

Name of Agency_____

Tender Form

**Bid No. 04/O/S/2015-16
CSK HP Krishi Vishvavidyala, Palampur (HP)- 176062
“General Administration Branch”**

No. QSD.8-110/CSKHPKV(GA)/2015/-

Dated: 02.03.2015

From

Assistant Registrar (GA)-cum- Principal Employer,
CSKHPKV, Palampur (HP)

To

The firms dealing with manpower supply business.

Dear Sir,

You are invited to submit your most competitive Tender in the enclosed format for providing unskilled and skilled services on contract. The wages quoted must be in accordance with the latest wage schedule of HP Government notified vide notification No. FIN-(PR)B(7)-33/2010 dated 24.05.2014 for skilled/unskilled services and further adopted by this University.

Each column/blank be filled properly and legibly, every paper/ document enclosed with bid documents must be signed/stamped by the authorized signatory of the firm/company.

Sincerely Yours

Assistant Registrar (GA)-cum- Principal Employer

IMPORTANT DATES:

- 1. Date and time of sale of the tender form: 02.03.2015 from 2.00 PM**
- 2. Date & Time of receiving the tender documents: 18.03.2015 upto 02.30 PM**
- 3. Date & Time of opening the tender documents: 18.03.2015 at 03.00 PM**

INSTRUCTIONS TO BIDDERS (ITB):

- 1 Please sign and return the enclosed contract document of terms and conditions along with your quotation and the FDR of the appropriate value.
- 2 Tenders by FAX and tenders not accompanied with Earnest Money will not be entertained.
- 3 Earnest money amounting to Rs. 12,72,500/- (Rs. Twelve Lakh Seventy two thousand and five hundred only.) i.e. 2.5% of the total value of the contract services to be provided from April, 1 2015 to 31.03.2016 in the shape of TDR/FDR pledged in the name of COMPTROLLER, CSKHPKV, Palampur valid for 6 months, may be put in separate sealed cover stating thereon “ Earnest Money”.
- 4 The agency whose tender is approved would deposit Security Money to the tune of 5% of the contract value. The security money would be for a period for full tenancy of the contract. The EMD already deposited would be taken into account for reckoning the 5% value of the contract as the Security Money.
- 5 TDR /FDR towards EMD will be accepted only from scheduled commercial Indian banks.
- 6 Complete organizational set-up of the agency shall have to be provided.
- 7 Complete tenders should reach the office of “The Assistant Registrar (GA)- cum-Principal Employer “ CSKHPKV, Palampur (HP) – 176062 on or before 18.03.2015 up to 2.30P.M as specified in the Tender Notice. Tenders received after due date/time due to postal delay or otherwise shall not be accepted.
- 8 A representative authorized by the Company may be present at the time of opening the tenders, if he/she wishes to do so.
- 9 Conditional offer in any form will not be considered.
- 10 The service charges quoted by agency shall remain valid for full tenancy of the contract i.e. from the date of award of contract to its completion.
- 11 The Agency cannot claim award of jobs by quoting lowest service charges only. The University reserves the right to decide/assign the jobs to bonafide & reputed agency (ies) having suitable infrastructure to execute the jobs.
- 12 The TECHNICAL and FINANCIAL bids sealed separately and superscripted thereon TECHNICAL BID/FINANCIAL BID should be submitted in one sealed envelope super-scribed there upon “Tender for outsource services” opening on 18.03.2015 at 3.00 P.M.
- 13 If a holiday falls on the scheduled date and time of receiving/opening the tender, the same will be done on the next working day.

Signature of Tenderer (s)

TERMS & CONDITIONS:-

1. The rates quoted should be valid for the prescribed period from the date of finalization/award of the tender. The contract may be extended further, if agreed by both parties subject to satisfactorily fulfilment of the terms and conditions of the tender document by both. No revision in the rates quoted will be allowed during the entire period of the contract.
2. The tender should accompany with the EMD amount to Rs. 12,72,500/- (Rs. Twelve Lakh Seventy two thousand and five hundred only.) i.e. @ 2.5% of the total cost of the award in shape of TDR/FDR pledged in the name of “COMPTROLLER, CSK HPKV, Palampur”, failing which the tender shall be rejected.
3. The tenderer (s) who have downloaded the tender document from the University Website, should enclose Demand Draft for Rs. 500/- (Rs. Five hundred only) separately drawn in favour of Comptroller, CSKHPKV, Palampur payable at SBI HPAU, Palampur, towards the cost of Tender Document, which is non-refundable.
4. The tenderer should be a registered firm for last 05 years.
5. The tenderer should be an ISO certified organization.
6. The tenderer/ firm should be registered with Deptt. of EPF, Service Tax, ESI and Labour Department.
7. The tenderer should have PAN in the name of the firm.
8. Average annual turnover for the last three years should not be less than 3.0 Crore per year from the manpower business only (copies of audited balance sheets are to be enclose).
9. The tenderers should provide Bank Solvency of at least Rupees 60.00 Lakh (Sixty Lakh only) from any scheduled Indian Bank. (certificate to be enclosed)
10. The tenderers should provide ITR for last 03 years (2011-12 to 2013-14).
11. The tenderes should have experience of providing manpower for at least 05 years in any Govt. organization. Copies of each work orders are to be enclosed.
12. The tenderers should have experience of providing at least 200 workers under Single Contract during the last 01 year in any Govt. Organization. (copy of work order be enclosed)
13. The tenderers should enclose at least 2 No. of Satisfactory Completed Works Certificates amounting to not less than Rupees 2 Crore each.
14. The tenderers should not have been blacklisted from any Govt./Semi Govt. Organization. An affidavit of such non-blacklisting duly attested by Executive Magistrate should be enclosed.
15. The tenderer should have at least 600 workers on his roll. As a proof, list of workers alongwith their PF Account Nos. are to be enclosed.
16. The financial bids will be opened only in cases of the tenderers who qualify the Technical Bids.
17. No communication /correspondence shall be entertained from the non-eligible agencies.
18. Supply of false information on any point may lead to forfeiture of the amount of EMD.

Tenderer Signature

19. If selected, the contractor has to provide the required manpower for executing the job(s) as per the requirement order with the satisfaction of the Competent Authority, failing which the Security deposited shall be forfeited, the contractor would be liable to pay for the losses and CSKHPKV will be free to outsource services through any other agency.
20. The tenderer(s) are required to furnish the attested xerox copies of the valid Service Tax Registration, Labour license and other required documents failing which the tender shall not be considered.
21. The agency will quote the rate of service charges on min. wages for services on daily rates to be paid to the agency , which would include:
 - (a) Minimum wages as prescribed by the Fin. Deptt. Govt. of Himachal Pradesh.
 - (b) EPF @ 13.61% on min. wages.
 - (c) ESI on min. wages on applicable rate or without ESI (for locations where ESI is not applicable)
 - (d) Service Charges on. minimum wages
 - (e) Service Tax as applicable on Total of (a) to (d).
23. The contractors must supply workers who know the agriculture operation works/lab work /office work/ farm operations and do not resort to damage the research farm/lab/office at any time.
24. Enhancement in the minimum wages payable shall be applicable as and when the same are revised by the Govt. of Himachal Pradesh and become applicable in the University. No other revision in the rates shall be considered during the full tenancy of the contract on any grounds whatsoever
25. The Contractor should make payment to the workers regularly following the specified norms by different Govt. Organizations.
26. Staging Dharna at the farm/lab/ office /premises of the University by the workers of the contractor, would be viewed seriously and may lead to cancellation of work order or imposition of penalty etc.
27. The Assistant Registrar (GA) –cum- Principal Employer, CSKHPKV, Palampur has its own discretions either to award the works to one contractor or to several contractors based on the competency of the contractors.
28. The selected tenderers are required to submit the original certificates for verification before issue of LOI/any time during the tender period, if so desired by the Competent Authority of CSKHPKV, Palampur. A list of various job workers to be deployed along with their qualification, and proof of residence is also to be submitted.
 - a. The contractor has to provide required job workers to carry out the job satisfactorily as per the schedule of work.
 - b. The Minimum rates of wages as prescribed by Department of Finance, Govt. of Himachal Pradesh as fixed from time to time and adopted by the University should be followed by the Agency. The agency shall make the payment to its workers through cheques or deposit in their Saving Bank Accounts.
 - c. The payment register of the approved agency shall be checked and signed periodically by the Principal Employer or his representative.

Tenderer's Signature

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- d. In case of violation of any of the provisions of labour laws, rules and regulations thereof, the CSKHPKV, Palampur will not be responsible for fault of the Agency.

- e. The attendance records, wage register etc. as per the requirements of labour Enforcement Officer, must be maintained by the Agency, Any deviation or irregularity in maintenance of records or observance of Contract Labour (R&A) Act brought to the notice of “Assistant Registrar (GA)-cum-Principal Employer’ CSKHPKV, Palampur by the Department of Labour / Provident Fund/ Service Tax/ Income Tax would be treated as lapse of the Agency & the contract would be terminated forthwith.
 - f. All liabilities in respect of statutory obligations on account of various laws/Acts of the Central/State like Labour Contract Act, EPF Act, Minimum Wages Act, that may be applicable to carry out the work/job assigned shall be borne by the Agency. The liabilities of CSKHPKV, Palampur will be limited to the payment to the Agency as per the tender. The “Assistant Registrar (GA)-cum-Principal Employer, CSKHPKV, Palampur” **has no liability** towards the employment of the manpower/Labourers provided by the Agency.
- 29(a) Security deposit submitted by the contractor will be refunded after satisfactory completion of the contract. Annual reconciliation of *EPF with production of documentary proof from the Department of Provident Fund to the effect that amount subscribed by the workers and contributed by the University has actually been credited to the respective PF accounts of the workers accurately*, shall be treated as completion of the contract. No interest will be paid on the Security amount.
- (b) Month wise documentary proof/ challan of the Service Tax deposits shall be submitted to the Principal Employer.
 - (c) Month wise Income Tax deposit Challan on the gross billing amount shall also be submitted to the Principal Employer.(The month wise deposit challan of EPF, Service Tax and Income Tax should be submitted separately in respect of CSKHPKV and must not be not be merged with those of other clients). Further, at the end of the year these deposits in respect of this University shall have to be got verified / authenticated from the concerned Deptts. of EPF, Service Tax and Income Tax by the selected contractor.
30. The contractor will take notice of all complaints against the workers employed by him. The Agency will have to change or remove any or all of the workers when desired by the “Assistant Registrar (GA)-cum- Principal Employer, CSKHPKV, Palampur”.
31. The workers of the contractor cannot become members of any union in CSKHPKV, Palampur or take part in agitation activity and if they are found to be so participating they should be changed/removed by the contractor from assignment in CSKHPKV, Palampur with due replacement forthwith.
32. Any liability i.e. damage/injury, death of any worker caused by accident arising out of and in the course of his deployment, the contractor shall be liable to pay compensation in accordance with the provisions of the relevant law.

Tenderer’s Signature

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33. Punctuality, sincerity, promptness & efficiency of the workers shall be considered as essence of the contractor and it is, therefore, hereby clarified that “Assistant Registrar (GA)-cum- Principal Employer, CSKHPKV, Palampur” has no liability towards the employment of the manpower /job workers provided by the contractor.

34. (i) If the tender is accepted and the order for providing services is awarded, it is incumbent on the contractor to provide services to the best satisfaction of the authority without any complaint. If any complaint noticed by any of the concerned Indenters of the University, the order will be cancelled without assigning any reason and notice to the contractor. The decision of the “Assistant Registrar(GA)-cum- Principal Employer”, CSKHPKV, Palampur in this regard shall be final and binding on the contractor.
- (ii) Any damages of institute’s property or thefts occurred by the workers of the contractor during execution of the work, the cost is to be borne by the contractor as assessed and fixed by the Competent Authority, CSKHPKV, Palampur.
35. The tenderers should put their signature on each page of tender document.
36. Over writings/ cuttings on the tender paper may have the risk of rejection of the tender document.
37. If the Office remains closed on the last date of sale of tender documents/last date of receipt of tender documents, date of opening tender documents as specified above due to any reason, the immediate next working day will be treated as the last date respectively.
38. Tender paper(s) received after due date/time shall not be entertained.
39. If any ambiguity is noticed, the tender will be rejected summarily without bringing to the notice of the tenderer(s).
40. The “Assistant Registrar(GA)-cum- Principal Employer”, CSKHPKV, Palampur reserves the right to reject any or all the quotations either in part or in full without assigning any reason thereof.
41. The Tender Documents complete in all respects should be sent by Post to “The Assistant Registrar(GA)-cum- Principal Employer, CSKHPKV”, Palampur Distt. Kangra (HP), 176062, who shall not be held responsible for postal delay. The Tender documents can also be deposited in the office of the “The Assistant Registrar (GA)-cum-Principal Employer, CSKHPKV”, Palampur in person on or before the due date and time.
42. Canvassing in connection with the tender is strictly prohibited.
43. Earnest Money shall be forfeited, if the successful bidder fails to sign the formal agreement within seven days from the date of intimation of his selection or fails to start the services/required manpower within seven days from the date of commencement as given in the order.
44. The successful bidder will be required to furnish a security deposit @ 5% of total cost of the contract value in the shape of TDR/FDR duly pledged in the name of “COMPTROLLER, CSKHPKV, Palampur”. The Security Deposit shall be required to be furnished within one week from the date of award of contract. The EMD, however, can be retained and adjusted in the Performance Security.

Tenderer’s Signature

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45. The Assistant Registrar (GA)-cum- Principal Employer, CSKHPKV, Palampur reserves the right to forfeit the security deposit in the event of non-satisfactory performance of the work assigned to the Agency.
46. The successful firm(s) is required to sign an agreement with CSKHPKV on a non-judicial stamp paper of Rs. 50/- (Rupees Fifty only) for providing

- satisfactory services as per the labour/contract laws prevalent for outsource services.
47. Agency will discharge all legal obligations of their workers deployed especially in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force.
 48. The Agency shall get all the employees insured against any liability arising under the Workman's Compensation Act, or under common law, wherever applicable.
 49. The agency shall not sub-let transfer or assign the contract or any part thereof in any manner.
 50. The jurisdiction to decide any legal dispute arising out of or in respect of contract shall be Palampur H.P.
 51. Notwithstanding anything contained herein above, it is expressly understood that the University at its sole discretion may terminate the contract with 15 days prior notice to the agency without assigning any reason. In case the Agency wishes to withdraw its services, it must issue notice, at least 60 days in advance, from the proposed date of withdrawal of services.
 52. In case, the agency fails to provide services to the best satisfaction of indenters or leaves the services at their own at any time during the period of the contract or fails to submit proof of EPF/Service Tax/ESI (if applicable)/Income Tax deposit details as laid down in condition at Sr. No. 29(a), (b) and (c), the performance security shall be forfeited.
 53. It shall be mandatory for the agency to set up its office in/around main campus of the University at Palampur H.P.
 54. All transactions with regard to the OUTSOURCE SERVICES will be from any NATIONALIZED BANK located at Palampur.
 55. The tender papers not complying the above terms and conditions will be summarily rejected
 56. In addition to acceptance of the above said terms and conditions, following undertaking shall have to be submitted by the agency:

I undertake that I shall not ask any enhancement of rates (Except for enhancement in minimum wages notified by the Govt. of HP and adoption of the said notification by CSKHPKV, Palampur, if any) during the course of the contract.

Tenderer's Signature

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Schedule of Requirements

1. Name of the Purchaser: Assistant Registrar (GA)- cum- Principal Employer
CSKHPKV, Palampur Distt. Kangra (HP)176062
Purchaser's mailing address: Assistant Registrar (GA)- cum- Principal Employer
CSKHPKV, Palampur (HP).
2. Preparation of Bids:

(a) Price structure: Services at:

1. CSKHPKV, Palampur: Main Campus in different Departments

2. Research Stations: (i) RWRC, Malan, (ii) BKRS, Nagrota Bagwan, (iii) SAREC, Kangra, (iv) RSS, Akrot (Distt. Una) (v) HAREC, Dhaulakuan (Distt. Sirmour), (vi)HAREC, Bajaura (Distt. Kullu), (vii)MAREC, Sangla, Leo (Distt. Kinnour), (viii) HAREC, Kukumseri (Distt. Lahaul & Spiti), (ix) RSS Lari (Distt. Lahaul & Spiti),(x) MAREC, Salooni (Distt. Chamba), (xi) RSS , Berthin (Distt. Bilaspur.), (xii) RSS, Sundernagar (Distt. Mandi)

3.(a) KVKs: (i) Kangra, (ii) Una, (iii) Dhaulakuan,(Distt. Sirmour), (iv) Sundernagar, (Distt. Mandi) (v) Berthin (Distt. Bilaspur) (vi)Bara (Distt. Hamirpur), (vii) Bajaura (Distt. Kullu), (viii) Kukumseri (Distt. Lahaul & Spiti).

(b) Language of bid : English

(c) The amount of bid security/EMD : Rs. -----

(d) The bid security/EMD must be valid for full tenancy of the contract

3. Submission of Bids

(a) Number of copies required : One

(b) Address for submission : The Assistant Registrar (GA)- cum-
Principal Employer, CSKHPKV,
Palampur Distt. Kangra (HP)-176062

(c) Date and time of sale of the tender form:

(d) Date & Time of receiving the tender documents:

(e) Date & Time of opening the tender documents :

(f) Tender document containing TECHNICAL BID and FINANCIAL BID duly completed along with EMD and other relevant documents kept in sealed envelope with indication thereon: "Tender Form Number, Name of the service and opening date on the top of the right hand corner".

