

**TENDER FOR OUTSOURCING THE SERVICES/ACTIVITIES AT
STATE UNIVERSITY OF PERFORMING & VISUAL ARTS,
SECTOR-6, ROHTAK**



Issue to.....

Date of issue.....

Tender document cost ₹ 3000/- (Non Refundable)

EMD = ₹ 1, 00,000/-



State University of Performing & Visual Arts

Sector- 6, Rohtak-124001



Tender Notice

Tender Cost: ₹ 3000/- (Non-refundable)

EMD : ₹ 1,00,000 /-

Sealed tenders are invited from the Service Provider /Agencies/ Firms having valid registration with the Regional Labour Commissioner, EPF & ESI, Service Tax, PAN Card & having similar experience of business for more than 3 years in the Government / Semi- Government / Autonomous Departments/ Organizations for Outsourcing the Services / Activities as detailed in tender document. Further detail may be downloaded from website www.supva.ac.in. For further any query please contact 01262-216489.

Last date of receipt of the tender: 16.08.2016 upto 1:00 PM

University Engineer

NOTICE INVITING TENDER

Sealed tenders in conformity with detailed tender document are invited from the Service Provider /Agencies/ Firms registration with the Regional Labour Commissioner, EPF & ESI, Service Tax Registration & PAN Card and having similar experience of business for more than 3 years in the Government / Semi- Government / Autonomous Departments/ Organizations for Outsourcing the Services / Activities as detailed in tender document. Service providers should have local Offices at Rohtak to ensure satisfactory fulfilment of contractual obligations towards out-sourcing of services/ activities as detailed in the tender document:

1. Service Provider Agencies / Firms having good track record, sufficient manpower capacity and relevant experience are eligible to apply.
2. The tender form/documents may be downloaded from website www.supva.ac.in or details may be collected from Estate Office on any working day between 9:00 A.M to 4:00 P.M. The completed tender in sealed cover super scribing “Tenders for Services/ Activities at SUPVA, Rohtak” should reach to Registrar, SUPVA, Sector-6, Rohtak up to 16.08.2016 upto 1:00 P.M along with the fee of ₹ 3000/- (Rupees one thousand only) & the Earnest Money Deposit (EMD) of ₹ 1,00,000/- (Rupees one lacs only) in the shape of separate Demand Drafts drawn in favour of State University of Performing & Visual Arts, Sector-6, Rohtak and be placed in the Technical BID envelope.

SUPVA reserves the right to reject or accept the offer without assigning any reason.

REGISTRAR

A. Eligibility criteria and list of Documents to be Submitted

1. Tenderer / Service provider /Agency/Contractor should have turnover minimum of ₹ 2.0 crores per annum for the last 3 three consecutive years for providing similar services / activities as exhibited in the scope of work.
2. Tenderer / Service provider /Agency/Contractor shall provide the ISO 9001:2000 certificate, if registered.
3. Tenderer / Service provider /Agency/Contractor shall submit the performance certificate from at least 3 reputed organizations where they have successfully executed the contract for the similar services/activities.
4. Tenderer / Service provider /Agency/Contractor shall submit latest bank solvency certificate of the firm.
5. Tenderer / Service provider /Agency/Contractor shall submit the copy of the ECR challans vide which EPF has been deposited by the firm during last 3 years continuously.
6. Tenderer / Service provider /Agency/Contractor shall submit documentary proof of the registration of the firm with EPF & ESI department.
7. Tenderer / Service provider /Agency/Contractor should be registered with Labour Commissioner, Haryana.
8. Tenderer / Service provider /Agency/Contractor should have valid service tax registration number and documentary evidence must be provided for the same
9. PAN No. of the firm /Proprietor shall be provided.
10. Tenderer / Service provider /Agency/Contractor must be submitted ITR for the last 3 financial years or copy of the audited balance sheet certified by the registered Chartered Accountant subjected to the entire satisfaction of the university.

11. RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:

A. The tender is liable to be rejected inter-alia:

- a). If it is not in conformity with the instructions mentioned in the tender document.
- b) If it is not properly signed by the Tenderer.
- c) If it is received after the expiry of the due date and time.
- d) If it is not enclosed with the cost of the Tender Document.
- e) If it is not accompanied by the requisite EMD and proper documents.
- f). If EMD enclosed in not the shape of demand draft of required amount.

