

INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE)
VARANASI

DR. SHANTI SWAROOP BHATNAGAR GUEST HOUSE, BHU
VARANASI

TENDER DOCUMENT

TENDER FOR HUMAN RESOURCE SERVICES IN
INTER UNIVERSITY CENTRE FOR TEACHER
EDUCATION (IUCTE) VARANASI.

Tender No. F. 43/IUCTE/TENDER/2019-20, dated 08th Aug, 2019

INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE)
VARANASI

NOTICE INVITING TENDER

Tender F. No. 43/IUCTE/TENDER/2019-20

Sealed tenders (Wax sealed) on behalf of Sr. Administrative Officer, INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE) are invited by for providing Cleanliness, HR services(with material) in INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE) and branch offices located at VARANSI as details given below:

S.No.	Tender No.	Estimated Cost	Bid Security	Area of contract
1.	No.F.43/IUCTE/TENDER/ 2019-20	Rs. 70.00 lakhs (Annual)	Rs. 70,000/-	5,000s/f comprises of 4 rooms each on ground and first floor IUCTE, BHU Head Office and Branch Offices in VARANSI

1. Period of Contract: two years from the date of agreement. The period may further be extended to one year subject to the approval of IUCTE, BHU office, VARANSI However, IUCTE, BHU will have the right to terminate the contract on one month notice.
2. Tender Document: Tender document is to be downloaded from IUCTE's website:- www.iuctebhu.org under the link "Tenders".
3. Time and last date of submission of Bid: Up to 2.00 PM on 20th Aug, 2019 at **IUCTE, Dr. Shanti Swarup Bhatnagar Guest House, BHU, VARANASI.**
4. Time of Bid Opening: At 3.00 PM on 22th Aug, 2019.
5. Venue of Bid Opening: **IUCTE, Dr. Shanti Swarup Bhatnagar Guest House, BHU, VARANASI.**
6. The interested Companies/Firms/Agencies may put the tender document complete in all respects along with Earnest Money in the **Tender Box kept on IUCTE, BHU, VARANSI. The outer envelope of Tender documents should be subscribed as "Tender F. No. 43/IUCTE/TENDER/2019-20 HR Services". The tenders shall not be entertained after the last date i.e. 20th Aug, 2019, 02:00PM under any circumstances whatsoever.**
7. The tender, which is not accompanied by the requisite Bid Security, shall be summarily rejected. The IUCTE, BHU office reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Sr. Administrative Officer, IUCTE, BHU

INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE)
VARANASI

TENDER NOTICE FORM

1. Tender No. : No.F. 43/IUCTE/TENDER/2019-20
2. Name of work : Providing HR services for Accountant, Office Assistant, Driver, Multi Tasking Staff (MTS) as Housekeeper, Guard, Mali/Gardener in Inter University Centre for Teacher Education (IUCTE), BHU at VARANSI
3. Estimated Cost : Rs. 70.00 lakh(Annual)
4. Earnest Money : Rs. 70,000/-
5. Time & Venue for opening of Tender: 03.00 PM on 22th Aug, 2019 in INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE), BHU.
6. Validity of tender Offer : 90 days
7. Details of EMD (DD date, Amount, : -----
Bank name etc) (To be filled in by tenderer)
8. Issued in Favor of : Director, BHU VARANSI. (To be filled in by tenderer)

Signature & Seal of the tenderer

The offices of INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE) shall be provided by the contractor as per addresses indicated below:-

DR. SHANTI SWAROOP BHATNAGAR GUEST HOUSE, BHU, VARANASI - 221005

1. The total requirement of the manpower is 25 persons to be deployed as per office requirement. This requirement can be increased or reduced as per demand or need.
2. The HR Services shall be performed by the contractor as per IUCTE norms.
3. The rates should be quoted as per details in Financial Bid. The rates should be net inclusive of rebate if any. No further rebate/discount should be given separately.
4. The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his tender.
5. In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by the tenderer himself or his legal representative at VARANASI only.
6. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
7. It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.
8. Any tenderer participating in this tender should make sure that he will be able to carry out the work in the contract.
9. It is implied that the tenderer has obtained all necessary information's directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract; the rates quoted should take all factors into consideration.
10. The tenderer acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.
11. The tenderers who are confident of executing the contract in time by employing the required resources, men and materials should only participate in this tender offer.
12. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfied him with the terms and conditions of the tender document.
13. The Contract may be extended, on the same terms and conditions or with some addition/ deletion/modification, for a further period not exceeding one year. However, no change in the value of tender shall be allowed, except in case of revision in the minimum wages or taxes notified by the Government Authorities and subject to the approval of competent authority.

14. The successful bidder shall furnish the following documents in respect of the individuals who will be deployed by it in this office before the commencement of work:
- a) List of manpower to be deployed by agency in this office containing full details i.e date of birth, marital status, address, etc.
 - b) Bio-data.
 - c) Character certificate from a Gazetted officer of the Central/State Government.
 - d) Certificate of verification of antecedents of manpower by local police authority.

15. SUBMISSION OF BIDS

The tenders should be submitted in wax sealed on behalf of Sr. Administrative Officer, INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE) for providing HR services for Accountant, Office Assistant, Driver, Multi Tasking Staff (MTS) as Housekeeper, Guard, Mali/Gardener services in Inter University Centre for Teacher Education (IUCTE), BHU, VARANASI.

Method of preparation of bid

- a. Bid for each tender should be submitted in two sealed envelopes placed inside a main sealed envelope. The envelopes inside the main envelope should contain the following:

Envelope	Marked on the cover	Contents of Envelopes
First	Technical bid	Should contain EMS, profile of the firm.
Second	Financial bid	

On all these envelopes the name of the firm and whether "Technical" OR "Financial" bid must be clearly mentioned and should be properly sealed, seal means wax sealed, the document should not be sealed merely with gum or stapler pin. These envelopes are to be placed inside an outer envelope and properly; sealed as mentioned above. The tenders which are not submitted in above mentioned manner shall be summarily rejected.

- b. The tenderer will be bound by all terms, conditions & specifications as detailed in the tender document.
- c. No person is permitted to bid for tender whose blood/near relative is (are) working (permanent, temporary basis) in INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE).

Note: The “Financial Bid” of only qualified tenderer will be opened later and the date, time & venue of opening of Bid will be intimated to qualified bidders accordingly.

16. **Late BIDS** : Tenders will not be received after the specified time of closing of the tender and the same shall be rejected and returned unopened to the bidder. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.
17. The tenderer shall quote the rate in English only, both in words and figures only in the manner as specified for every mentioned items separately.
18. In the case of illiterate tenderers, a witness should attest the tendered rate, the rates quotes in words will have precedence over the rates quoted in figures.
19. All corrections, additions and alterations in the entries and tender papers will be signed in full by the tenderer with date. No errors or overwriting shall be permissible unless signed by the tenderer with date.
20. The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses, in case of the authorized representative, a duly certified copy of the power of attorney, signs it in that behalf shall accompany the tender. In case of the partnership firm attested true copy of the partnership deed must be submitted along with the tender. Similarly in case of company the attested copy of Memorandum of Article & Association.
21. The tenderer shall certify and sign on each and every page of tender document at the bottom left hand corner and also will sign wherever required in the tender document as his acceptance each term and conditions of the contract . All signature in the tender document shall be dated.
22. **Earnest Money shall be paid by Demand Draft drawn on any Nationalized or Scheduled Bank drawn in favor of Director, IUCTE, BHU, Earnest Money in cash or in the form of cheque or in any other form will not be accepted.**
23. Interest shall NOT be payable on the Earnest Money deposit.
24. The Earnest Money of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within 30 days from the date of opening of tenders.

DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER

25. **The following documents must be submitted by the bidder with technical bid:**
 - a) Tender document(s), in original duly filled in and signed by tenderer or his authorized representative along with seal on each page in token of their acceptance of terms and conditions.
 - b) “Power of Attorney” in case person other than the tenderer has signed the tender documents;
 - c) The contracting firm/agency/company should be registered with appropriate authorities;
 - d) Copy of P.F. registration letter/certificate. The tenderer will be required to have at least 200 subscribers on its roll on the date of submission of tender. A list of all such subscribers is to be annexed along with technical bid. Copy of receipt of previous month contribution along with complete details of the subscribers is to be attached.

- e) Copy of the E.S.I registration letter/certificate. The tenderer will be required to have at least 200 subscribers on its roll on the date of submission of tender. A list of all such subscribers is to be annexed along with technical bid. Copy of receipt of previous month contribution along with complete details of the subscribers is to be attached.
 - f) Copy of Goods and Service Tax registration letter/certificate issued by competent authority;
 - g) Attested copy of PAN card;
 - h) Copy of the Income Tax (IT) return filed for the last three financial year (2016-17, 2017-18 & 2018-19)
 - i) The tenderer should have at least **three year experience of similar work during the last five years** in providing manpower to Central Government/State Government, central Public Sector Undertakings/State Public Sector Undertakings. Copy of experience certificate to be submitted;
 - j) Certified document in support of financial turnover of the agency. The bidder should have a minimum financial turnover of Rs. 1 crore per annum during the last three financial years (2016-17, 2017-18 & 2018-19)
 - k) Self-Certificate showing that the registered office or one of the branch offices of the bidder is located in Varanasi.
26. **REJECTION OF TENDERS:** The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:
- a) If the requisite earnest Money Deposit in the manner does not support the tender provided therein.
 - b) If the tender is not duly signed, or not found proper or complete to the satisfaction of IUCTE, BHU office in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
 - c) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
 - d) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.
 - e) Without assigning any reason thereof.
27. The tender submitted by tenderer will remain valid for acceptance for a period of 90(ninety) days from the date of opening of the financial bid. Tenderer shall not be entitled during this period of ninety days, without the consent in writing of IUCTE, BHU to revoke or cancel his tender or to vary the tender submitted or in term thereof. The IUCTE, BHU shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the IUCTE, BHU in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the IUCTE, BHU in writing.

28. Tender will be accepted and Contract will be finalized only with those of the tenderer (s), who in the opinion of IUCTE, BHU shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

Signing the Contract Agreement

29. The successful Tenderer shall be required to execute an agreement within 10(Ten) working days of being called upon on a non judicial stamp paper of 100/- (One hundred only) at his own cost to the effect that the tenderer and IUCTE, BHU are bound by the terms and conditions of agreement which in turn, will be the same terms and conditions of tender document.
30. The IUCTE, BHU reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of IUCTE, BHU under this clause shall not construe the breach of contract.
31. The successful bidder will also be required to deposit/interest free security deposit of Rs. 70,000/- in the form of demand draft which will be refunded on satisfactory termination/completion of contract. The EMD will be adjusted from this amount.

General Terms & Conditions

32. The firm shall pay the prescribed wages to the staff provided to IUCTE, BHU on or before 5th of every month through e-mode in their bank accounts not in cash or through cheque. If 5th happens to be a holiday then it shall be paid on 4th. The wages should not be less than minimum monthly wages as prescribed by Government of India for unskilled laborers for staff and for skilled laborer for supervisor. The firm will ensure minimum presence of eight hour of all its staff and supervisor for at least six days in a week in office. **No OTA etc. will be paid if work couldn't be completed within 8 hours.** This schedule would be monitored through Attendance Register in IUCTE, BHU and branch offices.
33. After the payment of wages to its staff as indicated above, firm will submit the bill to IUCTE, BHU with the attendance sheet of staff, generated through attendance register proof of e-payment of wages, proof of deposit of ESI, PF, Service Tax(Pertaining to previous month). Normally, the e-payment would be made within 10 working days of submission of bill if is in order.
34. In the event of failure of the tenderer to execute the Agreement of failure to remit the required security deposit within **10 days** of being called upon to do so, the amount of Earnest Money shall stand forfeited. The acceptance of the tender will be reconsidered or revoked or cancelled at the discretion of IUCTE, BHU which will not amount to imposing of penalty.
35. Any clarifications on details of the contract can be obtained from IUCTE, BHU, VARANSI, before the date specified for opening of the tender.
36. Any attempt of negotiate directly or indirectly by tenderers with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavors to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to blacklist the tenderer will be taken by the competent authority.

37. IUCTE, BHU assumes no responsibility whatever for any oral understandings or representations made by any of its officers or agents or servants prior to the execution of the contract.
38. No communication from the tenderer in the form of any clarification or information/document lost sight of in the original tender etc. will be given any consideration, unless any such clarification has been sought for by the IUCTE, BHU.
39. IUCTE, BHU reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or the change date of opening of the tender due to any reason, whatsoever, will not be considered. Bidders/Tenders are requested to visit IUCTE, BHU'S website regularly for any notice or updates on this issue.
40. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.
41. In case the date of opening of tender declared holiday, the tender will be opened on the next working day.
42. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
43. **The agency's service charges will also cover the cost of all the material etc. to be used.**

IUCTE, BHU is not bound to accept the lowest tender and reserves the right

(i) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties .

44. Acceptance of the tender will be communicated by an acceptance note or letter of intent.
45. The Contractor shall be solely responsible for the redressal of grievance/resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. The office shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by contractor in the course of their performing and the functions/duties, or for payment towards any compensation.
46. The manpower deployed by the contractor shall not claim nor shall be entitled to pay, other facilities admissible to casual, ad hoc, regular/ confirmed employees of this office during the currency or after expiry of the contract.
47. All the materials should be of reputed company preferably ISI marked. It will be checked by the office as and when the same is brought in the IUCTE, BHU building. The contractor will be required to obtain a certificate from concerned authority in this regard each time.

SECTION, II-BIDDER'S DETAILS

Tender No.: 43/IUCTE/TENDER/2019-20, dated 05th July, 2019

For providing Cleanliness, Sweeping and Housekeeping services in INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE) and branch offices located at VARANSI.

1. Name of Tendering Company/firm/Agency: _____ (Attach certificate of registration)
2. Name of proprietor/Director _____ of Company/Firm/agency
3. Full address of Operating/Branch Office: _____
4. Full address _____
Telephone No.: _____ Fax No.: _____
e-mail address: _____
5. PAN/GIR No.: _____ (Attach attested copy)
6. GST Registration No.: _____ (Attach attested copy)
7. E.P.F. Registration No.: _____ (Attach Attested copy)
8. E.S.I Registration No.: _____ (Attach attested copy)
9. Name of PF & ESIC subscribers on the date of submission of tender (Attach self signed copy)
10. Proof of deposit of PF contribution & ESIC. Subscriber for previous month (Attach copy of receipt or challan along with details of members/subscribers).
11. I.T.R for Financial year 2016-17, 2017-18 & 2018-19. (Attach copy).
12. Audited balance sheet for (Attach copies) last three years. (2016-17, 2017-18 & 2018-19)
13. Give details of the major similar contracts during the last five years in providing manpower to Public Sector (companies/banks and governments in the following format Attested copies of work orders may also be attached.

S.No.	Details of client along with address, telephone and FAX numbers	Amount contract (In lacs)	Duration of Contract	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

14. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:
Place:
Seal:

SECTION III

**Performa for undertaking that no blood/near relative (s) of the contractor
in O/o IUCTE, BHU, VARANSI**

Certificate to be given by the Contractor in respect of no blood/near Relative (s) in O/o IUCTE, BHU and/or O/o IUCTE, BHU, VARANSI at, of the contractor.

I..... S/o Sh.
.....

R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in the IUCTE, BHU as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal*

The near relative (s) means:

- a. Members of a Hindu Undivided family;
- b. They are husband and wife.
- c. The one is related to the other in a manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law) brother(s) and brother's wife, sister(s) sister's husband (brother-in-law).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. company by all the Directors of the company or company Sr. Administrative Officer on behalf of all director). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned

Signature of the tenderer with seal*

SCHEDULE OF REQUIREMENTS

S.No.	Type	Number	Work: This office follows the working hours from Monday to Friday – 09:00AM to 05:30PM. Scope of Work:
1.	HR services for Accountant, Office Assistant, Driver, Multi Tasking Staff (MTS) as Housekeeper, Guard, Mali/Gardener	25 (persons tentatively and may be increased or reduce as per requirement.)	<p>Office Assistant– should be graduate with Computer Proficiency</p> <ol style="list-style-type: none"> 1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc. 2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned. 3. To submit notes/drafts for approval of the officers through the Superintendent. 4. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent, as the case may be. 5. To ensure the prompt dispatch of letters. 6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise. 7. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent. 8. To maintain calendar of periodical returns for incoming and outgoing, separately. 9. To attend to such other work that may be assigned to him with the approval of the concerned Authority <p>Senior Clerk– should be graduate with Computer Proficiency with at least 3 years experience</p> <ol style="list-style-type: none"> 1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers/Secretaries. 2. To acknowledge letters received. 3. To submit dak to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc. 4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent. 5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Superintendent to the Section, branch concerned for remarks and/or necessary

action.

6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

Accounts Clerk – Graduate in Commerce with Computer Proficiency

1. To write various books of accounts such as ledger salary register, income tax registers.
2. To ensure filing of vouchers and papers.
3. To prepare bills for payment.
4. To prepare various returns.
5. To report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in books of accounts.
6. To attend to such other work as may be assigned to him with the approval of the Section Officer (Finance and Accounts)/Accountant, from time to time.

Multi Tasking Staff (MTS) as Housekeeper – Matriculation

A. Helper

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting

			<p>according to instructions.</p> <ol style="list-style-type: none">4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.7. Operate franking machine, wherever necessary.8. Carry out any other work of similar nature which the Officer incharge /Section Officer/Office Superintendent, may instruct.9. Serve drinking water to employees and to visitors, when required.10. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).11. Any other work as may be assigned to him by the concerned officer from time to time. 10 Peon-cum-Hamal shall also have to attend to the duties assigned to Hamal. <p>B. Gardener/Mali - With Trade Proficiency The Gardener shall be under the direct control of the Administrative Co-ordinator as the case may be. He shall be responsible for maintenance and development of garden.</p> <p>C. Housekeeper – With Trade Proficiency</p> <ol style="list-style-type: none">a. Cleaning sweeping and scrubbing of all the rooms, stairs corridors of 5000 s/f comprises of 4 rooms each on ground & First floor in the IUCTE, BHU Main Office daily twice before opening and after closing. The job should completed before 9.00 AM and after 5.30 PM positively. The job to be performed on each day from Monday to Friday. If person is called on Saturday and Sunday due to demand of work, extra pro-rate wages be paid.b. Cleaning and scrubbing of canteen at least three times a day i.e 9.00 AM, 2.00 Pm & 4.30 PM.c. Emptying of wastepaper baskets and disposal of garbage at the end of day.d. Sweeping and cleaning of rooms, halls, cubicles, chambers etc.e. Wet/Damp mopping of entire floors (at least twice in a day).f. Through cleaning and mopping of al toilets, wash-basins, urinal stands (at least twice in a day).g. Cleaning of entire IUCTE, BHU complex including common areas of staff quartersh. Toilet paper rolls to be installed and liquid soap to
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			<p>be filled in dispensers</p> <ol style="list-style-type: none">i. Cleaning of main door glasses and dusting of partitions.j. Polishing of metal surfaces like signboards, knobs, nameplates etc.k. Freshener spray in executive room, reception and all offices, if required.l. Acid cleaning and scrubbing of toilets and wash basins using detergents, deodorants and disinfectants at least twice a day.m. Re-stock toiletries in toilets after periodical check up tin two or on calls basis as and when required.n. Cleaning of lifts.o. Scrubbing and washing of floor area, sanitary fitting, urinal pots, was basins, toilets.p. Cleaning of buckets, water flask, water coolers.q. Brasso/silvo polishing of copper chrome plated and stainless steel fittings.r. Opening and cleaning of sewage pipe lines, main holes in IUCTE, BHU building and branch offices at the time of blockage.s. Any other similar nature of work. <p>D. Guard (without arms)/Watchman – Matriculation</p> <ol style="list-style-type: none">1. In order to adequately protect people and property, security guards must know and enforce rules and regulations to prevent criminal activity before it happens. They may monitor points of access in a building or property to allow entry only to individuals with the correct identification or authorization. In some situations, such as public events or crowded areas, they walk amongst visitors to promote order and provide a visible presence that deters safety issues.2. If working after hours, they may maintain surveillance of a property by patrolling the grounds or using closed-circuit monitoring or alarm systems. They'll investigate and report signs of damage or unlawful entry as it occurs. Such issues require that they contact authorities and make written or verbal reports to law enforcement. In emergency situations, they may provide first aid or assistance and alert first responders. <p>Note: The working hours for Guard/Watchman shall be follows 24x7 including 01 day weekly off.</p> <p>Staff Car Driver – Graduate in any stream</p> <ol style="list-style-type: none">1. Possession of a Valid Driving Licence of Light Motor Vehicle (LMV)2. Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle)3. Experience of driving a motor car for at least 3 years.4. Should be punctual and ready to work beyond working hours (shall be follows 24x7 including 01 day weekly off).
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INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (IUCTE), BHU, VARANASI

DR. SHANTI SWAROOP BHATNAGAR GUEST HOUSE, BHU
VARANASI

TENDER FORM-I TECHNICAL INFORMATION

Sub: Notice inviting Tender for providing HR services.

1. Name of the Tenderer/Concern; _____
2. Address (with Tel. & Mob. No.): _____
3. Address and telephone number of office at Varanasi _____

4. Nature of the concern _____ (i.e., Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector organization)
5. (i) Registration Number of Tenderer/Concern (Under shop and commercial establishment act or any other relevant Act, attested photocopy of registration should be attached), if available.
(ii) Signed and Scanned copy of registration with EPFO, ESIC.
6. (i) Photo copy of Income Tax Returns for the last three year has been attached:
_____ (Yes/No)
(ii) PAN Number and GST No. of Tenderer/Concern: _____
_____ (Attested copy should be attached)
7. Demand draft No. _____ Dated _____ from bank name _____
_____ Amounting to Rs. as Earnest Money Deposit
(to be enclosed)
8. Whether Tender Acceptance letter have been signed.
9. List of Important organizations with address and Telephone number to whom services have been provided during the last two years with period of contract (Summary may be uploaded on separate sheets for each contract and period and amount of contract; remarks/observations/appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer), if available
10. Any other information important in the opinion of the tenderer.

(Signature of Tenderer)
(With stamps of the firm)

Date: Place:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

Tender No.: 43/IUCTE/TENDER/2019-20, dated 05th July, 2019

Name of the Bidder: _____

1. Details of Earnest Money Deposit: Rs. _____

DD/PO No. & Date: _____

Drawn on Bank: _____

2. Rates Quoted:

1.	Contractor's service charges(which will includes cost of material) over and above the minimum wages prescribed by Govt. of India for unskilled labourers and skilled labourer for supervisor. Other dues such as ESI/EPF/Bonus will be reimbursed on actual basis as per rules.	_____ %(in figures) _____ %(in words)
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Note:-

1. The rate of contractor's service charges should not less than the rates of TDS applicable and cess thereon to be deducted by IUCTE, BHU from the payable bills.
 2. Service tax, if any will be paid on actual basis.
- Terms and conditions mentioned in this tender are applicable.
 - The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each contracted employee during the month by the firm which will be reimbursed by IUCTE, BHU subsequently.
 - The rates should be quoted including manpower to be provided by the firm as per estimated quantity if required can be on additional sheet.

Signature of authorized
Person Date:
Full Name:
Place:

Seal: