

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

**TENDER FORM FOR SUPPLY OF MAN POWER SERVICES ON WORK CONTRACT / ACTIVITY BASIS TO INSTITUTIONS OF SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI IN GARIVIDI ZONE OF ANDHRA PRADESH**



**SRI VENKATESWARA VETERINARY UNIVERSITY  
TIRUPATI-517 502, A.P..**



**SRI VENKATESWARA VETERINARY UNIVERSITY ,TIRUPATI**  
**e-PROCUREMENT NOTICE**

**Tender Notice No.1855/Lab /2021**

**Date:03 .04.2021**

**Tender ID: 391472**

E- Procurement tenders are invited from the agencies for providing manpower on work contract / activity basis for Sri Venkateswara Veterinary University, Tirupati institutes located in the **Garividi Zone** of the state of Andhra Pradesh. After finalizations of Tenders the institutions indicated zonal wise will be authorized to enter into agreement with successful bidder.

**Establishments under Garividi Zone-**

- College of Veterinary Science, Garividi. Vizianagaram District
- Animal Husbandry Polytechnic, Garividi, Vizianagaram District\*
- Livestock Research Station, Garividi, Vizianagaram District
- SVVU Superspeciality Veterinary Hospital, Visakhapatnam\*
- Animal Husbandry Polytechnic, Ramachandrapuram, East Godavari District.
- Fisheries Research Station, Kakinada, East Godavari District
- Instructional Research and Aquafarm, Balabhadrapuram, East Godavari District.

**\*The decision on services to Animal Husbandry Polytechnic, Garividi and SVVU Superspeciality Veterinary Hospital, Visakhapatnam will be subjected to outcome of WP No.21981/2020 pending in Honourable High Court of Andhra Pradesh**

Details are as follows:-

1)	Tender document online opening date	06-04-2021 11.00 AM
2)	Tender document online closing date	17-04-2021 04.00 PM
3)	Bid- Submission Online closing date	19-04-2021 04.00 PM
4)	Submission of all the uploaded documents (Hard Copies)	20-04-2021 04.00 P.M
5)	Technical Bid online opening date and time	After closure of Bid submission

- Bidders shall have APTS Registration (for details log on to [www.pts.gov.in](http://www.pts.gov.in))
- For details visit [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) and also [www.svvu.edu.in](http://www.svvu.edu.in)

For any clarification, please contact: 0877-2248155

REGISTRAR  
Sri Venkateswara Veterinary University,  
Tirupati



**SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI**  
**NOTICE INVITING TENDER (Online tender)**

1.	Name of the department	Sri Venkateswara Veterinary University, Tirupati
2.	FILE / NIT Number	Proc.No.1855/Lab/2021 dated <u>03.04.2021</u> of the Registrar, SVVU, Tirupati
3.	Tender Subject	To provide manpower on work contract /activity basis for Institutions of SVVU in Garividi zone of AP,
4.	Period of Contract	One (01) year from the date of execution of the agreement
5.	Form of Contract	Providing manpower on work contract / activity basis for various institutions of Sri Venkateswara Veterinary University, Tirupati under Garividi Zone
6.	Tender Type	Open
7.	Tender Category	Providing manpower on work contract / activity basis
8.	EMD Amount (INR)	<b>Rs.75,000 /-</b>
9.	EMD payable:	Demand Draft drawn in any Nationalized Bank payable at Tirupati in favour of Comptroller, SVVU, Tirupati or Online payment through AP e-procurement portal
10.	Bid validity period	6 months
11.	Bid Document Downloading Start Date & time	06-04-2021 11.00 AM
12.	Bid Document Downloading End Date & time	17-04-2021 04.00 PM
13.	Bid submission online closing date & time	19-04-2021 04.00 PM
14.	Last Date & Time for submission of hard copies	20-04-2021 04.00 PM
15.	Technical Bid Online Opening Date and Time(Qualification and Eligibility Stage)	After closure of Bid submission
16.	Price Bid Opening Date and Time	After processing of technical bid
17.	Place of Tender Opening	Administrative office, Sri Venkateswara Veterinary University, Tirupati

18.	Tender Inviting / Opening Authority	Registrar, Sri Venkateswara Veterinary University, Tirupati
19.	Address/E-mail id	registrarsvvutpt@yahoo.in
20.	Contact Details/Telephone, Fax:	0877-2248155
21.	MANDATORY DOCUMENTS TO BE UPLOADED :	<p>1. Earnest Money Deposit in the form of D.D., in favour of Comptroller, SVVU, Tirupati or proof for Online payment through AP e-PROCUREMENT portal.</p> <p>2. Attested copy of valid Labour Registration Certificate under Shops and Establishment Act in Andhra Pradesh</p> <p>3. Attested copy of EPF Registration Certificate</p> <p>4. Attested copy of ESI Registration Certificate</p> <p>5. Attested copy of PAN Card of the Firm / Bidder/Individual</p> <p>6. 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., 2017-18, 2018-19 and 2019-20. A certificate from the Chartered Accountant certifying to this effect should be uploaded.</p> <p>7. Balance sheet, Profit &amp; loss account for the last three Financial Years i.e., 2017-18, 2018-19 and 2019-20 duly certified by C.A., along with I.T., returns.</p> <p>8. Proof of minimum 5 (FIVE) years experience in supply of manower outsourcing to institutions or organizations and proof of experience.</p> <p>9. NOTARIZED Affidavit on Rs.100/- on Non-judicial stamp paper stating that:</p> <p>a) The firm/bidder is not presently blacklisted / debarred / convicted by any Organization.</p> <p>b) No case is pending against the firm /bidder with regard to Vigilance / CBI /FEMA.</p> <p>10. Letter of appreciation for providing Manpower atleast from two reputed Institutions (Should be obtained recently – within two months to the time of bid submission)</p> <p>11. Declaration on firm's letter head as mentioned in Annexure – II</p> <p><b>IMPORTANT NOTE :</b></p> <p>1) At the time of opening of the technical bid, if any mandatory document is not found on the e-</p>

		<p>procurement platform, <b><u>the tender inviting authority at his discretion, may reject the bid.</u></b></p> <p>2) Original documents of EMD, affidavit and declaration, self attested copies of all other uploaded documents shall be delivered by post or in person to : The Registrar, Sri Venkateswara Veterinary University, Tirupati-517502. on or before 20-04-2021, 04.00 PM <b><u>Otherwise, the tender inviting authority at his discretion, may reject the bid.</u></b></p>
22.	<p>a)Registration with e-procurement platform</p> <p>b)Digital certificate authentication</p> <p>c)Procedure for bid submission</p> <p>d) Transaction fee</p> <p>e) Corpus fund etc.</p>	<p>The participating bidders are requested to refer the website of e-procurement for all the information about the e-tender.</p> <p><a href="https://tender.a procurement.org.in">https://tender.a procurement.org.in</a></p>

**THE SVVU, TIRUPATI CANNOT BE HELD RESPONSIBLE 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 ON OR BEFORE 20-04-2021, 04.00 PM, OTHERWISE THE TENDER WILL BE REJECTED)**

1.	Earnest Money Deposit in the form of D.D., in favour of The Comptroller, SVVU, Tirupati or receipt of Online payment through AP e-procurement portal.	
2.	Attested copy of valid Labour Registrtrtion Certificate under Shops and Establishment Act in Andhra Pradesh	
3.	Attested copy of EPF Registration Certificate	
4.	Attested copy of ESI Registration Certificate	
5	Attested copy of PAN Card of the Firm / Bidder	
6	Attested copy of GST Registration	
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., 2017-18, 2018-19 and 2019-20	
8	Balance sheet, Profit & loss account for the last three Fin. Years i.e., , 2017-18, 2018-19 and 2019-20 duly certified by C.A., along with I.T., returns.	
9	Proof of minimum 5 (Five) years experience in supply of Man Power outsourcing to 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 presently blacklisted / debarred / convicted by any Organization. b) No case is pending against the firm /bidder with regard to Vigilance / CBI /FEMA.	
11.	A recent letter of appreciation for providing manpower atleast 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 Sri Venkateswara Veterinary University, Tirupati for providing manpower on work contract , the service provider should have his office in 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 SVVU., i.e., in the Technical Bid Cover / HardCopy 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 the company 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 the documents 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 should not exceed 5%.
- 9) The Bidder should follow all the rules as per the Labour act regarding registration, 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". The decision of the tender committee will be final.
- 11) The bidder should have their own bank account in the name of the company/organization/firm.
- 12) Average turnover of the firm during the last three consecutive financial years should be not less than Rs. 50 lakh.
- 13) The successful bidder has to extend services to new institutions in respective zones if any during period of contract as decided by university
- 14) .In respect of Research Projects the duration of engagement of workers will be limited to the period of operation of the projects
- 15) The existing contracts running first year /second year/third year will be terminated after completion of first year/second year/third year or even before by giving one month notice.

## TECHNICAL BID

1. Name and address of the Individual / Agency/ Firm :
2. No. and date certificate of Labour registration of the Individual / Agency/ Firm under Shops and Establishment Act (Proof to be enclosed) :
3. Address of the registration issuing authority :
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 Individual / Agency/ Firm 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: (Attach separate sheet if required)
  - 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. EPF Registration Number/Code number



- on the name of the firm /Individual  
(Attested copies are to be enclosed) :
- 11.ESI Registration Number/Code number  
on the name of the firm /Individual  
(Attested copies are to be enclosed) :
- 12.PAN/ TAN on the name of the firm /Individual  
(Attested copies are to be enclosed) :
13. GST registration Number :  
(Attested copy to be enclosed)
- 14.Average turnover during :  
2017-18 , 2018-19 and 2019-20
- 15.Length of Experience :
- 16.Notarized Affidavit :
- 17.EMD details for Rs.75000/-(enclose proof) :

**PLACE ::**

**DATE::**

**Signature of the bidder with full address**

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

## **ANNEXURE-I**

### **Terms and Conditions**

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

- 1) Rs. 75,000 (Rupees Seventy five thousands only) towards Earnest Money Deposit as mentioned under Mandatory Documents shall be paid by way of Demand Draft drawn in favour of “The Comptroller, SVVU, Tirupati”, payable at Tirupati drawn on any Nationalized bank or receipt of Online payment through AP e –procurement portal and the original DD/receipt of online payment should be submitted on or before 20-04-2021 04.00 P.M
- 2) The E.M.D. will be returned to the unsuccessful Bidder on the date of finalization of the Tender without interest. The EMD amount will be returned to the successful Bidder after submission of the Security Deposit, without interest.

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

- 1) Successful Bidder shall be required to pay Security Deposit @ 5 % of annual contractual value by way of Demand Draft drawn in favour of respective Head of the institution drawn on any Nationalized bank. The security deposit amount will be returned only 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 the agreement within the period of 14 days from the date of “Award of Contract”, such failure will constitute a breach of terms and conditions of the tender and the bidder will 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 as defined in the tender conditions during the tender period.

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

- 1) Tenders, which are not in accordance with the stipulations mentioned, are liable for rejection. Offer with insufficient information and which do not strictly comply with the stipulations given above, are liable to be rejected. Any bidder not accepting the conditions mentioned under or providing wrong information will be summarily 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 and GO Ms No.71 LET&F(Lab.II)Dept. Dated 15-12-2011 (in respect of Cooks) with VDA points notified time to time by the Labour department, Govt. of Andhra Pradesh as approved by the University (Annexure-III).
- 3) The bidder should supply workers to respective institution in the zone as per the requirement, after entering into agreement.
- 4) The tender inviting authority reserves the right either to reject any or all tenders without assigning any reason.
- 5) The number of workers required is subject to change based on requirements. Approximately 60-100 workers are required in Garividi Zone
- 6) The selection of Agency/Contractor will be done by the Tender Inviting Authority based on recommendations of a committee appointed by the University 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 of commission quoted in the price bid and such requests for revision by the bidder shall not be entertained during the entire contract period.
- 8) Inclusion of Penal clauses by the bidder what so ever like payment of interest on late payment of bills etc., in the bid are not be acceptable and will disqualify the bidder.
- 9) The Signatory of the bidder should produce documentary evidence that empowers 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 inform the changes to the Registrar, SVVU, Tirupati.
- 10) The personnel will be governed by the work & discipline as defined by the the respective Head of the Institution and supplier should ensure this.
- 11) Date of opening of price bid given in the e-tender platform is a tentative date and 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 through mutual discussions and consensus failing which through arbitration as per Arbitration & Conciliation Amendment Act 2005, failing which through court of law within jurisdiction of Tirupati. ALL THE LAWS OF THE LAND WILL APPLY. In the event of any disputed arising in connection with this contract, the same shall be refer to the Sole Arbitration of the Registrar, SVVU or some other persons appointed by him. The award of the Arbitrator shall be final and binding on the parties to the contract.
- 14) The contract period will be for **ONE YEAR** from the date of execution of the agreement by the successful bidder. However, it can be extended 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 authorities.
- 15) The workers should work under the direct control of the concerned officer where they are ordered to work and there is no guarantee for any job to any of the worker supplied by the bidder in any of the Institutions under SVVU, Tirupati or continuation of contract after agreed period.
- 16) Involvement in prohibitory activities by the workers supplied is desisted and would 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 of their tender and black listing. They will not be entitled for further participation in the SVVU tenders.
- 19) The EPF link-up should be transferable to the new bidder either after completion of the contract or in the event of premature termination.
- 20) The Tender Inviting Authority has got every right to cancel / discontinue the contract at any time before the date of expiry without assigning any reasons, if the services of the contract are not found satisfactorily.
- 21) The bidders having criminal / bad track record (or) the persons whose earlier contract was cancelled will summarily be rejected.

- 22) The bidder having any relatives or owners or partners working in SVVU at any place can not submit tenders.
- 23) The institutions hiring workers have every right to rotate any worker to any place within the institution in the 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 respective institutions of SVVU cannot seek as a matter of right as to the place of employment.
- 24) The SVVU reserves the right to add / delete / change / modify any or all the conditions mentioned in the tender document before the proper closure of tender and the said addition / deletion / changes / modifications can be incorporated in the agreement to be entered into with the bidder irrespective of tender conditions mentioned in the notice inviting tender or in the tender document or the same can be incorporated in a form of codicil as the case may be and the same will be binding on the bidder without any recourse.
- 25) The SVVU, Tirupati will not be making any over time payment to the staff supplied by the bidder. The Institutions are at liberty to terminate the services of any of the workers supplied by the bidder, if there is no sufficient work in the Institute.
- 26) The SVVU, Tirupati will not in any manner be responsible for any act, omission or commission of the workers engaged by the bidder and no claim in this respect will lie against the SVVU, Tirupati. If any such claim is made against any of the Institutions by any worker or his heirs engaged / employed by the bidder, which the Institutions are obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the bidder working at the premises of any of the Institution or otherwise, the bidder will be liable to identify / reimburse to the Institutions of , SVVU, Tirupati all the money paid in addition to the expenses incurred by him/her.
- 27) The institutions of SVVU shall not provide accommodation, food and Transportation to the workers deployed.
- 28) The SVVU shall not provide uniform to the workers and it is the responsibility of the bidder to provide proper uniform as directed by the Tender Inviting Authority from

time to time and the Institutions shall not reimburse any amount towards cost of providing uniform to workers of services on activity basis.

- 29) The SVVU, Tirupati reserves the right to charge penalty depending on severity (or) value of the damage as decided by the Tender Inviting Authority or withhold the payment for any unsatisfactory supply of workers by the bidder without prejudice to its other rights.
- 30) No conditional Tender will be accepted.
- 31) 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.
- 32) The Contractor should issue wages slips (Form 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
- 33) To arrive at daily wages monthly wages shall be divided by 26. The daily wages so calculated is inclusive of weekly holiday wages.
- 34) The Contractor/Individual/ Firm shall not transfer or assign the said work to Sub-contractors or any other party.
- 35) The Contractor shall pay atleast one month wages to workers in any successive two months delay in payment from the CFMS / Government of Andhra Pradesh

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

- 1) The successful bidder should execute an agreement with the respective Head of the Institution on Rs. 100/- non-judicial stamp paper agreeing to all the conditions of the tender document. If the successful bidder fails to execute the agreement within the time specified or withdraw the tender after the intimation of the acceptance of his tender by SVVU or he is unable to undertake the contract 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 SVVU.
- 2) The bidder has to comply with all the terms and conditions of the tender document and with any order issued there under then, in case of failure to comply, the respective Head of the institution shall without prejudice to any other right or remedies under this contract be entitled to cancel the contract by giving a time notice in writing to the bidder without being liable to pay any compensation for such cancellation.
- 3) The bidders who are blacklisted elsewhere, but not revealed in the tender process or given any other wrong declaration and if it is found at a later date will be disqualified besides forfeiture of EMD / Security Deposit.
- 4) The supplier will be responsible for staff compensation, employment liability and insurance for the candidates during assignment. The supplier may also maintain comprehensive general liability insurance including contractual liability coverage adequate to cover the indemnity of obligation against all damages, cost and charges

and expenses for injury to any person or damage to any property arising out 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 period specified, the Tender Inviting Authority shall have the powers to reject such contract 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 the provision of service shall be recoverable from the supplier.
- 6) The supplier has to furnish list of workers with names, age, address, cell number etc. engaged by him. In case of any accident or any injury sustained by any workmen 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 undertake any responsibility on this.
- 7) The successful supplier shall pay the monthly salaries to the workers regularly and credit into Bank account of the individuals and furnish documentary evidence i.e., Bank Schedule acknowledged by the banker to the head of the establishment every month.
- 8) Individual Pay Slips showing the details of gross wage, statutory deductions and net 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 respective Head of the institution 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 him and the SVVU shall not be responsible for the grievances with respect to wages of workers engaged by the bidder.
- 11) The supplier shall be liable to pay the following contributions / charges in respect of the workers engaged by him. The bidder has to pay the following contributions as per statutory rules of the Government from time to time.
  - a) Employer's share of Provident Fund
  - b) ESI employers share

While the TDS shall be deducted by the DDO



- 12) The supplier is obligatory to recover the worker's share of Provident Fund and ESI from the wages payable to them from time to time, and to pay the same along with the employer's share of contribution, to the Provident Fund authorities and ESI authorities respectively and furnish receipts to the respective Head of Institution.
- 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 negligence of the contract personnel in their performance of the services required under the Agreement. The institutes shall not be liable to offer legal services for the offences if 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 of contractual obligations.
- 15) The supplier should be responsible for preventing the workers in participating in the trade union activities or allied activities in any manner either directly or indirectly.
- 16) The supplier shall be responsible for the attendance of his staff in the institution. In case, any staff of the supplier remains absent or granted leave by them, they will send / arrange his / her substitute.
- 17) The contract of supply awarded should be executed by the successful bidder only and letting of sub-contract of supply is not allowed and will attract punishment including termination of contract, forfeit the EMD, Security Deposit and payment of loss incurred to the SVVU due to termination of the contract.
- 18) The supplier shall at all times indemnify the SVVU against all claims, which may arise in respect of supply of workers etc., not conforming to the requirements and damage.

**V. DISCLOSURE OF INFORMATION:** The supplier has to abide that all knowledge and information not within the public 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 and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the respective head of the institution.

**VI. PAYMENT OF REMUNERATION:** The contractor shall release payment of wages to the workers on 1<sup>st</sup> of every month by way of remittance through bank without deducting any commission except Employee share of EPF and ESI and there after shall place the claim on or before 20<sup>th</sup> of every month. No waiting for the claims and subsequent release of payment will be entertained. IT SHOULD BE ON FIRST PAY AND NEXT CLAIM BASIS.

**VII. DOCUMENTS TO BE PRODUCED ALONG WITH CLAIM BY THE SUPPLIER FOR WAGES:**

- 1) Monthly bill should be from 1<sup>st</sup> to end of the month.
- 2) Monthly wages bill submitted by the supplier will be released duly auditing the 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 statement showing the ESI amounts of the workers along with ECR where the establishments under SVVU, Tirupati have paid the employer contribution of ESI.
- 5) E.P.F. payment challan of previous month supported by a statement showing the EPF amounts of the workers along with ECR where where the establishments under SVVU, Tirupati have paid the employer contribution of EPF.
- 6) Attendance particulars along with acquittance of the wages paid.
- 7) Statement showing the EPF and ESI contributions of the workers.
- 8) Proof of remittance of GST of previous month except in case of Security services and all services in case of olytechnics.

The above documents required are not exhaustive and it is to be specifically noted that without the above documents, the bills of the supplier shall not be processed by the respective Head of Institution..

**VIII. STATUTORY CLAUSES :**

- 1) During the period of the contract, the prevailing TDS as applicable from time to time will be deducted from the gross payment of each bill of the contract and it cannot be refunded by SVVU.

- 2) The valid License under section 12(1) of the contract Labour (Regulation and Abolition) Act 1971 shall cover the entire period of contract. It is the responsibility of the supplier to renew his license and produce the same to the authorities of the respective institutions for the contractual period with them; in other words, he should have valid labour license for the entire period of contract and produce it to the respective Head of the institution 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.
- 4) All the statutory payments shall be paid by the supplier to the concerned Govt., 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 to comply 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 without notice 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 the Institute, 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 or by 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 of contract without any notice whatsoever.

**Dr T. Madhava Rao**

Registrar

Sri Venkateswara Veterinary University

Tirupati

**ANNEXURE - II**

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

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 by all the terms and conditions of the tender. I/ We do hereby agree that I / We shall keep my / 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 conditions mentioned 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 offer being accepted by the establishments under SVVU, Tirupati.

**Yours faithfully,**

**Signature of the bidder with full address**

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

### ANNEXURE – III

#### Wages prescribed

<b>Sl. No.</b>	<b>Particulars</b>	<b>Minimum wages per month + current rate of VDA* +statutory payments</b>
1)	Academic Assistant	Rs.6079+3554+statutory payments
2)	Accounts Assistant	Rs. 6079+3554+statutory payments
3)	Attendern	Rs. 5579+3255+statutory payments
4)	Plumber/Electrician	Rs. 6079+3554+statutory payments
5)	Sweepers	Rs. 5579+3255+statutory payments
6)	Lab technician	Rs. 6079+3554+statutory payments
7)	Cook	Rs. 7850+3970+statutory payments
8)	Helper to cook	Rs. 5579+3255+statutory payments
9)	Servers and Cleaners	Rs. 5579+3255+statutory payments
10)	Sanitizing worker	Rs. 5579+3255+statutory payments
11)	Security personnel	Rs. 5579+3255+statutory payments
12)	Drivers	Rs. 6079+3554+statutory payments
13)	Computer Operators	Rs. 6079+3554+statutory payments
14)	Veterinary Assistants	Rs. 6079+3554+statutory payments

\* VDA as per rates prevailing from time to time are applicable

## 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, GO Ms No.71 dated 15.02.2011 for cooks and Circular Lr. No. L1/7846/2016 dated 07.11.2016 issued by the Commissioner of Labour, Labour Department, Govt. of AP In case of Security services wages for 3 persons per point +reliever wages i.e 3 x wages+reliever wages(wages per person per month x 12/26	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)
7	GST(C) @18% or as applicable on 'B'*	Not to be filled
8	Grand Total (D) 6+7	Not to be filled

Commission charges quoted should not be less than 3% and not more than 5% . Commission Charges should include all other liabilities including IT deductible by the DDO, incidental & other expenses.

\*GST is not applicable in case of Polytechnic colleges. GST in case of Security services will be paid directly by institutions of university to Govt. of India.

IT shall be deducted on 'D' (S.No.8) as applicable from time to time in case of other services and on "B"(S.No.6 ) in case of Security services.

Place: Tirupati

Signature      REGISTRAR

Date: 03.04.2021

Seal      SVVU, Tirupati