PS: *The Technical Bid and Financial Bid along with EMD sealed in separate envelopes be put together in one sealed envelope.*

Tenderer's Signature

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Documents/ Papers to be submitted for the TECHNICAL BID

1. Copy of the Registration of the Agency for providing manpower services (labour Department).
2. Copy of PAN (refer condition No. 07)
3. Copy of EPF Registration

4. Copy of ESI Registration
5. Copy of the Registration under Service Tax Act.
6. List of the Department(s) where the outsource services have been provided for last 05 years (refer condition No. 11).
7. Copy of ISO certificate (refer condition No. 05)
8. Copies of Annual turnover for last three years (refer condition No. 8)
9. Bank Solvency (refer condition No. 09)
10. ITR for last three years (refer condition No. 10)
11. Works Completion Certificates (refer condition No. 13)
12. Proof of 600 workers on roll (refer condition No. 15)
13. Affidavit of non-blacklisting (refer condition No. 14)

Tenderer's Signature

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QUESTIONNAIRE:

BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE, A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE". BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE REJECTED.

Bid No.Date for bid opening on.....

OFFER IS OPEN FOR ACCEPTANCE from _____ to _____ 20

1. Name & Address of Agency:
2. What is your permanent Income Tax A/C no (PAN):
3. Are you currently registered with Service tax/ Labor/EPF/ESI.....
4. Please indicate: Name & full address of you Banker(s):
5. State whether business dealings by you have been ever banned by any Ministry/ Deptt. of Central Govt. or any State Govt.

Signature of the witness
Name & Address of the witness

Signature of Bidder
Full name, designation &
Address of person signing above
for and on behalf of M/S.
(Address of the bidding firm)
e-mail:
Telephone No.
FAX

Tenderer's Signature

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CHECK LIST:-

Sr. No.	Name of Document	Whether enclosed or not (Yes/No)	Page No.
1.	Copy of the registration of the agency		
2.	Certified copy of PAN		
3.	Certified copy of EPF registration		
4.	Certified copy of ESI registration		
5.	Certified copy of registration in respect of Service Tax		
6.	List of the Departments where		

	outsourcing services have been Provided		
7.	Copy of ISO certificate (refer condition No. 05)		
8.	Copy of Annual turnover for last three years (refer to condition No. 08)		
9.	Bank Solvency (refer to condition No. 11)		
10.	ITR for last three years (refer condition No. 11)		
11.	Works Completion Certificate (refer condition No. 14)		
12.	Proof of 600 workers on roll (refer condition No. 16)		
13.	Affidavit of non-blacklisting (refer condition No. 15)		
14.	EMD No. _____ Dated. - _____ Rs. _____		-

Note: - Complete Tender form/ document should have page numbered

Signature of the tenderer(s)

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Bid Form and Price Schedules:

Date

To

The Assistant Registrar (GA)-cum- Principal Employer
CSKHPKV, Palampur Distt. Kangra (H.P.)- 176062

Ref: Your bidding documents No..... dated.....

Having examined the above mentioned bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide skilled/unskilled services of 500 mandays per day (8 hours per worker per day) in

conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to provide /skilled /unskilled services and complete the work in accordance with Schedule of Requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

We agree to abide by this bid for the bid validity period from ____ to _____ 20 or for the subsequently extended period, if any, agreed to by us and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Signature

(in the capacity of duly authorized to sign bid for and on behalf of:

M/s (full name and seal):

FINANCIAL BID:

WAGE SCHEDULE FOR PROVIDING Skilled/Unskilled/Cleaning SERVICES (Separate for each category)

AT: CSK HPKV, Palampur and Out-stations.

No. of workmen: 500 per day (01.04.2015_ to 31.03.2016) RATES MAY PLEASE BE QUOTED FOR ONE MANDAY.

1	2	3	4	5	6	7	8	9	10
Description	Minimum wages per day as notified vide FIN(PR)B(7)-33/2010 dated 24.05.2014	EPF @ 13.61% of the min. wages as at col.2	ESI @ 4.75%(if applicable) on Min. wages	Service/ Admn. Charges on Min. wages as at col.2	Total (2+3+4+5)	* Service Tax as applicable (on total amount at col. 6)	Total (6+7) per day for 8 work hour	Total with ESI charges	Total without ESI Charges
Unskilled services including cleaning services (As per norms fixed for various farm/field operations by the University)	** 170/- = (Rs. one hundred and seventy only) per day								
Skilled services	** 212/- = (Rs. two hundred and twelve only)								

*Service tax as applicable. Please quote rates with and without ESI

****These rates may please be treated as an example (Notification No. FIN-(PR)/2010dated 24.05.2014**

Signature of the Tenderer:

(with date & seal)

Full address:

From pre page :

As per approval at N/18 ante, the committee comprising of the following has been approved by the competent authority:

1. Registrar – Chairman
2. Dean, COA- Member
3. Comptroller – Member
4. Estate Officer- Member
5. HoD, Agronomy- Member
6. Assistant Registrar(GA)-cum-Principal Employer- Member Secretary

Now, proceeding ahead in the outsource services tender process for 2015-16, the approved committee has to finalize the terms & conditions of the tender document which are to be uploaded on University website. At the same time, the tender notice is to be published in two leading Newspapers, in official State gazette and three weeks time is to be given to the tenderers for submission their tenders after the date of publishing in the newspapers. Therefore, meeting of the committee is necessarily required to be convened at the earliest.

It is, therefore, proposed that the required meeting of the committee may kindly be convened by the Chairman on 23.02.2015 at 3.30 P.M. in his office chamber or on an early date as deemed appropriate.

Submitted for kind approval/further instructions, please.

Supdt. EC(O/Services)

S.O. (GA)

Proceeding of the meeting of the committee constituted and approved by the competent authority to review/finalize the terms and conditions of the tender document for outsource services for the year 2015-16, held under the Chairmanship of the Registrar, CSKHPKV, Palampur on 24.02.2015 at 3.30 P.M in his office chamber.

A meeting of the above said committee was held under the Chairmanship of the Registrar, CSKHPKV, Palampur on 24.02.2015 at 3.30 P.M in his office chamber in which following were present:

1. Sh. Rattan Gautam , Registrar Chairman
2. Sh. Ranjeet Singh, Comptroller Member
3. Dr. N.K. Pathania, Dean, COA Member
4. Dr. Dinesh Badyala, HoD, Agronomy Member
5. Sh.Kamal Singh Jamwal, AR (GA)-cum-Principal Employer- Member Secretary

At the outset, the Chairman welcomed all the participants present in the meeting. The chairman informed the participants/ members that the purpose of the meeting was to review and to finalize the terms & conditions of the tender document to be floated for outsource services for the year 2015-16.

Besides, scheduled of requirement of services, financial bid documents, common instructions to the bidders, all the terms & conditions including sub parts thereof were discussed in detail and finalized unanimously by the Committee.

The Committee was also of the unanimous opinion that the said terms & conditions finalized by the Committee may be got legally vetted before obtaining the approval of the competent authority and floating the tender.

The meeting ended with vote of thanks to and from the chair.

(Kamal Jamwal)
AR.(GA)-cum PE

(Dinesh Badyala)
HoD, Agronomy

(N.K. Pathania)
Dean, COA

(Ranjeet Singh)
Comptroller

(Rattan Gautam)
Chairman

CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA, PALAMPUR
“GENERAL ADMINISTRATION BRANCH”

No. QSD. 8-110/CSKHPKV/ GA/2015/-

Dated, Palampur, the:

NOTIFICATION

The Vice- Chancellor has been pleased to constitute the following committee to review and to finalize the terms & conditions of tender document for outsource services for the year 2015-16:

- | | |
|--|------------------|
| 1. Registrar | Chairman |
| 2. Dean, COA | Member |
| 3. Comptroller | Member |
| 4. Estate Officer | Member |
| 5. HoD, Agronomy | Member |
| 6. Assistant Registrar(GA)-cum- Principal Employer | Member Secretary |

The above committee will also open and scrutinize the tenders invited for outsource services for the year 2015-16.

Registrar
CSKHPKV, Palampur.

Endst. No. Even

Dated: Even

Copy of the above is forwarded to all the above committee members for information and with the request to kindly attend the meeting of the above said committee to review/finalize the terms and conditions of the tender document for outsource services for the year 2014-15 on **24.02.2015 at 3.30 P.M.** in the **office chamber of the undersigned.** please.

Registrar
CSKHPKV, Palampur

CHECK LIST

Sr. No.	Name of Document	Whether enclosed or not Yes/No	Page No.		
1.	Copy of the registration of the agency				
2.	Certified copy of PAN				
3.	Certified copy of EPF registration				
4.	Certified copy of ESI registration				
5.	Certified copy of registration in respect of Service Tax				
6.	List of the Departments where outsourcing services have been Provided				
7.	Copy of ISO certificate (refer condition No. 05)				
8.	Copy of Annual turnover for last three years (refer to condition No. 08)				
9.	Bank Solvency (refer to condition No. 11)				
10.	ITR for last three years (refer condition No. 11)				
11.	Works Completion Certificate (refer condition No. 14)				
12.	Proof of 600 workers on roll (refer condition No. 16)				
13.	Affidavit of non-blacklisting (refer condition No. 15)				
14.	EMD	No.	Dt.	Rs.	-

Note: - Complete Tender form/ document should have page numbered

Signature of the tenderer(s)

The committee approved by the competent authority to review/ finalize the terms & conditions of the tender document for outsource services for the year 2015-16, held its meeting on 24.02.2015 at 3.30 P.M. under the Chairmanship of the Registrar, CSKHPKV, Palampur.

In the said meeting, besides reviewing/finalizing the terms and conditions of the tender document, the committee also recommended that the said terms and conditions finalized may be got legally vetted before obtaining the approval of the competent authority. (Copy of proceeding as **(F/A)** is enclosed)

Therefore, in view of the recommendation of the committee the tender document **(F/B)** is placed below for its legal vetting by the District Attorney of the University with the request that the document may kindly be returned at the earliest possible so as to proceed further in the matter without any delay.

Supdt.(O/ S)

S.O.(GA)

As per recommendation of the committee for outsource services for the year 2015-16, the terms and conditions of the tender document, finalized by the committee were forwarded to the District Attorney of the University for legal vetting. The said terms and conditions have been received back with the remarks that the tender document is legally vetted except condition No. 32 which needs to be amended as per lines suggested at N-29.

In this connection, it is submitted that the condition No. 32 (page-5) of the tender document has been amended and incorporated as per suggestion of the District Attorney and with this amendment, the tender document stands legally vetted.

Therefore, the tender document containing its terms and conditions as reviewed and finalized by the committee, Legally vetted (F/A) alongwith original proceedings of the committee dated 24.02.2015 (F/B) may be forwarded to the competent authority for approval and to obtain kind permission to get the **Notice Inviting Tender** published in two leading Newspapers i.e. The Punjab Kesari, The Divya Himachal and in official gazette of the State i.e. The Giriraj with the following dates schedule:-

1. The date of Sale of Tender documents: 02.03.2015
2. The last date of receipt of tenders s : 18.03.2015 upto 2.30 PM.
3. The date of opening tenders : 18.03.2015 at 3.00 PM

The permission of the competent authority shall also be solicited to upload the tender document with its detailed terms and conditions etc. on the University website as the Notice Inviting Tender shall be published in précised form in the Newspapers referring to the website.

Submitted for kind approval, please.

Supdt.EC (O/Source Services)

S.O. (GA)

As discussed, a separate committee is required to open and to scrutinize the tenders. Therefore, the committee comprising of the following is proposed:-

- | | |
|--|------------------|
| 1. Dean, COA | Chairman |
| 2. Comptroller or his nominee | Member |
| 3. Estate Officer | Member |
| 4. HoD, Agronomy, COA | Member |
| 5. Assistant Registrar (GA)-cum-Principal Employer – | Member Secretary |
| 6. Section Officer V.C. Office. | Member |

Therefore, the competent authority may approve the following:-

1. The terms and conditions of the tender document legal vetted (F/A),
2. The proceedings of the committee dated 24.02.2015 (F/B)
3. To Publish the Notice Inviting Tender in print media with dates as mentioned at N-34 ante.
4. To upload the tender document on the University website.
5. To approve the separate committee for opening and scrutinizing the tenders.

Submitted, please.

Supdt. EC(O/services)

S.O.(GA)

“GENERAL ADMINISTRATION BRANCH”

No. QSD. 8-110/CSKHPKV/ GA/2015/-

Dated, Palampur, the:

From:

The Assistant Registrar (GA)-cum- Principal Employer,
CSKHPKV, Palampur.

To

The Editor,
The Giri Raj,
Ghora Chowki, Shimla – 171005.

Subject: Notice Inviting Tender.

Dear Sir,

Kindly arrange to publish the enclosed Notice Inviting Tender in the “Giri Raj”, the official gazette of the State in the current edition. The bill on account of advertisement charges in the name of undersigned may kindly be sent alongwith copy of the paper, please.

Yours faithfully,

The Assistant Registrar (GA)-cum- Principal Employer,
CSKHPKV, Palampur.

SPEED-POST
CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA, PALAMPUR
“GENERAL ADMINISTRATION BRANCH”

No. QSD. 8-110/CSKHPKV/ GA/2015/-
Dated, Palampur, the:

From:

The Assistant Registrar(GA)-cum- Principal Employer,
CSKHPKV, Palampur.

To

The Advertising Manager,
The Punjab Kesari Group,
Jalandhar (Punjab)

Subject: Notice Inviting Tender.
Dear Sir,

Kindly arrange to publish the enclosed Notice Inviting Tender in your esteemed daily news paper, “The Punjab Kesari”, on or before 6.03.2015.

You are requested kindly to ensure accuracy in printing. The bill on account of advertisement charges in the name of undersigned may kindly be sent alongwith copy of the paper, please.

Yours faithfully,

The Assistant Registrar(GA)-cum- Principal Employer,
CSKHPKV, Palampur.

SPEED-POST

CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA, PALAMPUR
“GENERAL ADMINISTRATION BRANCH”

No. QSD. 8-110/CSKHPKV/ GA/2015/-
Dated, Palampur, the:

From:

The Assistant Registrar(GA)-cum- Principal Employer,
CSKHPKV, Palampur.

To

The Advertising Manager,
Divya Himachal,
Kangra Road, Old Mataur,
Distt. Kangra, H.P.

Subject: Notice Inviting Tender.
Dear Sir,

Kindly arrange to publish the enclosed Notice Inviting Tender in your esteemed daily news paper, “The Divya Himachal”, on or before 6.03.2015.

You are requested kindly to ensure accuracy in printing. The bill on account of advertisement charges in the name of undersigned may kindly be sent alongwith copy of the paper, please.

Yours faithfully,

The Assistant Registrar(GA)-cum- Principal Employer,
CSKHPKV, Palampur.

CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA, PALAMPUR
“GENERAL ADMINISTRATION BRANCH”

No. QSD. 8-110/CSKHPKV/ GA/2015/-

Dated, Palampur, the:

From:

The Assistant Registrar (GA)-cum- Principal Employer,
CSKHPKV, Palampur.

To

The Incharge, UNS,
University Library,
CSKHPKV, Palampur.

Subject:

Uploading of tender document on the University website.

Sir,

Kindly find enclosed herewith a copy of the tender document being floated to outsource the unskilled/skilled services for the period 01.04.2015 to 31.03.2016. The uploading of the same on the University website will provide wide publicity and facilitate the interested firms to quote their competitive rates by downloading the same.

It is, therefore requested that the tender document may kindly be got uploaded. The soft copy of the same in the shape of pen-drive is also being attached, please.

Yours faithfully,

The Assistant Registrar(GA)-cum- Principal Employer,
CSKHPKV, Palampur.

CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA, PALAMPUR
“GENERAL ADMINISTRATION BRANCH”

NOTICE INVITING TENDER

Sealed tenders are invited from the eligible manpower suppliers/registered contractors under the Contract Labour (Regulation & Abolition) Act, 1970 to supply manpower as per detail given below:-

Description of work	Estimated No. of workmen required	Estimated Value of Contract (Rs.)	Tender Cost (Rs.)	Earnest Money (Rs.)	Duration
To provide unskilled/skilled services to carry out Agricultural research Farm/Field/Laboratory operations in main campus of CSKHPKV, Palampur, its Research Stations & KVKs locating in different districts of the State.	500 per day	5.09 Crore	500/-	12,72,500/-	One year (01.04.2015 to 31.03.2016)

For further details, Visit this University website: <http://www.hillagric.ac.in>., please.

The Assistant Registrar (GA)-cum- Principal Employer,
CSKHPKV, Palampur (HP).

From pre page :

As per approval at N/11 ante, the tender document (F/A) is to be uploaded on the University Website and Notice Inviting Tender (F/B) is to be got published in the newspapers i.e. in The Punjab Kesari, The Divya Himachal and the The Giri Raj. The Notice Inviting Tender may be perused.

Therefore, if approved, the fair drafts addressed separately to three above stated newspapers and to the Incharge, UNS, CSKHPKV, are added below for signature and issue, please.

Dealing Assistant (O/S)

S.O.(GA)