



Tender No. CUK/Tender/2017-18/Manpower/ 8

Date: 02-01-2018

**TENDER NOTICE FOR PROVIDING MANPOWER AND ALLIED SERVICES (THROUGH E-PROCUREMENT MODE ONLY)**

Online bids are hereby invited for and on behalf of Central University of Karnataka, for **providing manpower and allied services through Central Public Procurement Portal** as briefly described hereunder:

1.	Name of the work	Supply of man power and allied services (Viz: Computer operator, MTS, Cook, attendant for kitchen, Hostel, Mess, Guest house, and Security Guards, Maali, Drivers, Peon/office attendants etc.) for a period of 1 year
2.	Bid submission mode	<ul style="list-style-type: none"><li>• Through e-Procurement mode on Central Procurement portal (<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>).</li><li>• Two packet system: Packet 1 –Techno Commercial Bid and Packet 2 –Financial Bid.</li></ul>
3.	EMD - Rs. 2, 50,000	Payable through Demand Draft,FDR, Bankers Cheque or Bank guarantee form any of the commercial Bank drawn in favour of <b>“The Finance Officer, Central University of Karnataka”</b> payable at Kalaburagi. The DD should be sent to “The Registrar, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District” in sealed envelope by super scribing as “EMD for Manpower and Allied Services Tender”. The EMD shall reach on or before the date and time of bid opening.
4.	Date and time of availability of bid document in the portal.	From 13.45 Hrs. of 03.01.2018 to 17.00 Hrs. of 23.01.2018
5.	Last date and time for submission of bids through portal.	17.00 Hrs. of 23.01.2018
6.	Date and time of opening technical bids.	17.30 Hrs. of 24.01.2018

# Central University of Karnataka, Kalaburagi

(Established by an Act of the Parliament in 2009)

Kadaganchi, Aland Road, Aland Tq, Kalaburagi-585 367

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CENTRAL UNIVERSITY OF KARNATAKA

## Tender Notification

1. Central University of Karnataka (CUK), Kalaburagi invites bids through e-procurement under two bids system from reputed agencies / Contractors having adequate experience in supply of manpower personnel (Viz : Computer operator, MTS, Cook, attendant for kitchen, Hostel, Mess, Guest house, and Security Guards, Maali, Drivers, Peon/ office attendants.) for Central University of Karnataka,
2. Interested Agencies / Contractors can submit bids online through Central Public Procurement Portal.
3. The successful bidder shall give an undertaking that he/she would abide by the provisions of Employees Provident Fund and miscellaneous Provision Act 1952, ESI act. and other acts as prescribed by the Govt. of India.
4. The CUK reserves the right to verify any information/document furnished by the bidder should the circumstances so warrant in overall interest of CUK.

Further details can be sought from the undersigned during the working hours.

Registrar

Phone – 08477-226706

CENTRAL UNIVERSITY OF KARNATAKA

## **A. INSTRUCTIONS TO BIDDERS**

1. Bids shall be submitted online through Central Public Procurement Portal.
2. CUK reserves the right to accept or reject any of the tender in full or part without assigning any reason thereof.
3. The intending bidders should note the eligibility criteria and who full fill the eligibility criteria only shall submit their tenders.
4. The bidder shall carefully study all the conditions mentioned hereunder before submitting the bids.
1. Each bidder shall send Earnest Money Deposit amounting to Rs.2,50,000/- (Rupees Two Lakh fifty thousand only) in the form of Demand Draft/Banker's Cheque/Bank guarantee/Pay order from any commercial bank. The Earnest Money so submitted shall be valid for a minimum period of 90 (ninety) days from the date of submission of tender document. Tenders without EMD amount will be summarily rejected.
5. The Earnest Money of unsuccessful bidders will be returned after placing the order with the successful bidder. The Earnest Money Deposit will not bear any interest. The successful bidder shall require to furnish performance bank guarantee of 10% of the annual contract value as Security deposit. The Earnest Money Deposit of Rs. 2,50,000/- (Rupees Two Lakh fifty thousand Only) will be refunded on receipt of the PBG to the successful tenderer before concluding the agreement and the Performance Bank guarantee must be valid for a period of 60 days beyond the contract period and shall valid till completion of the contract.
6. Bidder's/Firm Name and the Tender Number have to be indicated on the reverse side of the Demand Drafts.
7. The Demand Draft for the Tender fee should not be dated prior to the date of publication of Invitation to Tender.
8. If tender opening date happens to be a public holiday, the bids shall be opened on the next working day.
9. GST and /or other duties/levies where legally leviable and intended to be claimed should be distinctly shown separately in the tender.
10. The Tenders shall be valid for 90 days from the date of opening of the tender or till finalization of the tender whichever is earlier.

11. The CUK shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender and the bidder shall provide the service at the charges quoted.
12. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, the amount quoted in words shall prevail.
13. In order to avail of the benefits extended by Government of India for MSME's, please upload attested copy of the valid Entrepreneur Memorandum Part II signed by the General Manager, District Industries Centre or NSIC Registration Certificate along with your offer.
14. The contract period shall be 12 months from the date of issue of work order and further extension will be based on satisfactory performance as evaluated by CUK for further period as agreed with mutual terms and conditions
15. The bids should be submitted in two packets, packet 1 shall consist **techno-commercial bid and packet 2 Financial bid.**
16. Bids submitted without DD. shall be treated as invalid, unless they are exempted as per GOI norms.
17. The successful bidder shall execute the agreement in the prescribed form. Failure to execute the agreement/carryout the work will entail forfeiture of the EMD / PBG.
18. The decision of the **Registrar, Central University of Karnataka** shall be final, conclusive and binding on all the bidders concerned upon relating to all matters/conditions/ instructions/ clauses and their interpretations.
19. All disputes/settlement arising out of this contract, if any shall come under the Jurisdiction of Court located Kalaburagi City.
20. The University reserves the right to change, add, remove, relax any of the conditions mentioned above during the tendering process as and when new guidelines are made by Govt. of India and in the interest of University.
21. Any corrigendum, addendum, etc, will be notified on University website and CPP Portal only. All the bidders may regularly visit the [www.cuk.ac.in](http://www.cuk.ac.in) website for updates, if any.

## **B. SCOPE OF SERVICES**

The Bidder is required to supply manpower personnel on need basis for the contract period as per monthly payment basis. The service provider shall be liable to comply with all the requirements of laws of land, rules, regulations of CUK and Government of India and Government of Karnataka.

The additional requirement for a short period to meet the Peak Operational Requirement if any, on day to day basis is also to be met with at the same rate quoted for regular work.

## **C. ELIGIBILITY CRITERIA**

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect be at the bidder risk and may result in rejection of their bid. **The eligibility criteria is as under**

- i. The Firm should be duly registered as per statutory rules of Government of Karnataka / Govt. of India and a copy of the registration certificate to be enclosed.
- ii. The Firm should have experience of at **least 5 years** in the field of Man Power Supply. Necessary certificate to this effect should be enclosed.
- iii. The firm should be registered with **E.S.I.**(Employees State Insurance Scheme). Copy of certificate should be enclosed
- iv. The Bidder should have registered with the Employees Provident Fund Act, 1952. Copy of certificate should be enclosed. along with the copies of EPF paid challans as specified in Annexure-D
- v. The Bidder should have registered with the GST Act. Copy of certificate should be enclosed.
- vi. The Bidder should have registered with the Labor Department. Copy of certificate should be enclosed
- vii. Self-attested copy of PAN card should be enclosed.
- viii. Annual Turnover in the preceding year should be a minimum of Rs.1 crore. The bidder should enclose balance sheet and IT returns for last five years 2012-13 to 2016-17.
- ix. The bidder should have minimum 5 Years' experience in the area of supply of Manpower contracts with Central Govt/State Govt or with reputed Organizations copies of relevant documents in this regard have to be enclosed.

- x. The Bidder should have Registered Office/branch office in Karnataka.
- xi Firms blacklisted by any Government/Organization should not participate in the tender.
- xii List of clients served highlighting **Govt. clients** along with contact numbers and work order copies to be furnished with satisfactory performance certificate.

**D. TERMS AND CONDITIONS: -**

1. The Contract is initially for a period of one year and further extendable based on the performance and mutual terms and conditions.
2. The Financial Bid of only those bidders will be opened who qualify in the Technical Bid evaluation.
3. The agency shall provide man power as and when it is required as per the criteria of the post.
4. All the payments will be made to the service provider or contractor only. The service provider shall in turn submit proof of the payment to the hired manpower. The payment to the service provider shall be made at the earliest on the submission of monthly bills. The service provider will comply with all local laws relating to payment of minimum wages acts, payment of wages acts, EPF acts, ESI acts, contract labour acts, as prescribed by the Govt. of India and copies of Challans for deposit are to be enclosed with the following month bill.
5. The percentage quoted for manpower providing service shall be fixed for the entire duration of the contract period and shall not be subjected to change at any cost. Even after the revision of minimum wages.
6. The Firm/agency/contractor is required to quote the service charge, in terms of percentage on the payment of remuneration only (excluding ESI and PF payment). The same is required to be quoted in percentage and words also.
7. The contractor / firm is required mention weather the quoted service charges in inclusive of applicable taxes or not.
8. Zero service charges quoted bids shall not be considered for providing services.

9. The Central University of Karnataka will pay the service charges to the contractor within 15 working days from the submission of bill if the bill is in proper form.
10. The bidders shall comply with all the conditions prescribed under Tender Documents.
11. The Service provider shall submit complete Biodata of the incumbents duly authenticating his/her credential, qualification and experience. The firm will be responsible for his or her credentials past and present solely.
12. In case of any unauthorized absence of the manpower from the allotted work spot, a deduction of the wages of the day shall be made.
13. The successful bidder/The service provider has to send three candidates as per the requirement of Management and Management shall select the one best candidate among them by conducting an interview/written test/skill test, etc. If the candidate is found suitable, he/she will be selected or else the Service contractor will have to provide replacement immediately duly following service procedure
14. The person engaged should be well behaved, Skilful and perform *his* duties under the direction of head of office where he will be attached and will have to work during the office hours.
15. The manpower to be provided by the Agency/Contractor should be well behaved, Skilful and perform his duties under the direction of head of office where he will be attached and will have to work during the office hours.
16. The contract for providing of Manpower Service shall be commercial contract; there shall be no employer and employees relationship between CUK and the Manpower Supplying Agency/ Firm or the manpower supplied by the Manpower Supplying Agency/ Firm.
17. The Central University of Karnataka, reserves the right to deploy the person engaged, to its camp sites situated all over Karnataka as and when it is required in the interest of University.
18. In case of unlawful activity/deed of the incumbent, the agency/Service provider shall solely be responsible.
19. The Service Provider/manpower agency shall be liable for all violations of laws, rules and regulations.
20. The manpower hired through of the Service provider/the Person engaged through service provider shall not have any claim for continuation in CUK and Service provider shall be liable to comply



with all the requirement of laws. The CUK will not provide any residential accommodation or transport facility.

21. The monthly wages will be calculated as per the minimum wages act applicable to the respective category and on the basis of the number of days of actual deployment.
22. It is expressly understood and agreed by and between Service Provider and CUK that, CUK is entering into this agreement solely on its own behalf and not on behalf of any other person or any subcontractor entity, in particular, it is expressly understood and agreed that the Government of India is not a party to this agreement and has no liabilities, obligation of rights hereunder and Government of India shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. It is expressly understood and agreed that CUK is an independent legal entity with power and authority to enter into contracts solely on its own behalf under the applicable laws of India and general principles of contract law.
23. The manpower hired through the Service Provider will be entitled for only gazette Holidays declared by CUK and a casual leave of one day for every month, totalling to 12 days per annum. Any other types of leaves applicable to regular/contract employees of CUK will not be applicable to them.
24. The Service Provider shall appoint a Supervisor to coordinate between the University and manpower for various statutory and non-statutory activities. The payment of the same will be made by the service provider.
25. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged should be in English language.
26. The selected tenderer is required to commence the services with a short notice.

CENTRAL UNIVERSITY OF KARNATAKA

## **E. DOCUMENTS COMPRISING THE TECHNICAL BID**

### **Packet I**

- i. Scanned copy of duly filled Annexure A,B,C and D in accordance with terms and conditions.
- ii. Valid license from labour department and A Self-Declaration of not being blacklisted
- iii. Certificates of registration under EPF, ESI, Labour Department and Service Tax.
- iv. PAN Card, GST Certificate and ITRs for last 5 financial years from the assessment years 2012-13 to 2016-17.
- v. Audited profit and loss for last 5 financial years from 2012-13 to 2016-17.
- vi. Work experience certificates in support of eligibility norms.
- vii. NSIC certificate to claim exemption of EMD.

### **Packet 2: Financial bid as per Annexure-E**

- a) Technical details should be submitted along with documentary proof otherwise evaluation will be done ignoring that item as not available. This format should not be changed in any manner. Addition/deletion/alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- b. Bidders shall upload all the documents as specified in tender document.
- c. Service charges should be quoted in the Financial bid format for Supply of Manpower (Financial bid) This format should not be changed in any manner Addition/deletion/alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- d. The bidder is instructed to examine all instructions, forms, terms and specifications in the Bid Documents, failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.
- e. At any time, prior to the date of submission of bid/ CUK may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments and the same shall be notified on Cuk website only. The amendments notified will be binding on them.
- f. The bids will undergo evaluation at every stage of processing and any tender found at any stage not in conformity with the stipulated tender conditions including specifications/found to have uploaded defective and incomplete documents or found defective will be rejected.

- g. Service Charges shall be quoted in percentage only.
- h. Document establishing bidder's eligibility and qualification.

The Bidder shall furnish, as part of its bid documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted, shall establish to the CUK satisfactions.

- a. That the bidder has the financial, technical and production capability necessary to perform the contract and meets the criteria outlined in the qualification requirements. To this end, all bids submitted shall include the following information;
  - i. The legal status, place of registration and principle place of business of the company or firm or partnership, etc.
  - ii. Details of experience and past performance of the bidder on similar nature of services within the past five years and details of current contracts in hand and other commitments.

#### **F. PERFORMANCE SECURITY**

- i. The successful bidder's is required to furnish the performance security upon the acceptance and award of work and required to entire in to agreement.
- ii. Performance security for an amount of Rs.5,00,000/- (Five lakhs) only in the form of A/c payee DD, FDR from a commercial bank or bank guarantee.
- iii. The successful bidder EMD amount may be forfeited if the bidder fails to sign the contract or the commence the service as given in the order.
- iv. The bid security of unsuccessful bidder will be discharged / returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.

#### **G. TERMS OF AGREEMENT TO BE ENTERED**

##### **Period of Contract**

The contract will be awarded initially for 1 (one) year only. However, extension for the further Period will be considered keeping in view the satisfactory performance of the firm and on mutual agreed terms and conditions.

## **Award of Contract**

The CENTRAL UNIVERSITY OF KARNATAKA shall issue to letter of Acceptance to the bidders whose offer has found acceptable. The bidder shall respond in writing in token of his/her acceptance within three days and agreement within 21 days from the date of issue of PO/work order of acceptance.

The CUK reserve the right at the time of award of contract to increase or decrease up to 25% of the required quantity of manpower in the schedule of requirements without any change in charges.

## **Annulment of Award**

Failure of the successful bidder to comply with the requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security and also if the agency becomes unwilling, bankrupt or otherwise insolvent.

## **Terms of payment**

The payment shall be made within 15 working days from the date of receipt of bill the month bill duly certified by the concerned section of the University. The payment will be made as per minimum wages act of the Govt. of India on category wise as decide by the authorities of the University.

## **Termination of Contract**

In case of any default by the service provider and in any of the terms & conditions (whether General, special, statutory), CUK may without prejudice to any other right/ remedy which shall have accrued or shall accrue thereafter, terminate the contract, by giving one-month notice in writing to the service provider, without incurring any liability.

The Contractor shall submit the monthly bills within 5th of succeeding month to The Finance Officer, CUK, along with EPF, ESI, GST paid challans, paid vouchers/ challans made in the respective bank Account numbers of the manpower provided to CUK, and in any case, monthly remuneration if any payments through cash shall not be allowed.

It is the sole liability of the successful bidder to arrange Insurance Coverage to his manpower to meet liabilities arising under workmen Compensation Act or under any decree etc., against all risks without any liability to CUK in this regard.

## **Force Majeure**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notices of happenings, of any such eventuality is given by either part to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such no performance or delay in performance. Performance under the contract shall be resumed as soon as practicable after which an event may come to an end or cease to exist, and the decision of CUK as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either part may, at their option terminate the contract.

### **Arbitration**

In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar of CUK or any other person appointed by the Hon'ble Vice-Chancellor. In the event of such Arbitrator to whom the matter is originally referred to vacates their office on resignation or otherwise or refuses to do work or neglecting their work or being unable to act as Arbitrator for any reasons, whatsoever, the Vice Chancellor of CUK shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Service Provider will have no objection in any such appointment that arbitrator so appointed is an employee of CUK or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of their duties as a CUK employee he has expressed their views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and conciliation Act 1996.

The venue of Arbitration proceedings shall be Office of CUK, Kalaburagi or such other place as the arbitrator may decide.

## **ANTECEDENTS OF CONTRACT MANPOWER:**

The contractor regarding antecedents of the manpower who is employed by him in the contract shall bear full responsibility on his own part, and in case of any untoward conduct committed by the manpower; the contractor shall be liable to be dealt as per the Law. No contract labours shall be allowed an entry in the premises of CUK unless his/her police verification certificate is rendered by the Contractor to the, Security at CUK. Registrar, CUK as a principal Employer shall not bear any liability. And it is the responsibility of the contractor to ensure that all labours have police verification.

## **Minimum Wages as per Ministry of labour & Employment:**

The Minimum wages revised and notified by Ministry of Labour & Employment office of the Chief Labour Commissioner(C) New Delhi, during the tenure of the contract shall be reimbursed by CUK along with the, Service charge, Service Tax if any, PF and ESI as applicable.

### Other Obligations

- a) Central University of Karnataka, reserves the right to accept or reject any tender and to cancel the bidding process at any time prior to the award of the contract.
- b) The bidder whose tender is accepted, on receipt of the work orders, shall enter into an agreement with CUK for the initial period of one year and can be extended for the further period on mutual agreement. This is only an invitation to offer and not an order.
- c) The bidder shall execute an agreement along with the performance security valid for the Contract period plus sixty days.
- d) The undersigned reserves the right to select from the candidates proposed by the successful bidder and also the right to ask for replacement at any time.
- e) The successful bidder shall propose candidates in the ratio of 1:3.
- f) TDS shall be deducted in the bills of as applicable.
- g) The GST shall be paid by the Central University of Karnataka to the contractor who shall produce the previous month's challans along with the bill if applicable.
- h) Performance security will not carry any interest and will be refunded on cessation of agreement on fulfilment of the obligations by the manpower agency.

SD/-

Registrar

Central University of Karnataka

**ANNEXURE – A**

**TENDERER PROFILE**

1. Name of Tendering Firm/Agency:

2. Name of Proprietor/Director: of  
Company/Firm/Agency

3. Full Address of Regd. Office:

Telephone & Mobile No.

Fax No.:

E-mail Address:

5. Full address of Operating/ Branch Officer

Telephone & Mobile No.: FAX No.:

E-mail Address:

6. Name and Mobile no. of the: Contract Person  
representing the Service Provider

7. PAN/GIR No.

8. GST Registration No.

9. E.P.F Registration No.

10. E.S.I. Registration No.

Give details of the major similar latest contracts handled by the tenders during the last 5 years in the following format:

Sl. No.	Details of client along with Address, Telephone and FAX Number	Amount of Contract (. In lakh)	Duration of Contract	
			From	To
 <p data-bbox="293 1563 1347 1621">CENTRAL UNIVERSITY OF KARNATAKA</p>				



**DECLARATION**

**(On the letterheads of Agency/Firm of the Bid Provider)**

1. I, \_\_\_\_\_ Son/ daughter of Shri. \_\_\_\_\_ Proprietor/ Director of the Agency/Firm, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender for providing man power service to CUK and undertake to abide by them.
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
4. I agree to pay the Wages to the workforce in time as prescribed by CUK and remit EPF, ESI and Monthly Premium towards Medi claim Policy (as the case may be) of both Employees as well as Employers without Fail to the Concerned Government Authorities regularly.
5. I also agree to abide by all the statutory requirements as prevailing from time to time.
6. I will also agree to depute such manpower to CUK whose character and antecedes are verified through record check.

Signature of Tenderer with Seal

Place:

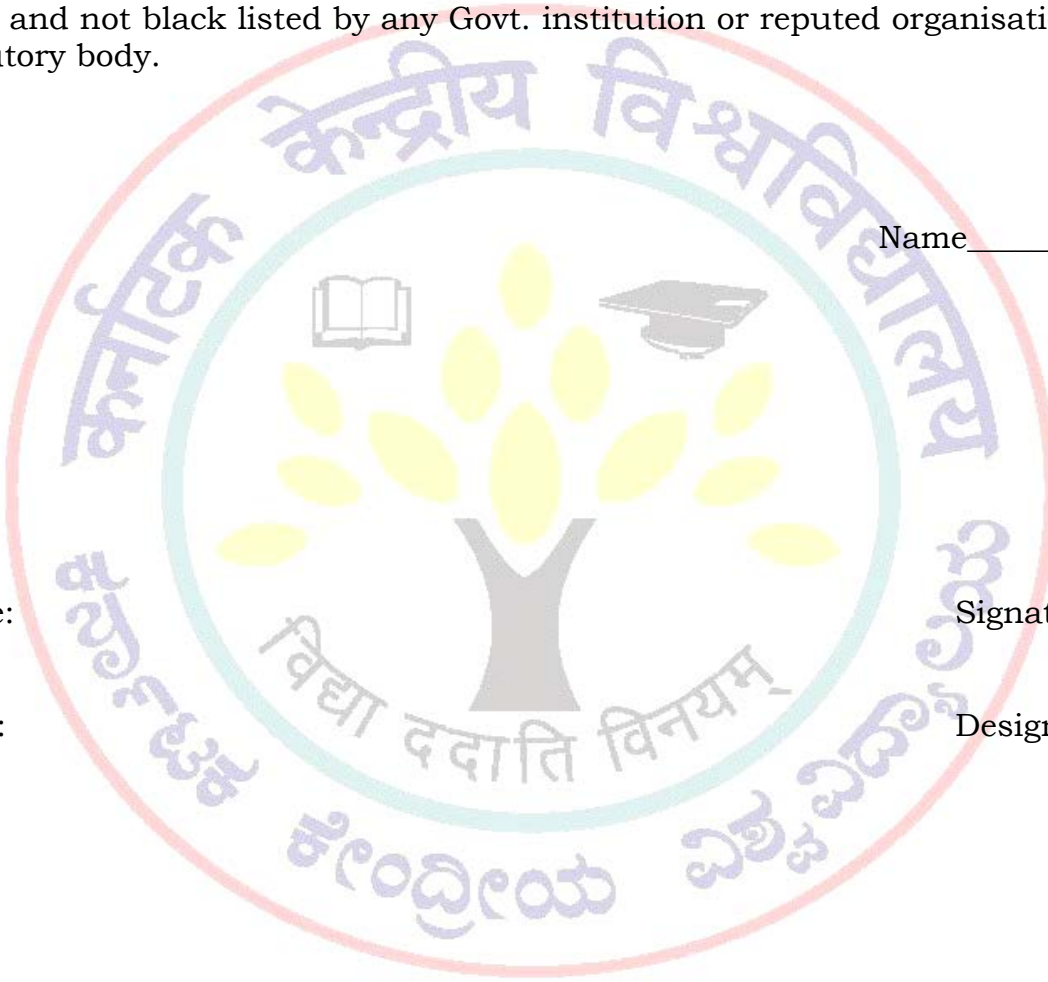
Date:

CENTRAL UNIVERSITY OF KARNATAKA

**UNDERTAKING**

**(On the letterheads of Agency/Firm of the Service Provider)**

I/We hereby Undertake that our Company/Firm/agency do not have any legal suit/criminal case either pending against me/us/proprietor and any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force and not black listed by any Govt. institution or reputed organisation / or statutory body.



The seal of the Central University of Karnataka is circular, featuring a tree with yellow leaves and a grey trunk in the center. Above the tree are an open book and a graduation cap. The text 'केन्द्रीय विश्वविद्यालय' (Central University) is written in Devanagari script at the top, and 'ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ' (Karnataka University) is written in Kannada script at the bottom. The motto 'विद्या ददाति विनयम्' (Vidya Dadati Vinayam) is written in Devanagari script below the tree. The seal is surrounded by a red border.

Name \_\_\_\_\_

Seal

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Designation \_\_\_\_\_

CENTRAL UNIVERSITY OF KARNATAKA

**Annexure -D**  
**Compliance Statement**

Following documents to be furnished in Technical bid, if fails to submit the tender will not be considered.

Sl No.	Particulars	Yes / No
1	The copy of Registration Certificate for providing manpower services.	
2	Registration certificate of Establishment issued by Government of Karnataka-Department of labour & Details of the license from ALC (Central)	
3	Please provide copy of PAN	
4	Copy of IT return filed by the agency for 5 years. 2012-2013 to 2016- 2017	
5	Self-Attested copy of GST Registration Certificate.	
6	Self-Attested copy of E.P.F Registration letter / Certificate	
7	Self-Attested copy of E.S.I Registration letter / certificate.	
8	Self-Attested copy of Professional Tax Registration Certificate	
9	Financial Statements like Profit & Loss Account, Balance Sheet etc., in support of financial turnover of the agency. For 5 years	
10	Statement of Bank A/C for the period from January 2016 to December 2016 in the name of the company/agency.	
11	Highest value of similar nature of work executed in any single year during last 3 years a) One Rs 1,20,00,000.00 or b) Two Certificates of costing Rs. 60,00,000.00 or c) Three Certificates of costing Rs. 40,00,000.00 Satisfactory Work Done Certificates should be submitted.	
12	Duly Filled & signed Annexure – A,B,C,D & E	
13	Undertaking by the Contracting Company / Firm /Agency that the contracting Company / Firm /Agency is having no legal suit/criminal case either pending against its proprietor or any of its Directors(in the case of Private Ltd, Company) or being contemplated and having not been earlier convicted on grounds of moral turpitude or for violation of laws in force as per Annexure-C	

14	EPF Registration certificate and EPF paid details for year 2013-14, 2014-15 and 2015-16 with copies of challans	
15	ESI Registration certificate (where-ever applicable shall be produced). ESI paid details for year 2013-14, 2014-15 and 2015-16 with challans.	
16	GST registration, allotted by tax authorities. Service tax paid details for year 2014-15, 2015-16 and 2016-17 with challan copies	
17	Provide details of the major contracts exclusively for similar services in an organization / establishment having a manpower of at least 100 manpower or more handled by the service provider during the last 3years (should be proved in EPF Paid Challan).	



CENTRAL UNIVERSITY OF KARNATAKA

**ANNEXURE-E**  
**(On the letterheads of Agency/Firm of the Service Provider)**



**FINANCIAL BID:**

To,  
The Registrar  
Central University of Karnataka  
II Floor, Karya Soudha,  
Gulbarga University,  
GULBARGA-585 106

Sir,

I/we wish to submit our tender for Providing Manpower & allied Services on the following percentage.

As regard to our offer, we give below our lowest quotation for your consideration.

- a) Service Charge:  % (In words  Percentage only).
- b) GST: Extra as applicable
- c) ESI & EPF :1) Employee's contribution deducted from the salaries.  
2) Employers Contribution borne by employers and has to be reimbursed to us on production of the bill.

I /we agree to forfeit of Earnest Money if I / we fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

I/we have carefully read the terms and conditions of the Tender and agreed to abide by these in letter and spirit.

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Signature

Name & Address of the firm with seal