B. This office reserves the right to:

- a) Revise the requirement at the time of placing the order.
- b) Add modifies, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- c) Reject any or all the tenders in part or full without assigning any reason thereof.

General Conditions:-

1. The tenders should be submitted in two sealed cover
 - (A) The first sealed cover should be superscribed "Technical Bid" and should contain
 - i) Checklist of documents submitted (Annexure-I)
 - ii) The Performa at Annexure-II duly filled in.
 - iii) Agency profile including previous experience of manpower supply to any organisation.
 - iv) Acceptance of terms and conditions there under.
 - v) Demand draft for Earnest Money Deposit & cost of Tender document.
 - vi) All other required documents.
 - (B) Second sealed envelope super scribed "Financial Bid" should contain only rates which are to be quoted on monthly basis (Annexure-III).
 - (C) Both the sealed covers should be placed in the main sealed envelope superscribed "Tenders for Services/ Activities at SUPVA, Rohtak" and should reach to Registrar, SUPVA, Sector-6, Rohtak. This should be addressed to Registrar / University Engineer, State University of Performing & Visual Arts, Sector-6, Rohtak on or before 1.00 P.M. of 16.8.2016. ***Technical bid shall be opened by the committee on the same day at 3 PM in presence of the tenderers or their authorized representatives. In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received / opened on the next working day at the same time and venue.***
2. No workman below the age of 18 years shall be employed on any work by the Contractor.
3. Tenderer/Agency/Contractor shall ensure that none of their employees will be a member of any of the employee's union(s) or have participated in any such activities.

4. Workmen engaged by the Contractor shall remain the employee of the tenderer / service provider / Contractor only and not of the SUPVA, Rohtak.
5. Tenderer/Agency/Contractor shall provide any number of manpower to meet out the requirement of particular service as desired by the SUPVA, Rohtak during the period under the agreement at the rates agreed to in the contract.
6. No sub-contracting of any work or part of a job would be allowed.
7. ***Service provider / Agency / tenderer shall have to quote their services charges in two decimals like Service Charges @...0.00 % above on minimum wages / DC, Rohtak rates as applicable latest during the contract period. No service Charge shall be paid on EPF, ESI & Service Tax. It is made clear that while assessing the L-1 only two decimal shall be considered.***
8. Tenderer/Agency shall produce separate ECR of the ESI, PF & other contribution receipts of the manpower engaged at SUPVA only to fulfil the requirement of the contract services / activities along with the bill for reimbursement. Firm shall have to deposit the EPF / ESI at Provident Fund office at Rohtak only.
9. ***Mode of payment of Wages of preceding month shall be disbursed through RTGS or demand draft /pay order by 7th of next month. In case of noncompliance of the same, penalty of Rs. 2000/-per day shall be imposed without any further notice. SUPVA shall have the right to make payment to the work men supplied by the service provider firm / agency/ contractor and action against the firm shall be initiated as deemed fit.***
10. Tenderer / Service provider shall have to supply the EPF e-passbook of each workman to the university along with the 6th / 12th bill submitted for reimbursement duly updated.
11. Tenderer / Service provider shall provide the UAN number issued by EPF department along with the 3rd bill for payment submitted for reimbursement otherwise the services charges will be withheld and shall be released only after the receipt of the copy of the UAN of each workman.
12. Tenderer / Service provider shall provide the manpower within 3 days of issue of award letter or date assigned by SUPVA.
13. Further if particular service is not provided as per the contract agreement, then in both the cases the Registrar, SUPVA, Rohtak shall exercise his option of invoking of penalty clause whereby the bill of particular month stands appropriately reduced

on pro-rata basis of the deficiency pointed out. The decision of SUPVA in this regard shall be final.

14. All services shall be performed by persons qualified for respective job & having skill in performing such services.
15. Tenders received after, the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
16. Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
17. Tenderers shall submit EMD in the shape of DD only along-with the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, Pan-Card and up-to date VAT & Service Tax clearance along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection. ***It is made clear that EMD in any other shape shall not be accepted.***
18. Minimum Wages Act 1948 or amended from time to time shall have to comply with.
19. Service charges on the Minimum Wages, statutory dues etc. under the labour law and other laws payable by the employer (the Tenderer) should be indicated in detail as per the enclosed (Annexure-II)
20. ***Tenderers are required to quote their rates both in words and figures and put their signature, they should also signature on each overwriting or any correction made in the tendered rate.***
21. EMD deposit of unsuccessful tenderers will be refunded after finalization of tender without interest.
22. Validity of the tender shall be 90 days.
23. Tenderer/Agency/Contractor shall provide Identity Card to all its manpower deployed as per the format provided by the SUPVA, Office.
24. It will be mandatory for each and every workman during the duty hours assigned the duty of peon and sweepers to wear uniform alongwith their identity card as approved by the university and service provider shall be responsible for the compliance. In case of the non compliance a penalty /fine of ₹ 1000/- per month shall be imposed on the service provider and the penalty amount shall be deducted from the bill of the service provider. Service provider shall recover the cost of two sets of uniform not more than @ ₹100/- per month

25. Workmen deputed for the Services / activities by the Tenderer/Agency/Contractor to the university are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the contractor will solely be responsible for all the consequence apart from the liberty of university to lodge complaints before appropriate authorities. The decision on what qualifies as an unfair activity rests solely with Office of SUPVA, Rohtak.
26. Tenderer/Agency/Contractor will be responsible for the discipline of workmen deployed by them as per Conduct Rules and Regulations.
27. Workmen deputed for fulfilling the quantum of the services / activities by the agency should not have any Police criminal record against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider through local police before their deployment, collecting proofs of residence, driving license, bank account details, Aadhar Card & previous work experience with recent photograph. A certification to this effect shall have to be submitted to this office with the first bill for reimbursement. Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from University.
28. Deployment/arrangement of the personnel by the service provider shall have to be in such a manner that there is no violations of leave Rules and weekly off days. The tenderer will have to bear cost of providing additional personnel for this work load/ duty hours or weekly off.
29. There is no Master and Servant relationship between the employees of the service provider and university.
30. There will be regular surprise checking by the officers / officials of the university. Shortcomings if any shall be restored by the contractor within 24 hours of its bringing to his notice. Further if any services are not provided as per the contract agreement, then the Registrar, SUPVA, Rohtak shall exercise his option of invoking of penalty clause whereby the bill of particular month stands appropriately reduced on pro-rata basis of the deficiency pointed out by the incharge of the Estate of the University. The decision of Registrar, SUPVA in this regard shall be final.
31. Any damage caused to any equipment or items at the office premises due to negligence of the Workmen, Agency/Contractor shall compensate in full the loss sustained to the university on account of damage or loss of material during

discharge of their activities or due to lapse on part of workmen / personal. The amount so involved on this account shall be deducted from the dues of the agency.

32. ***Service provider's personal shall not claim any benefit/compensation/absorption /regularization of services from/in university under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the all the workmen to this effect shall be submitted by the service provider to this office with the submission of the 1st bill for reimbursement.***
33. Service provider's personnel shall not divulge or disclose to any person, any details of office secrecy, operational process, technical know-how, security arrangements and other administrative/ organizational matter.
34. Service provider's personnel should have polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. Decision of the In-charge of Estate upon any matter arising under the clause shall be final and binding on the agency.
35. Functional control over the personnel deployed by the Agency will rest with the university and the disciplinary, administrative / Technical control will be with the Agency.
36. This office may require the service provider to dismiss or remove any person or persons, employed by the service provider, who are incompetent for the assigned job or for his/ her/their misconduct, conflict of interest and breach of confidentiality. Service provider shall replace immediately any of such personnel.
37. Transportation, food, medical and other statutory requirements in respect of each workman / personnel of the service provider shall be the responsibility of the service provider.
38. Agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, Maternity Benefit Act, Contract Labour (Regulation & Abolition) Act, Insurance etc. what so ever as per provisions of the acts & Law. This office shall not accept any liability for any expenditure whatsoever on the persons employed by the agency on account of such obligation.

39. Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per bill submitted by the service provider.
40. No wage/remuneration will be paid to deployed persons for the days of absence from duty. ***In case the service provider is unable to provide services in place of absent double the wages may be deducted from the service provider.***
41. Service provider will provide the required personnel for particular service for a shorter period also, in case of any exigencies as per the requirement of this office.
42. Service provider shall provide a substitute well in advance if there is any probability of the personal leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
43. Service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day.
44. Service Provider shall strictly observe the instructions issued by the university in fulfilment of the contract from time to time. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider. Service Provider on its part and through its own resources shall ensure that the property of the university are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If university suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same or shall be deducted from the dues with university. The agency shall keep this office fully indemnified against any such loss or damage.

45. Any accident/ casualty or claim thereof happened during the contract period to any staff engaged by the agency, the responsibility will remain with Agency and university shall in no way be responsible for it or any other clause mentioned above.

46. **Successful Tenderer shall furnish a security deposit of ₹ 20 lacs (₹ Twenty lacs only) in the shape of demand draft / Bank Guarantee in favour of the “State University of Performing & Visual Arts” payable in Rohtak within 7 days from the issue of the award letter. In case the security is not deposited within stipulated time, the offer shall be automatically stands cancelled and the EMD shall be forfeited. Security deposit shall be released after 60 days of date of completion of all contractual obligations of the service provider.**

47. The successful Tenderer will enter into an agreement immediately with the SUPVA as per format given at Annexure “A” of the Outsourcing Policy of the State, containing all the terms and conditions on non-judicial stamp paper of ₹ 100/-. The above stamp paper will be arranged by the service provider for execution of agreement. The service charges/rates quoted by the agency shall be fixed for a period of 1 year. The contract/agreement is extendable by one more year or more as the case may be subject to satisfactory performance of the agency and such amendments as mutually agreed to.
48. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the dispute / claim at their own level.
49. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Vice Chancellor, SUPVA, Rohtak, whose decision shall be binding on both the parties.
50. Tenderers / service providers shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office, as the case may be.
51. Tenderer / Service provider /Agency/Contractor shall strictly comply with the terms and conditions of agreement. Further, they shall also comply with all statutory obligations. In case of violation, the agreement shall be liable for cancellation immediately and security deposited will be forfeited.
52. In case of any unsatisfactory services rendered by the Contractor, the Registrar, SUPVA, Rohtak reserves the right to terminate the contract even during the continuity of the contract after giving reasonable opportunity.
53. Tenderer / Service provider /Agency/Contractor shall submit the performance certificate from at least 3 reputed organizations where they have successfully executed the contract for the Same Services.
54. Tender received after the closing date and time will be summarily rejected. No appeal against such rejection shall be entertained.
55. *Tender shall be in the prescribed form. No tender will be considered which is not as per the printed form and does not bear the tenderer’s signature and seal at the bottom of every page of the tender document.*

56. SUPVA reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
57. SUPVA takes no responsibility for delay, loss or non-receipt of tender if sent by post.
58. *Tenderer/ service provider must have a qualified team of professionals in their organisation and may be asked to give a presentation before the Tender Committee as to how they are going to provide the service, if committee feels so.*
59. Biometric attendance will be made for the employees provided by the agency. A complete record of generated attendance will be maintained & shall be supplied to the university with bill for reimbursement. Biometric attendance Machine will be installed & maintained by the service provider / agency. Before installation the biometric machine it will be got approved from Estate in-charge of SUPVA.
60. Service provider / Agency shall provide supervisory Staff as per requirement at their own cost to the SUPVA for supervision of their staff for fulfilling the contract.
61. Other terms and conditions as per Outsourcing Policy of the State as amended from time to time shall be applicable.

Criteria for Allotment of Tender

- Technical bids will be opened by the committee constituted by the university.
- Financial bid of *successful technical bids* will only be opened.
- If the same Service Charge found to be quoted by various firms then **Turn over will be the check point**, the firm having more turn over will be considered.
- If further tie happened to be than quantum of the services / activities / strength of the personals provided in one contract during last 3 years will be the check point, **the firm providing more numbers of manpower supplied per year for the services will be considered.**
- If further tie happened to be than then preference will be given to firm having performance Certificate of University / Govt. Organization/PSU.
- University have the right of the verifications of the documents submitted by the tenderers.
- University (SUPVA) has final authority to reject any firm without giving any Reason, no claim shall be entertained.

Nature and scope of work to be outsourced:

Total land area of the campus is 22 acres, out of which tentative built up area is around 7 lacs sft comprising of 8 independent building blocks:

- State SUPVA, Rohtak of Fine Arts
- State SUPVA, Rohtak of Film & TV
- State SUPVA, Rohtak of Design
- State SUPVA, Rohtak of Urban planning & Architecture
- Guest house block
- New Girl's Hostel
- Central block : Auditorium & Library
- Administration & Cafeteria
- Utility block.

S.No.	Activity to be outsourced	Tentative Strength	Job requirement
1.	Data entry operator	25	The manpower to be provided by the outsourcing agency for a particular activity would be performing their duty to the entire satisfaction of the concerned officer. It will be the responsibility of the outsourcing agency to ensure that the manpower provided by them. Clerks, Drivers, peon, attendant & other services to be provided by the agency should be having a working knowledge, experience & qualification of the respective job as per the policy & instruction of the State Govt.
2.	Driver	05	
3.	Carpenter	02	
4.	Store- keeper	04	
5.	Clerk	15	
6.	AC repairer	04	
7.	Electrician	06	
8.	Plumber	05	
9.	Sanitary Inspector	01	
10.	Peon	35	
11.	Attendant	11	
12.	Sweeper	20	
13.	Machine Man (STP Operator)	01	
14.	Cook	02	
15.	Clay maker	01	

Summary/ Salient features of the tender:

S. No.	Particulars	Remarks
1.	Type of tender	Two bid system
2.	Last date of submission of Tender	16.08.2016 upto 1:00 PM
3.	Venue for submission of offer	State University of Performing & Visual Arts, SUPVA, SECTOR-6, Rohtak-124001
4.	Availability of tender documents	Tender documents may be downloaded from university website www.supva.ac.in
5.	Cost of Tender documents (non-refundable)	₹ 3000/- in the form of pay order/ demand draft
6.	EMD (refundable)	₹ 1,00,000/- in the form of pay order/ demand draft only.
7.	Security Deposit	₹ 20 lacs (Twenty Lacs only) in the shape of D.D or bank guarantee issued by any scheduled bank at Rohtak.
8.	Date of opening of technical Bids	16.8.2016 at 3:00PM
9.	Validity of offers	90 days from the date of opening of technical bids.
10.	Contract period	One year subjected to extension on satisfactory services of the agency with mutual consent on the same rate, terms & conditions.
11.	Details/ address of the campus/ buildings	State University of Performing & Visual Arts, SECTOR-6,Rohtak-124001
(a)	Total area of the campus	22 Acres
(b)	No. of blocks	8 blocks
(c)	Detail of blocks	04 Institutions blocks , 01 Guest house, 01 Utility block, 01 Central Library, 01 Administration block
(d)	Total covered area of both Blocks	5 lacs Sq. Feet
12.	Details of the contact person for inspection of site	University Engineer /Estate Officer 01262-216489

Technical Bid

Terms & Conditions

1. The agency should be having experience of at least 3 years in relevant field and must doing such services for various reputed organizations /Department of Government of India/ Public Sector Undertakings /statutory bodies/ MNCs.
2. The details of inputs / information's required to be submitted by the agency is as per the **Annexure-1**.
3. The details of current /previous clients are to be submitted as per the following format:
 - (a) Details of Major Current clients**
 - (i) Name of the company /organization /office
 - (ii) Contact person with telephone number and Email IDs
 - (iii) Contract Period and volume of work like value, area covered and man power deployed.
 - (iv) Copy of contract/agreement/experience certificate to be enclosed.
 - (b) Details of Major Previous clients**
 - (i) Name of the company /organization /office
 - (ii) Contact person with telephone number and Email IDs
 - (iii) Contract Period and volume of work like value, area covered and man power deployed.
 - (iv) Copy of contract/agreement/experience certificate to be enclosed

Tender Form to be submitted in Technical Bid:

Sr. No.	Description	Details to be filled			
1.	Name of Applicant				
2.	Address and Phone No. of Applicant Firm				
3.	Contact Person Name Mobile No. : E-Mail ID :				
4.	Registration No./Code no. Registered under EPF/ESI Act				
5.	Registration No. of labour license				
6.	PAN No.				
7.	ISO No.				
8.	Details of similar contract of an Educational/Institutional /University				
9.	Details of Current Works:				
	Name of Client	Services/ /Employee	Manpower	Period	Financial Value

10.	Experience of executed Works in last 3 years:				
	Year	Name of Client	Services/Manpower/ Employee	Period	Financial Value
	2013-14				
	2014-15				
	2015-16				
11.	Turnover of last 2 years				
	Years	Name of Client	Services/ Manpower	Period	Financial value
	2014-2015				
	2015-2016				
12.	Proposed Number/ Methodology and Detailed plan to provide Services (May use separate sheet for write up. May also required to make a presentation)				

Verification:

I solemnly declare and affirm that the above facts given from Sr. No. 1 to 12 are true to the best of my knowledge and nothing has been concealed.

Date:
Contractor

Signature with Seal of the

Part B (Financial Bid)

Sr. No.	Description	Rates & other details				
1.	Name of Applicant					
2.	Address and Phone No. of Applicant Firm					
3.	Contact Person Name Mobile No. : E-Mail ID :					
12.	Proposed to provide Manpower					
	Sr. No Services /Activities as detailed in the scope of the work					
	Compulsory / Mandatory payment in the account of each workman and shall be reimbursed by the University after submitting the proof of the deposit of the amount with concerned authority i.e separate ECR for the workman deputed in the university for fulfilling the service contract.	Rates offered				Service Tax
		EPF		ESI		
		Employer's Share	Employee's Share	Employer's Share	Employee's Share	
		13.61% of the minimum wages as per latest DC rates and as amended time to time	12.00% of the minimum wages as per latest DC rates and as amended time to time	4.75% of the minimum wages as per latest DC rates and as amended time to time	1.75% of the minimum wages as per latest DC rates and as amended time to time	As applicable & shall be deposited by the agency
		Service Charges @..... % above on minimum wages / D. C, Rohtak as applicable latest during the contract period. <u>Note: No service Charge shall be paid on EPF, ESI & Service Tax.</u>				

Verification:-

I solemnly declare and affirm that the above facts given from Sr. No. 1 to 12 are true to the best of my knowledge and nothing has been concealed.

Date:

Signature with Seal of the Contractor

Annexure “1”

Details of Inputs/ Information’s to be provided by the tenderer

S. No.	Items	Information /inputs to be filled by the tenderer (if required Separate sheets maybe enclosed)
1.	Name and address of the agency, telephone number, fax, mobile number, email address	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3.	Name and address of the Directors/ proprietor /partners	
4.	Year of formation of the company/ experience	
5.	Nature of business carried by the company	
6.	Branches in other cities in India and contact details	
7.	Any sister concerns and their address	
8.	Details of registration	
9.	Banker’s name and address (Bank solvency certificate to be attached).	
10.	Total number of employees of the Firm.	
11.	Contact number in case of emergency.	
12.	Income tax return for the last 3 financial years.	
13.	Total turnover of the agency during last three financial years.	
14.	Details of registration with statutory authorities like EPF, Gratuity, ESI etc.	
15.	(a) Service tax number/ certificate (b) PAN number.	
16.	Change of the firm name at any time. If so, when and reason thereof.	
17.	Infrastructure details.	
18.	Dispute, if any?	

Copies of relevant documents are to be enclosed in support of above information.

Undertaking:-

I, hereby certify that all the information's furnished above are true to my knowledge. I have no objection to SUPVA, Rohtak verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Date: Signature of the authorized signatory of the agency

Place: Official seal/ stamp

Annexure “2”

AGREEMENT FOR APPOINTMENT OF HIRING OF SERVICES/ACTIVITIES AT SUPVA SECTOR-6, ROHTAK (SPECIMEN COPY)

Contract Agreement

No. _____ Dated _____

An agreement made this _____ Day of _____ Two Thousand and Sixteen between **State University of Performing & Visual Arts**, represented herein by the Registrar (hereinafter called SUPVA, Rohtak) on the one part and _____ and carrying on business at _____ under the name of _____ (hereinafter called the Service Provider / Contractor /agency /agent which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assignees) on the other part for the purpose of hiring of services /activities at the rates and under the terms and conditions specified in the form and its annexures.

Whereas the Service Provider / Contractor /agency /Agent has agreed with the SUPVA, Rohtak to perform all the operations set forth in the form and its annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing contract annexed.

In consideration of the payment to be made by SUPVA, Rohtak, the Service Provider / Contractor /agency /Agent shall duly perform the said operations in the said forms and its annexures set forth and shall execute the same with great promptness, care and diligence in a workman like manner to the satisfaction of SUPVA, Rohtak and will carry out the contract in accordance with the terms and conditions of contract with effect from _____ day of _____, 2016 upto _____ of _____ 2016 and will observe, fulfil and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and SUPVA, Rohtak hereby agrees that if the Agent observe and honour the said terms and conditions of the contract, SUPVA, Rohtak will pay or cause to be paid to the Service Provider / Contractor /agency /Agent for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed. The cost of stamp duty on this account shall be borne by Service Provider / Contractor /agency /Agent. In witness whereof the said parties have hereunto set their hands the day and year first above written.

Service Provider / Contractor /agency /Agency

Registrar
SUPVA, Sec-6, Rohtak

WITNESS

1. _____

2. _____

WITNESS

1. _____

2. _____

ANNEXURE 3

SECURITY DEPOSIT IN THE FORM OF BANK GUARANTEE

1. In consideration of **State University of Performing & Visual Arts** (hereinafter called the SUPVA, Rohtak), agreed to permit M/s _____ (hereinafter called the said Service Provider / Contractor /agency /Agent) to provide services activities on its behalf as custodians of the SUPVA, Rohtak on the terms and conditions of the agreement for and on production of a Bank Guarantee for ₹ 20 lacs. We _____ promise to pay to SUPVA, Rohtak, ₹ 20 lacs cost against any loss or damages caused to or suffered by SUPVA, Rohtak, by reason of any failure of the Service Provider / Contractor /agency /Agent to provide Services /Activities in contravention of the terms and conditions in the said agreement.
2. We _____ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, merely on a demand from the SUPVA, Rohtak, stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the SUPVA, Rohtak, by reason of any failure of the said Service Provider / Contractor /agency /Agent to perform the said operations of contract. Any such demand made on the Bank shall be under this guarantee. However, our liability under guarantee shall be restricted to an amount not exceeding ₹ 20 Lacs.
- 3.1 We _____ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the SUPVA, Rohtak, under or by virtue of the said agreement have been fully paid /settled and its claim satisfied or discharged or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharged from all liability under this guarantee thereafter.
- 3.2 Notwithstanding anything to the contrary contained herein the liability of the Bank under this guarantee will remain in-force and effect until such time as this guarantee is discharged in writing by the SUPVA, Rohtak, or until the date of the expiry of the contract (whichever is earlier) and no claim shall be valid under this guarantee unless notice in writing thereof, is given by the SUPVA, Rohtak, within three months from the date of aforesaid agreement as detailed in clause 3.1 above.
4. We _____ Bank, further agree with the SUPVA, Rohtak, that SUPVA, Rohtak shall have the fullest liberty without our consent and without affecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said service contract from time to time or to postpone for any time or from time to time any of the powers exercisable by the SUPVA, Rohtak, against the said Service Provider / Contractor /agency /agent and to forebear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Service Provider / Contractor /agency /agent or for any bearance, act or commission on the part of SUPVA, Rohtak or any indulgence by the matter or thing whatsoever which under the law relating to sureties but for the said reservation would relieve us from the liability.
5. This guarantee will not be revoked by any change in the constitution of the Bank or of the surety.

6. We _____
Bank lastly undertake not to revoke this guarantee during this currency except with the previous consent of SUPVA, Rohtak in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE
