*Total No. of pages in tender document: 22 pages*

TENDER FORM

For

SERVICES ON ACTIVITY BASIS SUPPLY OF MAN POWER

TO NTR COLLEGE OF VETERINARY SCIENCE, GANNAVARAM

SRI VENKATESWARA VETERINARY UNIVERSITY



NTR College of Veterinary Science

SRI VENKATESWARA VETERINARY UNIVERSITY

GANNAVARAM– 521102, KRISHNA DT.

**SRI VENKATESWARA VETERINARY UNIVERSITY**

**NTR COLLEGE OF VETERINARY SCIENCE, GANNAVARAM**

E-PROCUREMENT NOTICE

Tender Notice No.: A4/14/NTRCVSC/2020 Date:02.01.2020

Tender ID: 307025

E- Procurement tenders are invited from the agencies for services on activity basis (outsourcing functions) at NTR College of Veterinary Science, Sri Venkateswara Veterinary University, Gannavaram, Andhra Pradesh.

Details are as follows:-

|  |  |  |
| --- | --- | --- |
| 1) | Tender document online opening date | 04.01.2020 at 10 AM |
| 2) | Tender document online closing date | 03.02.2020 at 5 PM |
| 3) | Bid- Submission Online closing date | 03.02.2020 at 5.30 PM |
| 4) | Submission of all the uploaded documents (Hard Copies) at the NTR College of Veterinary Science, GANNAVARAM | 05.02.2020 before 4 PM |
| 5) | Bid online opening date | After closure of bid submission |

* Bidders shall have APTS Registration (for details log on to www.apts.gov.in)

For details visit [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in); www.svvu.edu.in

For any clarification, please contact:

CONTACT: +91-9989051547

Sd/-

Dr. A. Ravi

Associate Dean

NTR College of Veterinary Science

GANNAVARAM

**NTR COLLEGE OF VETERINARY SCIENCE, GANNAVARAM**

**SRI VENKATESWARA VETERINARY UNIVERSITY,TIRUPATI**

**NOTICE INVITING TENDER (Online tender)**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the department | **Sri Venkateswara Veterinary University, TIRUPATI** |
| 2. | Circle/Division | **NTR College fo Veterinary Science, Gannavaram** |
| 3. | FILE / NIT Number | A4/14/2020 dated 02.01.2020 |
| 4. | Tender Subject | Providing certain services on activity basis at NTR College of Veterinary Science, Gannavaram under Sri Venkateswara Veterinary University in Andhra Pradesh (as per Annexure III) |
| 5. | Period of Contract | One (01) year from the date of execution of the Agreement. |
| 6. | Form of Contract | Providing work contract of services as per the requirement at the NTR College of Veterinary Sciecne, Sri Venkateswara Veterinary University, Gannavaram in Andhra Pradesh |
| 7. | Tender Type | Open |
| 8. | Tender Category | Providing work contract services |
| 9. | EMD Amount (INR) | **1% of the bid value subjected to a minimum of Rs.20,000 (which ever is higher)** |
| 10. | EMD payable: | Demand Draft drawn in any Nationalized Bank payable at Gannavaram in favour of Administrative Officer, NTR College of Veterinary Science, Gannavaram or Online in e-procurement portal |
| 11. | Bid validity period | Six months |
| 12. | Bid Document Downloading Start  Date & time | 04.01.2020 10:00 AM |
| 13. | Bid Document Downloading End Date  & time | 03.02.2020 5:00 PM |
| 14. | Last Date & Time for uploading and  submission of hard copies | 03.02.2020 5:30 PM  05.02.2020 4:00 PM |
| 15. | Technical Bid Opening Date and Time  (Qualification and Eligibility Stage) | AFTER BID ENDING |
| 16. | Price Bid Opening Date and Time | After processing of technical bid |
| 17. | Place of Tender Opening | NTR College of Veterinary Science, Gannavaram |
| 18. | Tender Inviting / Opening Authority | The Associate Dean, NTR College of Veterinary Science, Gannavaram |
| 19. | Address/E-mail id | ntrcvsc@gmail.com |
| 20. | Contact Details/Telephone, Fax: | +91-9989051547 |
| 21. | MANDATORY DOCUMENTS TO BEUPLOADED : | 1. Earnest Money Deposit in the form of D.D., in favor of Administrative Officer, NTR College of Veterinary Science, Gannavaram  2. Attested copy of valid Labour Registration Certificate under Shops and Establishment Act in Andhra Pradesh  3. Attested copy of GST registration  4. Attested copy of EPF Registration Certificate  5. Attested copy of ESI Registration Certificate  6. Attested copy of PAN Card of the Firm / Bidder  7. Agency should have Man Power supply with an average turnover of not less than 50 Lakhs during the last three (03) financial years i.e., 2016-17, 2017-18 and 2018-19. A certificate from the Chartered Accountant certifying to this effect should be produced.  8. Balance sheet, Profit & loss account for the lastthree Financial Years i.e., 2016-17, 2017-18 and 2018-19duly certified by C.A., along with I.T., returns.  9. Prof of valid empanelment with District Collector / District Employment Officer  10. Proof of minimum 5 (FIVE) years experience in supply of manower outsourcingto institutions or organizations and proof of experience must be uploaded.  11. NOTARIZED Affidavit on Rs.100/- on Non-judicialstamp paper stating that:  a) The firm/bidder is not presentlyblacklisted/ debarred / convicted by any Organization.  b) No case is pending against the firm /bidder with regard to Vigilance/CBI /FEMA.  12. Letter of appreciation for providing Manpoweratleast from two reputed Institutions.  13.Declaration on firm’s letter head as mentioned in Annexure – II  IMPORTANT NOTE :  1)At the time of opening of the technical bid, if any mandatory document is not found on the e-procurement platform,**The Bid Will Be Rejected.**  2)Original documents of emd, affidavit and declaration, self attested copies of all other uploaded documents shall be delivered to the following address either by post or in person on orbefore opening date and time of the technical bid. **Otherwise, the tender will be rejected**. |
| 22. | a)Registration with e-procurement  platform  b)Digital certificate authentication  c)Procedure for bid submission  d)Transaction fee  e)Corpus fund etc. | The participating bidders are requested to refer the  website of e-procurement for all the information  about the e-tender.  <https://tender.apeprocurement.org.in> |
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The NTR College of Veterinary Science, Gannavaram CANNOTBEHELDRESPONSIBLE FOR THE FOLLOWING :

**1)Any loss (or) delay of the documents in transit or upload.**

**2)Any problem arising while uploading the documents through e-procurement platform.**

**3)Any other problem(s) encountered by the bidders while uploading their bids.**

CHECK LIST

**(ALL THE FOLLOWING DOCUMENTS SHALL BE DELIVERED EITHER BY POST OR IN PERSON OR BEFORE 05.02.2019 BY 4 PM OTHERWISE THETENDER WILL BE REJECTED)**

|  |  |  |
| --- | --- | --- |
| **1.** | Earnest Money Deposit in the form of D.D., in favour of Administrative Officer, NTR College of Veterinary Science, Gannavaram |  |
| 2. | Attested copy of valid Labour Registration Certificate under Shops and Establishment Act in Andhra Pradesh |  |
| 3. | Attested copy of GST registration |  |
| 4. | Attested copy of EPF Registration Certificate |  |
| 5. | Attested copy of ESI Registration Certificate |  |
| 6 | Attested copy of PAN Card of the Firm / Bidder |  |
| **7** | A certificate from the Chartered Accountant certifying that the agency is having average turnover of not less than Rs. 50 lakh during the last three (03) financial years i.e., 2016-17, 2017-18 and 2018-19 |  |
| 8 | Balance sheet, Profit & loss account for the lastthree Fin. Years i.e., 2016-17, 2017-18 and 2018-19 duly certified by C.A., along with I.T., returns. |  |
| 9 | Proof of minimum 5 (Five) yearsexperience in supply of Man Power outsourcingto institutions or organizations and proof of experience must be uploaded. |  |
| 10 | NOTARIZED Affidavit on Rs.100/- on Non-judicialstamp paper stating that:  a) The firm/bidder is not presentlyblacklisted /debarred / convicted by anyOrganization.  b) No case is pending against the firm /bidder with regard to Vigilance / CBI /FEMA. |  |
| 11. | Letter of appreciation for providing manpoweratleast from two reputed Institutions |  |
| 12. | Declaration on firm’s letter head as mentioned in Annexure – II |  |
| 13. | Proof of partnership (if applicable) |  |
| 14. | Proof of company (if applicable) |  |

**SALIENT POINTS TO BE NOTED:**

1) As this tender contract is for the NTR College of Veterinary Sciecne, Sri Venkateswara Veterinary University, Gannavaram, Andhra Pradesh for providing manpower,the registered office of the manpower service provider should be located within the state of Andhra Pradesh.

2) The bidder should not submit any kind of financial details (commission) in the hard copies to be submitted to NTR CVSc, SVVU., i.e., in the Technical Bid Cover / Hard Copy Cover.If found in any cover, it will be invalid and the cover will not beopened at any cost.The commission quoted in the financial bid of e-procurement platform will only be taken into consideration.

3) The bidders are advised to go through each and every line of tender document carefully.

4) In case of Partnership Firm, the following documents should be enclosed :

a) A copy of Deed of Partnership

b) A copy of list of partners with names and addresses

c) Only Managing Partner has to sign the documents and represent thecompany for any discussions

5) In case of a Company, the following documents should be enclosed :

a) A copy of Memorandum of Understanding

b) Articles of Association

6) In case of Proprietorship, the owner of the company has to sign in all thedocuments and represent the company for any discussions.

7) Off-line submission of tender document will not be considered as this is on-line tender.

8) Participating bidders are required to specify the COMMISSION on percentage basis only. The commission charges quoted shall be minimum of 3% and Commission should not be quoted more than 5% as per G.O.Ms No.151 Finance (HR-I – Plg & Policy) Department Dated 08.08.2016

9) The Bidder should follow all the rules as per the Labour act regardingregistration, attendance register, records maintenance and leaves etc.

10) If two or more bidders attained the same rank in the price comparison, the experience of the bidders in this field and the track record of the bidder etc., will be taken into consideration for issuing of “Award of Contract”. A previous satisfactory performance will be considered in such circumstances. Decision of the indenter is final in this regard.

11) The bidder should have their own bank account in the name of the company/organization/firm and should have valid GST registration.

12) Average turnover of the firm during the last three consecutive financial years should be not less than Rs. 50 lakh.

**ANNEXURE I**

**TECHNICAL BID**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name and address of the Contractor / Agency | | **:** |  |
| 2. | No. and date certificate of Labour registration of the Contractor/Agency under Shops and Establishment Act (Proof to be enclosed) | | **:** |  |
| 3. | A) | Address of the registration issuing authority | **:** |  |
| B) | District in which the agency is listed with District Collector/ District Employment Officer: (Proof to be enclosed) |
| 4. | Period of validity of the Labour Registration. | | **:** |  |
| 5. | Whether the Registration is valid for nature of operations specified for outsourcing system. | | **:** |  |
| 6. | Whether the Contractor was convicted for any offence within the preceding 5 years. If so give details | | **:** |  |
| 7. | Whether there is any order against the Contractor revoking or suspending License or forfeiting security deposits in respect of any earlier contract. If so the date of such order of incidence. Give details. | | **:** |  |
| 8. | Details of past Experience: | |  |  |
|  | a) | Name and address of establishment  (Principal employer) previously attended | **:** |  |
|  | b) | Nature of operations carried out in the said establishment | **:** |  |
|  | c) | Maximum number of operations performed whether there are any disputes in previous contracts. | **:** |  |
| 9. | Conditions of contract | |  |  |
|  | a) | Do you agree to abide by all the conditions of the present Contract for which you have sent Tender. | **:** |  |
|  | b) | Do you wish to have any special conditions for this Contract? Give details. Attach additional sheet if required (with signature)  10. | **:** |  |

10. GST registration Number :

11. EPF Registration Number :

12.ESI Registration Number :

13.PAN Number :

14.Average turn over during 2016-17, 2017-18 and 2018-19. :

15.Length of Experience:

16.Notarized Affidavit:

**PLACE ::**

**DATE::**

**Signature of the bidder with full address**

(To be signed by an authorized signatory withfull address of the bidder)

**I.** **EARNEST MONEY DEPOSIT :**

1) An amount equivalent to 1% of the annual bid value subjected to a minimum of **Rs.20,000** (which ever is higher) towards Earnest Money Deposit as mentioned under Mandatory Documents shall be paid online in the e-procurement portal or by wayof Demand Draft drawn in favour of “The Administrative officer, NTR College of Veterinary Science, Gannavaram”, payable at Gannavaram drawn on any scheduled bank and the original DD., should be submitted on or before openingthe financial bid.

2) The E.M.D. will be returned to the unsuccessful Bidder on the date of finalization of theTender without interest.The EMD amount will be returned to the successful Bidderafter submission of the Security Deposit, without interest.

**II.** **SECURITY DEPOSIT :**

1) Successful Bidder shall be required to pay a Security Deposit of 2.5% of annual contractual amount with a minimum of **Rs.50,000***/-* ***(Rupees Fifty Thousand Only)*** by way of Demand Draft drawn in favour of respective heads of the establishments as mentioned in Annexure III payable at places of the establishments. The security deposit amount will be returnedonly after the expiry of one (01) year tenure Or after extended period without interest, subject to penalties/deductions.

2) If the successful bidder fails to pay the security deposit and to execute theagreement within the period of 14 days from the date of “Award of Contract”, suchfailure will constitute a breach of terms and conditions of the tender and the bidderwill forfeit the EMD., in addition to recovery of the loss sustained by the Institute.

3) The bidder will forfeit the Security Deposit for any non-performance of the tender asdefined in the tender conditions during the tender period.

**III.** **TERMS & CONDITIONS :**

1) Tenders, which are not in accordance with the stipulations mentioned, are liablefor rejection. Offer with insufficient information and which do not strictly complywith the stipulations given above, are liable to be rejected. Any bidder notaccepting the conditions mentioned under or providing wrong information will besummarily rejected.

**2) The wages shall be the wages as per minimum wages act 1948, and wages of contract labour notified under rule 25(v)(b) of the AP contract labour (R&A) rules, 1971 vide GO Ms No.11, LET &F (LabII) Dept., dated 17.01.2012 published in Gazette No. 170, dated 19.03.2012 with VDA points notified time to time by the Labour department, Govt. of Andhra Pradesh as indicated in Price bid.**

3) The bidder should supply as per the request mentioned in Annexure III..

4) The tender inviting authority reserves the right either to reject any or all tenderswithout assigning any reason.

5) The statement showing type & number of workers required is only tentative andis subject to change based on requirements.

6) The selection of Agency/Contractor will be done by the Tender InvitingAuthority based on recommendations of a committee appointed by the NTR College of Veterinary Science, Gannavaram and based on the requirements of NTRCVSc and will be binding on the bidder.In this regard the decision of the committee shall be final.

7) The bidder is not eligible for any requests for revision ofcommission quoted in the price bid and such requests for revisionby the bidder shall not be entertained during the entire contractperiod.

8) Inclusion of penal clauses by the bidder whatsoever like payment of interest onlate payment of billsetc. in the bid are not be acceptable and will disqualify thebidder.

9) Thesignatoryofthebiddershouldproducedocumentaryevidencethatempowers him to do so, if called upon at any time during the contract period. Incase of change in the Authorized signatory it is binding on the bidder to informthe changes to the Associate Dean, NTR CVSc, Gannavaram.

10)The outsourced personnel will be governed by the work & discipline as definedby the the NTR CVSc, Gannavaram, as mentioned in Annexure III and the supplier should ensure this.

11)Date of opening of price bid given in the e-tender platform is a tentative dateand is likely to change.

12)The T.D.S will be deducted as per Income Tax Act 1961.

13)In the event of any dispute arising out of the contract, it will be settled throughmutual discussions and consensus failing which through arbitration as perArbitration & Conciliation Amendment Act 2005, failing which through court oflaw within jurisdiction of Tirupathi.ALL THE LAWS OF THE LAND WILL APPLY.

14) The contract period will be for **ONE YEAR** from the date of execution of the agreement by the successful bidder.However, it is renewable every year on annual basis not exceeding 3 years in all, based on the performance of the supplier and subject to the need & justification and satisfaction of the SVVU.

15) The workers should work under the direct control of the concerned HODs wherethey are ordered to work and there is no guarantee for any job to any of theworker supplied by the bidder in NTR CVSc, Gannavaram or continuation of contract after agreedperiod.

16) Involvement in prohibitory activities by the workers supplied is desisted andwould be dealt strictly by taking penal action as per SVVU regulations.

17) There should be no discrimination on payment of wages in respect of male and female workers if the nature of the work is the same.

18) Canvassing for allotment of Contract in any manner would lead to rejection oftheir tender and black listing. They will not be entitled for further participation inthe SVVU Tenders.

19) The EPF link-up should be transferable to the new bidder either after completionof the contract or in the event of premature termination.

20) The Tender Inviting Authority has got every right to cancel / discontinue thecontract at any time before the date of expiry without assigning any reasons, ifthe services of the contract are not found satisfactorily.

21) The bidders having criminal / bad track record (or) the persons whose earliercontract was cancelled will summarily be rejected.

22) The bidder having any relatives or owner or partners working in SVVU at anyplace cannot submit tenders.

23) The institutions hiring workers have every right to rotate any worker to any place within the institution inthe best interest of the organization. In this regard, the decision of the head of the institute is final. The workers to be deployed by the supplier to the establishments under SVVU, Tirupati cannot seek as a matter of right as to the place of employment.

24) The establishments under SVVU, Tirupati reserves the right to add / delete / change / modify any or all theconditions mentioned in the tender document before the proper closure of tenderand the said addition / deletion / changes / modifications can be incorporated inthe agreement to be entered into with the bidder irrespective of tenderconditions mentioned in the notice inviting tender or in the tender document orthe same can be incorporated in a form of codicil as the case may be and thesame will be binding on the bidder without any recourse.

25) The establishments under SVVU, Tirupati will not be making any over time payment to the staff supplied by thebidder.The Institutions are at liberty to terminate the services of any of the workerssupplied by the bidder, if there is no sufficient work in the Institute.

26) The establishments under SVVU, Tirupati will not in any manner be responsible for any act, omission or commissionof the workers engaged by the bidder and no claim in this respect will lie againstthe establishments under SVVU, Tirupati.If any such claim is made against any of the Institutions by any worker or hisheirs engaged / employed by the bidder, which the Institutions are obliged to dischargeby virtue of any statute or any provision of law and rules due to mere fact of theworkers of the bidder working at the premises of any of the Institution or otherwise, the bidderwill be liable to identify / reimburse to the respective Institution all the money paid in additionto the expenses incurred by him/her.

28) The establishments under SVVU, Tirupati shall not provide accommodation, food and Transportation to the workersdeployed.

29) The establishments under SVVU, Tirupati shall not provide uniform to the workers and it is the responsibility of thebidder to provide proper uniform as directed by the Tender Inviting Authorityfrom time to time and the Institutions shall not reimburse any amount towards cost ofproviding uniform to outsourcing workers.

30) The establishments under SVVU, Tirupati reserves the right to charge penalty depending on severity (or) value ofthe damage as decided by the Tender Inviting Authority or withhold the paymentfor any unsatisfactory supply of workers by the bidder without prejudice to itsother rights.

31) No conditional Tender will be accepted.

32) The Contractor should maintain register of wages (Form 10) in following format and make it available for verification by the University.

1. Name of Establishment

2. Place

3. Designation / Nature of work

4. Wages period from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

5. Name of the Worker / Employee

6. Father’s / Husband’s Name

7. Minimum rate of wages payable

8. Rates of wages actually paid

9. Total Attendance

10. Gross wages payable

11. Deduction towards employee contribution of E.P.F

12. Deduction towards employee contribution of E.S.I

13. Total Deductions

14. Wages paid

15. Employers contribution to EPF

16. Employers contribution to ESI

17. Signature or thumb impression of the Employee.

33) The Contractor should issue wages slips (From 11) in following format to workers and produce an additional copy of same to University.

1. Name of Establishment

2. Place

3. Designation / Nature of work

4. Wages period from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

5. Name of the Worker / Employee

6. Father’s / Husband’s Name

7. Minimum rate of wages payable

8. Rates of wages actually paid

9. Total Attendance

10. Gross wages payable

11. Deduction towards employee contribution of E.P.F

12. Deduction towards employee contribution of E.S.I

13. Total Deductions

14. Wages paid

15. Employers contribution to EPF

16. Employers contribution to ESI

17. Signature or thumb impression of the Employer

34) To arrive at daily wages monthly wages shall be divided by 26. The daily wages so calculated is inclusive of weekly holiday wages.

36) The working hours shall be 6 (8 hours in case of security services)

**IV. OBLIGATIONS ON THE PART OF BIDDER/SUPPLIER :**

1) The successful bidder should execute an agreement with the repective establishments under SVVU, TirupationRs. 100/- non-judicial stamp paper agreeing to all the conditions of the tender document. If the successful bidder fails toexecute the agreement within the time specified or withdraw the tender after theintimation of the acceptance of his tender by NTR CVSc, Gannavaram or he is unable to undertake thecontract due to any other reason, the award of contract will be cancelled and his E.M.D.shall be withhold and he will also be liable for all damages sustained by the NTR CVSc, Gannavaram.

2) The bidder has to comply with all the terms and conditions of the tender document andwith any order issued there under then, in case of failure to comply, NTR CVSc, Gannavaram shallwithout prejudice to any other right or remedies under this contract be entitled to cancelthe contract by giving a time notice in writing to the bidder without being liable to payany compensation for such cancellation.

3) The bidders who are black listed elsewhere, but not revealed in the tenderprocess or given any other wrong declaration and if it is found at a later date willbe disqualified besides forfeiture of EMD / Security Deposit.

4) The supplier will be responsible for staff compensation, employment liability andinsurance for the candidates during assignment. The supplier may also maintaincomprehensive general liability insurance including contractual liability coverageadequate to cover the indemnity of obligation against all damages, cost andcharges and expenses for injury to any person or damage to any property arisingout of, or in connection with, the services which result from the fault of its staff.

5) In the case of failure by the bidder to provide the workers within the periodspecified, the Tender Inviting Authority shall have the powers to reject suchcontract and to engage any other firm and excess of cost so incurred by the institutions under SVVU over the contract price together with all charges and expenses attached to theprovision of service shall be recoverable from the supplier.

6) The supplier has to furnish list of workers with names, age, address, cell numberetc. engaged by him.In case of any accident or any injury sustained by anyworkmen engaged in the performance of the work relating to the contract, all expenditure shall be borne by the bidder only and the Institutes under SVVU will not undertakeany responsibility on this.

7)The successful supplier shall pay the monthly salaries to the contract workers regularly and credit into Bank account of the individuals and furnish documentaryevidence i.e., Bank Schedule acknowledged by the banker to the head of the establishement every month.

8) Individual Pay Slips showing the details of gross wage, statutory deductions andnet wage should be issued by the supplier to all the workers every month.

9)The supplier should maintain all the registers / records perfectly and produce those records for inspection of the establishment as and when demanded, (or) for inspection of Officers / other Enforcement Authorities.

10) The supplier shall be liable for payment of wages to the workers engaged by himand the establishment shall not be responsible for the grievances withrespect to wages of workers engaged by the bidder.

11) The supplier shall be liable to pay the following contributions / charges in respectof the daily wage workers engaged by him. The bidder has to pay the followingcontributions as per statutory rules of the Government from time to time.

a) Employer’s share of Provident Fund

b) ESI employers share

c) While TDS shall be done by DDO

d) GST as applicable

12) The supplier is obligatory to recover the worker’s share of Provident Fund fromthe wages payable to them from time to time, and to pay the same along withthe employer’s share of contribution, to the Provident Fund authorities andfurnish receipts to the establishment.

13) The supplier shall be absolutely responsible and liable for any personal injuries or death and or property damage or losses suffered to the Institutes due to negligenceof the contract personnel in their performance of the services required under theAgreement. The institutes shall not be liable to offer legal services for the offencesif any, committed by any staff of the supplier to whom the contract is given.

14) The bidder should have local office in the near by places of the Institutes to ensure satisfactory fulfillment ofcontractual obligations.

15) The supplier should be responsible for preventing the workers in participating inthe trade union activities or allied activities in any manner either directly orindirectly.

16) The supplier shall be responsible for the attendance of his staff in theDepartment. In case, any staff of the supplier remains absent or granted leaveby them, they will send / arrange his / her substitute.

17) The contract of supply awarded should be executed by the successful bidderonly and letting of sub-contract of supply is not allowed and will attractpunishment including termination of contract, forfeit the EMD, SecurityDeposit and payment of loss incurred to the NTR CVSc, Gannavaramdue to termination ofcontract.

18) The supplier shall at all times indemnify the NTR CVSc, Gannavaram, against all claims, which may arise in respect of supply of workers etc., not conforming to the requirementsand damage.

**V. DISCLOSURE OF INFORMATION:**

The supplier has to abide that all knowledge and information not within thepublic domain which may be acquired during the carrying out of this contract,shall be for all time and for all purpose, regarded as strictly confidential andheld in confidence, and shall not be directly or indirectly disclosed to anyperson whatsoever, except with the written permission of head of the establishment.

**VI. PAYMENT OF REMUNERATION:**

The contractor shall release payment of salaries to the outsourcing workerson 1st of every month by way of remittance through bank without deductingany commission (other than statutory) and thereafter shall place the claim onor before 20th of every month.No waiting for the claims and subsequentrelease of payment will be entertained.IT SHOULD BE ON FIRST

**WAGES**:

1) Monthly bill should be from 1st to end of the month.

2) Monthly wages bill submitted by the supplier will be released duly auditingthe same.

3) Documentary evidence i.e., Bank Schedule acknowledged by the banker that wages were paid to workers through their Bank Accounts.

4) E.S.I. payment challan of the previous month supported by a statementshowing the ESI amounts of the workers along with ECR at NTR CVSc, Gannavaram.

5) E.P.F. payment challan of previous month supported by a statementshowing the EPF amounts of the workers along with ECR at NTR CVSc, Gannavaram.

6) Attendance particulars along with acquitance of the wages paid.

7) Statement showing the EPF and ESI contributions of the workers.The above documents required are not exhaustive and it is to be specificallynoted that without the above documents, the bills of the supplier shall not beprocessed by the repsective institutions.

**VIII. STATUTORY CLAUSES :**

1) During the period of the contract, the prevailing TDS as applicable from time totime will be deducted from the gross payment of each bill of the contract and itcannot be refunded by NTR CVSc, Gannavaram.

2) The valid License under section 12(1) of the contract Labour (Regulation andAbolition) Act 1971 shall cover the entire period of contract.It is theresponsibility of the supplier to renew his license and produce the same to theauthorities of the respective institutions for the contractual period with them; in other words, heshould have valid labour license for the entire period of contract and produce itto the NTR CVSc, Gannavaram,duly making renewals whenever required.

3) Taxes if any to be paid to the Government of Andhra Pradesh are to be borne by the supplier only. The supplier has to pay GST @ 18% or as applicable from time to time.Thesupplier has to remit GST to Govt on regular basis as specified.

4) All the statutory payments shall be paid by the supplier to the concernedGovt., departments within the stipulated time. If not paid within the time,the tender inviting authority will take appropriate action on the supplier.

**IX.TERMINATION OF CONTRACT :**

The terminations for failing to fulfill any of the terms and conditions of this contract areas below:

In case the successful Bidder back out after releasing the “Award of Contract” or fails tocomply with the terms and conditions within the period, the bidder will be liable to make the loss sustained by the Institute in addition to the penalty as under:-

1) The Tender Inviting Authority shall be entitled to approve any other bidder withoutnotice to the bidder and to recover the extra cost thus involved from the bidder.

2) To cancel the contract or portion thereof.

3) To forfeit the EMD and / or Security Deposit to the extent of the loss incurred by theInstitute, in the event of action being taken as above and if it falls short,the Tender Inviting Authority shall be at liberty to take action against the Bidder orby instituting a Civil Suit. In this regard, the bidder shall not be entitled to any gain.

4) Any under payment or indulgence in the financial lapse shall result in termination ofcontract without any notice whatsoever**.**

Sd/-

Dr. A. Ravi

Associate Dean

NTR College of Veterinary Science

GANNAVARAM

**ANNEXURE - II**

**DECLARATION TO BE UPLOADED IN THE e-PROCUREMENT PLATFORM (ON FIRM’S LETTER HEAD)&ORIGINAL HARD COPY TO BE SUBMITTED ALONG WITH EMD (ON FIRM’S LETTER HEAD)**

Name of the Bidder :

Address of the Bidder :

(To be filled in by the Bidder)

I/ We read all the terms & conditions of this tender and hereby agree to abide byall the terms and conditions of the tender.I/ We do hereby agree that I / We shall keepmy / our offer open for a period of six months from the date of opening of the tender.I/ We shall abide by and give my / our acceptance to all the terms and conditionsmentioned in this tender document and which are mentioned in the “Award of Contract”and shall execute an agreement in the prescribed form, in the event of my / our offerbeing accepted by the establishments under SVVU, Tirupati.

**Yours faithfully**

**Signature of the bidder with full address**

(To be signed by an authorized signatory withfull address of the bidder & seal)

**ANNEXURE – III**

**REQUIREMENT AT NTR COLLEGE OF VETERINARY SCIENCE, GANNAVARAM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Particulars** | **No. of Persons required** | **Skill level** | **Minimum wage** |
|  | Lawn, Garden and Campus upkeep | 10 | Unskilled | Minimum wage for unskilled as per the 7 and Circular Lr. No. L1/7846/2016 dated 07.11.2016 issued by the Commissioner of Labour, Labour Department, Govt. of AP |
|  | Security to the campus and building (Watch and ward) | 24 | Unskilled | Same as S. No. 1 |
|  | Lab-upkeep | 28 | Unskilled | Same as S. No. 1 |
|  | Driving of college vehicles and tractors | 07 | Skilled | Minimum wage for Skilled as per the GO Ms 11 dated 17.01.2012 and Circular Lr. No. L1/7846/2016 dated 07.11.2016 issued by the Commissioner of Labour, Labour Department, Govt. of AP |
|  | Maintenance of college buildings (reception, enquiry, electricity, telephone operator and plumber including pumping of water from Eluru canal to the tank etc.) | 12 | Semi-skilled | Minimum wage for Semi skilled as per the GO Ms 11 dated 17.01.2012 and Circular Lr. No. L1/7846/2016 dated 07.11.2016 issued by the Commissioner of Labour, Labour Department, Govt. of AP |
|  | Computer services | 05 | Skilled | Same as S. No. 4 |
|  | Cleaning and sanitary works | 04 | Unskilled | Same as S. No. 1 |
|  | Fodder production | 23 | Unskilled | Same as S. No. 1 |
|  | Livestock maintenance | 06 | Unskilled | Same as S. No. 1 |
|  | Boys Hostel and Mess maintenance | 11 | Unskilled | Same as S. No. 1 |
|  | Girls Hostel and Mess maintenance | 11 | Unskilled | Same as S. No. 1 |
|  | Poultry Science | 01 | Unskilled | Same as S. No. 1 |
|  | Cooks | 02 | Skilled |  |

**PRICE BID**

**(Not to be enclosed with the technical bid)**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Description** | **Rate quoted** |
| **(1)** | **(2)** | **(3)** |
| 1. | Minimum wage for unskilled as per the GO Ms 11 dated 17.01.2012 and Circular Lr. No. L1/7846/2016 dated 07.11.2016 issued by the Commissioner of Labour, Labour Department, Govt. of AP | As per University approved rates time to time  (not to be quoted by the contractor) |
| 2. | Add: EPF @ 13 % (or as applicable from time to time) on minimum wage | (not to be quoted by the contractor) |
| 3. | Add: ESI @ 3.25% (or as applicable from time to time) on minimum wage only | (not to be quoted by the contractor) |
| 4. | Sub Total (A) 1+2+3 | (not to be quoted by the contractor) |
| 5. | Commission Charges (Quoted in percentage only on Sl. No.1) | (To be quoted by the contractor both in Figures and words) |
| 6. | Sub-total (B) 4+5 | (not to be quoted by the contractor) |

Commission charges quoted should not be less than 3% and agency and Commission should not be quoted more than 5% as per G.O.Ms No.151 Finance (HR-I – Plg& Policy) Department Dated 08.08.2016

IT shall be deducted on ‘B’ as applicable form time to time

GST @18% or as applicable on ‘B’

Signature with seal

Place:

Date: