Sweeper | Rs.8,070.00 | |
| 4 | Security | Rs.8,070.00 | |


Principal
N.C.(Auto.)College,Jaipur
Dist-Jaipur,Odisha

APPLICATION FOR TECHNICAL BID
For Providing Manpower Services to N.C. Autonomous College, Jaipur

1. Name of Tendering Manpower Service Provider : _____

2. Details of Earnest Money Deposit : D.D. No. _____
date _____ of _____ drawn on Bank
_____.
3. Name of Proprietor / Partner / Director : _____
_____.
4. Full Address of Registered Office : _____

Telephone No: _____
Email Address _____
5. Full Address of Operating / Branch Office : _____

Telephone No: _____
Email Address _____
6. Name & Telephone No. of Authorized Officer / Person to liaise with Office(s)

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c
for the last three years)

8. PAN No. (Attach attested copy)

9. Service Tax Registration No. (Attach attested copy)

10. E.P.F. Registration No. (Attach attested copy)

11. E.S.I. Registration No. (Attach attested copy)

12. Financial Turnover of the tendering Manpower Service Provider for the last three years.

| Financial Year | Amount in lakh | Remarks, if any |
|----------------|----------------|-----------------|
| 2016-17 | | |
| 2017-18 | | |
| 2018-19 | | |

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a Separate Sheet may be attached)

| Sl. No. | Name of Client, Address, Telephone & Fax No. | Manpower Services Provided | | Amount of Contract | Duration of contract | |
|---------|--|----------------------------|-----|--------------------|----------------------|----|
| | | Type of manpower provided | No. | | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |

15. Additional information, if any (Attach Separate Sheet, if required)

Date:
Place

Signature of Authorized Person
Name:
Seal:

Declaration

1. I _____ Son/ Daughter / Wife of Sri _____ Proprietor / Director / Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information / document furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of nay false information / fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date:

Place

Signature of Authorized Person

Name:

Seal:

APPLICATION FOR FINANCIAL BID

For Providing Manpower Assistance to N.C. Autonomous College, Jaipur

1. Name of the Tendering Manpower Service Provider _____
2. Rate per person per month

| Sl No. | Manpower Type | Monthly rate per person | | | | | | |
|--------|---------------------|-------------------------|-----|-----|----------------------|-----------------|-----|------------------|
| | | Remuneration | EPF | ESI | Other Statutory dues | Service Charges | GST | Total Per Person |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Data Entry Operator | | | | | | | |
| 2 | Peon | | | | | | | |
| 3 | Sweeper | | | | | | | |
| 4 | Security | | | | | | | |

Date:
Place

Signature of Authorized Person
Name:
Seal:

Notes:-

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis or No. of working days for which duty has been performed by each manpower.

Terms & Condition

1. The Agreement shall commence from _____ and shall continue till _____ unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The agreement shall automatically expired on _____ unless extended further by the mutual consent of the Manpower Service Provider and the authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
5. The N.C. Collect, at present, has tentative requirement 2 (no) of DEO, 7 (no) of Peon, 1 (no) of Sweeper and 3(no) of Security Personal on urgent basis. The requirement or the College may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower service, if required on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. In case, any of such documents furnished by it is found to be false at any state, it would be deemed to be breach of terms of agreement making it liable for legal action besides termination of the Agreement.
7. The authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The person deployed shall be required to report for work at 10.00 AM to the Principal, N.C. Autonomous College, Jajpur or such other officers as may have been kept in charge of the office establishment of the office concerned and would leave at 5.30 PM and may also require to work beyond 5.30 PM for which would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes

late / leaves early on three occasions proportionate deduction from the remuneration for one day will be made.

9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the N.C. Autonomous College, Jaipur so that optimal service of the persons deployed could be availed without any disruption.
10. The entire financial liabilities in respect of manpower service deployed in the N.C. College, Jaipur or office concerned shall be that of the manpower service provider and the College or office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the College or office concerned. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated and EMD & security deposits shall be forfeited.
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The person deployed by the Manpower Service shall not have any claim whatsoever like employer and employee relationship against the N.C. College, Jaipur or office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The N.C. College, Jaipur shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the N.C. College, Jaipur office concerned and an authorized representative of the Manpower Service Provider.
14. The N.C. College, Jaipur shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.

15. The persons deployed by the Manpower Service Provider shall not claim or shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this agreement in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have not claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rule and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Govt. authorities, i.e. Labour Commissioner, Provident fund Authorities, Employees State Insurance Corporation etc. and a copy of the registered should be submitted. The manpower service provider shall comply with all the legal requirement for obtaining License under Contract Labour (Regulation and Abolition) Act, 1970 if any, at his own part and cost.
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contribution towards Provident Fund and Employee State Insurance wherever applicable.
20. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the N.C. College, Jajpur of office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

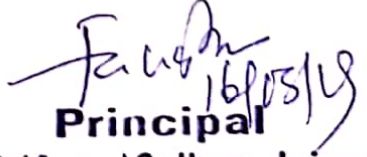
22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this

- condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
23. The Manpower Service Provider shall be responsible for compliance of all Statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the N.C. College, Jajpur or office concerned shall have no liability in this regard.
 24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc, no account of service rendered by it to the N.C. College, Jajpur or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the N.C. College, Jajpur or office concerned.
 25. The Manpower Service Provider shall maintain all statutory register under the law and shall produce the same, on demand, to the authority of the N.C. College, Jajpur of office concerned or any other authorities under Law.
 26. The Tax Deduction Source (TDS) shall be done as per the provision of Income Tax Act / Rule as amended, from time to time and certificate to this effect shall be provided by the N.C. College, Jajpur or office concerned.
 27. In case the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, The N.C. College, Jajpur to the office concerned is put to any loss / obligation, monetary or otherwise, the N.C. College, Jajpur to the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.
 28. Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The N.C. College, Jajpur of office concerned will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the N.C. College, Jajpur or office concerned by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL

29. The Technical bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of (Rupees 0.5% of the contract value) in the form of Demand Draft / Pay Order drawn in favour of Principal, N.C. Autonomous College, Jaipur failing which the tender shall be rejected out rightly.
30. The Earnest Money Deposit in respect of agency which do not qualify the technical bid (first state) / Financial bid (second competitive state)s shall be refunded to then without any interest. In case of successful tendered if the agency fail to deploy the required manpower against the initial requirement within 30days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
31. The successful tenderer will have to deposit a security amount of Rs.1,00,000.00 (Rupees One lakh) only in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but Hypothecated to the Principal, N.C. Autonomous College, Jaipur covering the period of contract, in case the contract is further extended beyond initial period, the FDR will have to accordingly renewed by the successful tenderer.
32. The successful tenderer will have to deposit a performance Security Deposit of Rs.50,000.00 (Rupees Fifty Thousand) only in the form of Bank Guarantee from only Nationalize Bank drawn in favour of the authority covering the period of contract, in case, the contract if further extended beyond the initial period, the bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the authority taking into account the contractual obligation of the Manpower Service Provider.
33. In case of breach of any terms and condition attached to this agreement, the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the agreement.
34. The Manpower Service Provider shall raised the bill, in triplicate, along with attendance sheet duly verified by the N.C. College, Jaipur or office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. as far as possible the payment will be released by the second week of the succeeding month.

35. The claim in bills regarding Employees State Insurance, Provident fund and Service TAX/GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the N.C. College, Jaipur or office concerned.
36. The amount of penalty calculated @Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
37. The authority reserve the right the withdrawn or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next Higher Authority or controlling officer for his decision and the same shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
40. The successful bidder will enter into an agreement with this College for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.


Principal
N.C.(Auto.)College,Jaipur
Dist-Jaipur,Odisha

Prescribed Items Required to be Served.

Buffet Lunch

Menu

Rate (inclusive of all taxes)

1. Plain Rice.
2. Hot Roti
3. Dal Fry.
4. Veg. Curry (Seasonal Veg.)
5. Veg. Fry: Ladies finger / Bean / Bitter gourd / Potato Chips etc.
6. Leafy vegetables.
7. Salad / Raita / Curd
8. Papad.

Breakfast:

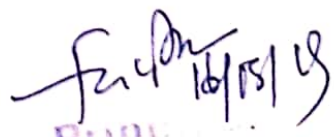
Menu

1. Idli / Puri/ Dosa / Veg. Paratha / Bada / Upama (Suji + Seemai Mix) with curry or samber.
2. Veg. Sandwich.
3. Omelet.
4. Boiled egg.

Tea & Snacks:

Menu

1. Quality Tea / Coffee (Sugar and Sugar Free)
2. Quality biscuits two / four pieces with Tea / Coffee.


N.C.(Auto.)College,Jaipur
Dist-Jaipur,Odisha

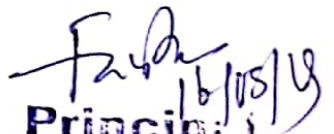
**OFFICE OF THE PRINCIPAL
N.C.AUTONOMOUS COLLEGE, JAIPUR**

NO: 1356

Date: 16/8/2019

TENDER CALL NOTICE

Sealed tenders are invited from reputed manpower agencies / service providers to provide the Services of Data Entry operator, Peon, Sweeper and Security Personnel and opening/maintenance of College canteen service for N.C. Autonomous College, Jaipur. The detailed information for outsourcing the service of aforesaid work /post has been given in the Tender documents separately which may be downloaded from the college website i.e, www.ncac.in .The last date and time for submission of tender documents is **09.09.2019 by 5.30P.M** by speed post or registered post only.


Principal
N.C.(Auto.)College, Jaipur
Dist-Jaipur, Odisha

TENDER PAPER
FOR
INVITATION OF PROPOSAL FOR OPEINING /
MAINTENANCE OF COLLEGE CANTEEN SERVICE

N.C. AUTONOMOUS COLLEGE, JAJPUR

General Terms and Conditions

For the tender papers of different out sourcing services for opening / maintenance of canteen services in N.C. Autonomous College, Jajpur for the year 2019-20.

| Sl. No. | Instructions |
|---------|--|
| 1 | The firm should be registered under GST and having valid clearance in GST |
| 2 | Attested copies of valid GST clearance certificate haven GSTIN should be furnished along with the tender paper |
| 3 | Rs.30,000/- (Rupees Thirty thousand) only as EMD in shape of Bank Draft / Bankers cheque in favour of the Principal, N.C. Autonomous College, Jajpur should be submitted along with the tender paper. The EMD will be returned to the unsuccessful tenderers. The successful tenderers of Rs.30,000/- deposited as EMD, which shall be kept as security deposit. After successful completion of work as per the term and condition, the EMD will be refunded |
| 4 | The authorization letters if any to be enclosed in the tender with due attestation |
| 5 | The quoted rated will be inclusive of all taxes. The rates need to be quoted in the prescribed format. |
| 6 | The rates quoted by the tenders should be valid for one year. |
| 7 | No additional tender will be accepted by the authority from the tenderers |
| 8 | No advance any payment will be made by the College to the party acceptance of tender of execution order. |
| 9 | Selection of items will be followed after screening by the purchase committee of the N.C. Autonomous College, Jajpur. |
| 10 | Original documents are to be produced for verification by the members of the committee. |
| 11 | If any information / documents furnished by the tenderers with tender papers are found to be misleading or incorrect any state their tenders will be rejected without assigning any reason thereof. |
| 12 | It is the responsibility of the tenderers for timely delivery or the articles at the site of N.C. College, Jajpur at his own cost. |
| 13 | The tender should furnish in a sealed cover (to be sealed on sealing wax) duly super scribed as "TENDER FOR " on the top of the sealed cover. |
| 14 | The tender received beyond the scheduled date and time will not be entertained / considered at any cost. |
| 15 | The tender committee reserves the full right to accept in full or part of reject any or all the tenders without assigning any reason thereof. The committee is not bound to accept the lowest rates. |
| 16 | In case of any legal dispute, it will be adjudicated within the jurisdiction of Jajpur only. |

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| 17 | All pages of the bids are to be signed & stamped by the tenderer. |
| 18 | Selection of the items will be followed on finalization of samples whenever necessary. |
| 19 | The duly filled in tenders profile as enclosed is submitted along with tender. |
| 20 | For any services / supply, the firm/organization should not be blacklisted by any Govt. Organization. If found later on, the action deemed fit will be initiated against the firm as per law. |
| 21 | The Authority reserves the right to terminate the contract at any time without notice if the suppliers / firms fail to make within the specified time or in accordance with the specifications & Samples. |
| 22 | The tenderer shall indemnify the College in case of any penalty imposed by any public authority for violation of any rule or breach of peace. |
| 23 | The sealed tender should reach the N.C. Autonomous College, Jaipur on or before _____ by _____ PM through Registered Post / Speed Post. |
| 24 | The tender paper can be obtained from the district web site i.e. www..... from _____ to _____. The cost of tender paper @Rs.1,000/- (Rupees One thousand hundred) only must be submitted along with the quotation in shape of Banker's Cheque / Bank Draft in favour of Principal, N.C. Autonomous College, Jaipur. |
| 25 | The tender paper will be opened by the Tender Committee on _____ at 4.00 PM onwards in presence of the tenderers or their authorized agents in the Office Chamber of the Principal, N.C. Autonomous College, Jaipur |
| 26 | The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the quotation |
| 27 | The successful tenderers will be required to execute an Agreement with the Principal, N.C. Autonomous College, Jaipur with appropriate terms and conditions for supply of materials in time only placement of requisition by the N.C. Autonomous College, Jaipur |
| 28 | The bidder should have adequate past experience for the above work and submitted documentary evidence for past experience |

CANTEEN SERVICE

TERMS AND CONDITIONS OF CANTEEN SERVICE.

1. Scope of Work.

The Agency shall provide regular canteen service to the student / faculties of N.C. College, Jajpur and also outsiders in the premises of N.C. College, Jajpur as given below.

- (i) Buffet Breakfast.
- (ii) Buffet Lunch
- (iii) Tea, Coffee & Snacks.

2. Terms and Conditions.

- (a) The initial period of contract will be for one financial year and may be extended further depending on performance of the agency and at discretion of Committee.
- (b) The agency shall deploy adequate catering staff, trained and well experienced to ensure timely efficient and prompt service.
- (c) The serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the agency so that they can present themselves neat and clean daily.
- (d) The agency shall arrange for such of those special equipments and apparatus if any required for cooking etc. in the cafeteria and kitchen at his own cost.
- (e) The agency shall provide lunch, breakfast & tea, Snacks etc. to college students & staffs in subsidies rate as the college will provide free electricity, water & buildings for canteen service.
- (f) The firm/ company should have ISO certificate from the competent authority.

3. Personal Hygiene :

The agency shall ensure that staff deployed in canteen service is free from any infection or communicable diseases and arrange their regular health checkups. The staff should trim their nails regularly and wear caps and gloves at the work place. Drinking of alcohol, smoking, eating or chewing tobacco/zarda/gutkha etc. spitting is strictly prohibited. Any kind of situation if arises due to food consumed by students / faculties / any others, the agency will be liable for such and the authority reserves the right to initiate necessary action as per prevailing law and the agency will borne all expenses related to such incidence.

FORMAT FOR THE TECHNICAL BID

(A). Name of the Party:

1. Name of the Canteen Servicing Agency:
2. Constitution of Canteen Servicing Agency: Individual / Sole Proprietor firm/
Partnership firm / Ltd. company.
3. Contact Person with designation :
4. Tender fee Demand Draft No. _____ Rs. _____
5. Bank _____ , Branch _____
6. EMD (DD/BG) _____ No _____ Rs _____
Bank _____ Branch _____
7. Contact Phone No. _____ E-mail address _____
8. Document Attached.
 - i) Registration No. of certificate of Firm:
 - ii) PAN:
 - iii) ESI Reg. No.
 - iv) EPF registration No.
 - v) GSTIN :
 - vi) Food Safety Reg. No.
 - vii) Income Tax Assessment completion Certificate with Audit report /
balance sheet for last three financial year duly certified by CA.
 - viii) copy of Labour License
 - ix) Work Experience
 - x) Certificate of ISO:

Declaration

1. I _____ Son/ Daughter / Wife of Sri _____ Proprietor / Director / Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information / document furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of nay false information / fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date:
Place

Signature of Authorized Person
Name:
Seal:

Format for Financial Bid.

(In separate sealed cover subscribed as " Financial Bid")

To,

The Principal N.C. Autonomous College, Jajpur

Sub: Contract for canteen meant for students / faculties / Guests / outsiders at N.C.

College Campus, Jajpur Town.

| Sl. No. | Particulars | Items | General Rate | Subsidies Rate for college Staff & Students |
|---------|--------------|-------|--------------|---|
| 1 | Lunch | | | |
| 2 | Breakfast | | | |
| 3 | Tea & Snacks | | | |

Name of the Agency / Address:.....

Our quotation for the canteen is as follows. The rate includes all taxes as detailed below.

Date:

Place:

Full Signature of the Proprietor
or authorized representative.
With stamp