



**SRI KONDA LAXMAN
TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMN OFFICE; RAJENDRANAGAR; HYDERABAD; TELANGANA STATE**

TENDER NOTIFICATION FOR OUTSOURCING POSTS

No.08/Estt./OS/SKLTSHU/2018, Dt:13-12-2018.

Sealed tenders are invited from the reputed registered contractors having license with labour department registered with central excise department and having E.P.F., E.S.I,GST. and experience in similar field for providing outsourcing services for certain Non teaching posts to Sri KondaLaxmanTelangana State Horticultural University, Rajendranagar, Hyderabad - 500 030. The tender document and terms and conditions can be downloaded from University websitewww.skltshu.ac.in

Place: Hyderabad

K.RAVINDER REDDY
REGISTRAR



**SRI KONDA LAXMAN
TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMN OFFICE; RAJENDRANAGAR; HYDERABAD; TELANGANA STATE**

TENDER NOTIFICATION

Sealed tenders are invited from the reputed contractors having license with labour department registered with central excise department and having E.P.F., E.S.I,GST. and experience in similar field for providing certain non-teaching posts on outsourcing of the services to Sri KondaLaxmanTelangana State Horticultural University. The tender document can be downloaded from University website www.skltsu.ac.in

The Sealed tenders alongwith tender document charges of Rs. 5,000/- (RupeesFive thousand only) (Non-Refundable) and E.M.D for Rs. 2,00,000-00 (Rs. Two lakhs only) drawn separatelythrough Demand Draft in favour of "Comptroller" SKLTSHU, Rajendranagar, Hyderabad-30 duly superscribing on the cover "**Tender for providing outsourcing of the services of the certain non-teaching posts**"the sealed tender document should reach the **REGISTRAR, ADMINISTRATIVE OFFICE, SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY, RAJENDRANAGAR, HYDERABAD-500 030, TELANGANA STATE on or before 31-12-2018 by 4.00 P.M.** Sealed tenders will be opened on 03-01-2019 at 02.00 PM in the presence of the Tenderers present.

REGISTRAR

TENDER NOTIFICATION SCHEDULE

FOR OUTSOURCING OF THE SERVICES OF "JUNIOR ASSISTANT-CUM-TYPIST, ARTIST CUM PHOTOGRAPHER, RECORD ASSISTANT, STOREKEEPER, CARETAKER, DATA ENTRY OPERATOR AND LAST GRADE SERVICES (ATTENDER/SWEEPER/WATCHMAN/MALI/CAR DRIVER, ELECTRICIAN, XEROX OPERATOR, MALI/GARDENER, AGRIL.WORKMAN)" AT ADMINISTRATIVE OFFICE, HORTICULTURAL COLLEGES, HORTICULTURAL POLYTECHNICS, RESEARCH STATIONS AND KVK'S OF SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY.

1. Date of Paper Notification : 17-12-2018
2. Last date for receipt of tender schedules in sealed cover : 31-12-2018
3. Opening of tenders : 03-01-2019
4. Tender document charges : Rs. 5,000/- (Rupees Five thousand only)
(Non - Refundable)
5. Earnest Money Deposit : Rs. 2,00,000/- (Rs. Two lakh only)



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TENDER NOTIFICATION FOR OUTSOURCING OF THE SERVICES OF "JUNIOR ASSISTANT-CUM-TYPIST, ARTIST CUM PHOTOGRAPHER, RECORD ASSISTANT, STOREKEEPER, CARETAKER, DATA ENTRY OPERATOR AND LAST GRADE SERVICES (ATTENDER/SWEEPER/WATCHMAN/MALI/CAR DRIVER, ELECTRICIAN, XEROX OPERATOR, MALI/GARDENER, AGRIL.WORKMAN)" AT ADMINISTRATIVE OFFICE, HORTICULTURAL COLLEGES, HORTICULTURAL POLYTECHNICS, RESEARCH STATIONS AND KVK'S OF SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY.

PRICE SCHEDULE

(Should be filled in and printed on the letter head of the tender with date, signature and seal and submitted alongwith the tender as per GO Ms. No. 14, Dt: 19-02-2016 of Finance (HRM-I) Department, Government of Telangana.

Details of Outsourced Category	Rate per month quoted by the tenderer					Total
	Enhanced Remuneration	E.P.F (13.36%)	E.S.I (4.75%)	GST (18%)	Service Charges quoted by the firm/agency	
1. Office Subordinate 2. Watchman 3. Mali 4. Kamati 5. Cook 6. Cycle Orderly 7. Chowkidar, 8. Lab Attender 9. Dafedar 10. Jamedar 11. Roneo / Xerox Operator 12. Record Assistant 13. Sharoff / Cashier 14. Lift Operator	12,000=00	1,603=00	570=00			
1. Driver 2. Junior Assistant 3. Junior Steno 4. Typist 5. Telephone Operator 6. Store Keeper 7. Photographer 8. Electrician 9. Mechanic 10. Fitter 11. Lab Assistant 12. Cinema/Film/Audio Visual/ Data Entry Operator 13. Supervisor 14. Librarian 15. Manager	15,000=00	2,004=00	713=00			

1. Senior Assistant, 2. Senior Steno, 3. Senior Accountant 4. Translator 5. Computer Operator/DPO	17,500=00	2,338=00	831=00			
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The GST 18% and Income Tax 2% as applicable from time to time payable by the contractor to Govt. on gross amount of the bill.

I/we agree that the above quoted rates include the wages and allowances payable as per rules existing from time to time including E.P.F, weekly offs, incidentals, services and administrative charges, all statutory obligations and relief.

For any other category requirements, the University will pay minimum wages and other statutory payments together with service charges as per government orders.

I/We agree to execute the contract in accordance with the provisions of the tender document.

Signature

Name

Designation

Address

Place

Date

D.D.No. amount and date and the

Name of the bank towards E.M.D :

(D.D. for Rs. In favour of

Comptroller, SKLTSHU, Admn.Office

Rajendranagar, Hyd.

Signature

Name

Designation

Address

Seal of the Agency

Place:

Date



**SRI KONDA LAXMAN
TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMN OFFICE; RAJENDRANAGAR; HYDERABAD; TELANGANA STATE**

S. No. _____/Estt./OS/SKLTSHU/_____, Dt: _____

TENDER NOTIFICATION FOR OUTSOURCING OF THE SERVICES OF "JUNIOR ASSISTANT-CUM-TYPIST, ARTIST CUM PHOTOGRAPHER, RECORD ASSISTANT, STOREKEEPER, CARETAKER, DATA ENTRY OPERATOR AND LAST GRADE SERVICES(ATTENDER/SWEEPER/WATCHMAN/MALI/CAR DRIVER, ELECTRICIAN, XEROX OPERATOR, MALI/GARDENER, AGRIL.WORKMAN)" AT ADMINISTRATIVE OFFICE, HORTICULTURAL COLLEGES, HORTICULTURAL POLYTECHNICS, RESEARCH STATIONS AND KVK'S OF SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY.

1.	Name of the Agency	
2.	Full address with Pin code No.	
3.	Phone No Mobile No Fax No E-mail address	
4.	Date of Registration of the Agency with the appropriate authority i.e. labour Department (Please enclose an attested copy of the Registration)	
5.	Validity of Registration i.e., the date upto which the registration is valid	
6.	EPF Code No. (Enclose attested copy for proof)	
7.	ESI Code No. (Enclose attested copy for proof)	
8.	Experience in providing various outsourcing services to various organizations (Please enclose attested copies of the certificates issued by the present and past organizations).	
9.	Other information if any	
10.	D.D.No. amounts and date and the name of the Bank towards E.M.D	

Place
Date

Signature
Name
Designation
Address
Seal of agency

TENDER NOTIFICATION FOR OUTSOURCING OF THE SERVICES OF "JUNIOR ASSISTANT-CUM-TYPIST, ARTIST CUM PHOTOGRAPHER, RECORD ASSISTANT, STOREKEEPER, CARETAKER, DATA ENTRY OPERATOR AND LAST GRADE SERVICES(ATTENDER/SWEEPER/WATCHMAN/MALI/CAR DRIVER, ELECTRICIAN, XEROX OPERATOR, MALI/GARDENER, AGRIL.WORKMAN)" AT ADMINISTRATIVE OFFICE, HORTICULTURAL COLLEGES, HORTICULTURAL POLYTECHNICS, RESEARCH STATIONS AND KVK'S OF SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY.

(The tenderer is required to print the following undertaking on his/her letter head with dated signature, seal and submit alongwith the tender)

UNDERTAKING

1. It is to certify that the rates mentioned in the price schedule include service charges, supervision and other statutory expenditure like license fee, leave salary and admn. charges etc., the charges also include the expenditure towards uniform, seasonal clothing like rain coats, jerkin and other essential items like lathies, torches etc., in case of watch and ward. This also includes expenses on incidental to administration of agency.
2. I/WE further undertake that I/We follow all the statutory rules like minimum wages act. E.P.F., ESI ACT etc., applicable to contract labour and we will be responsible for any labour problems arising out of rules as specified by the appropriate Government authority from time to time. Out sourcing firm can take the sole responsibility of paying EPF, ESI and all other Government mandatory payments. The firm will respond to the complications if any arising from the monitoring departments.
3. I/We are ready to executive the contract with effect from the date stipulated by SKLTSHU and sign the contract agreement on non-judicial stamp paper of specified value.
4. I/We undertake to furnish a E.M.D for Rs.2,00,000/-(Rs. Two lakhs only) which is to be retained by SKLTSHU for the entire period of contract which shall be refunded only after the satisfactory expiry of the services provided by us within three months. The E.M.D will not carry any interest.
5. I/We will abide by all the terms and conditions laid by SKLTSHU from time to time.

Place

Date

Signature

Name

Designation

Address & Seal

TENDER NOTIFICATION FOR OUTSOURCING OF THE SERVICES OF "JUNIOR ASSISTANT-CUM-TYPIST, ARTIST CUM PHOTOGRAPHER, RECORD ASSISTANT, STOREKEEPER, CARETAKER, DATA ENTRY OPERATOR AND LAST GRADE SERVICES(ATTENDER/SWEEPER/WATCHMAN/MALI/CAR DRIVER, ELECTRICIAN, XEROX OPERATOR, MALI/GARDENER, AGRIL.WORKMAN)" AT ADMINISTRATIVE OFFICE, HORTICULTURAL COLLEGES, HORTICULTURAL POLYTECHNICS, RESEARCH STATIONS AND KVK'S OF SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY.

TERMS AND CONDITIONS

1. The Successful tenderer shall abide by the terms and conditions as stipulated SKLTSHU hereinafter called as "University" from time to time.
2. The Services provided by the service provider agency for already existing/new outsourcing services hereinafter called as "Agency" will be under the control and supervision of University.
3. All precautions, conditions, Rules and Regulations to be followed at Admn. Office will be given in writing/orally by the University.
4. Qualifications required to the following categories as follows;

Sl.No.	Name of the post	Required Educational Qualifications
1	Junior Assistant-cum-Typist	i) A University degree. ii) Must have passed the Government Technical Examination in Typewriting by Lower Grade in the English/Telugu language conducted by State Board of Technical Education of Government of Telangana or equivalent qualification. iii) Must possess PGDCA certificate (minimum 1 year course from a recognized institution)
2	Artist-cum-Photographer	SSC with diploma in Commercial Art, of any recognized institute or any equivalent qualification and Certificate of photography from a recognized institute.
3	Draughtsman	Essential: Polytechnic diploma in the concerned branch of engineering (OR) ITI Certificate in the concerned branch from any recognized institution.
4	Record Assistant	Must have passed SSC or equivalent examination
5	Messenger	Can read and write.

6	Store keeper	<ul style="list-style-type: none"> i) A University degree. ii) Must have passed the Government Technical Examination in Typewriting by Lower Grade in the English language conducted by State Board of Technical Education of Government of Telangana. Must possess PGDCA certificate(minimum 1 year course from a recognized institution)
7	Caretaker	<ul style="list-style-type: none"> i) A University degree. ii) Must have passed the Government Technical Examination in Typewriting by Lower Grade in the English language conducted by State Board of Technical Education of Andhra Pradesh Government. Must possess PGDCA certificate (minimum 1 year course from a recognized institution)
8	Data Entry Operator	Must have B.Com Computers/BCA/B.Sc (Computer Sciences) with experience in date entry etc".
9	Jeep/Car Driver	<ul style="list-style-type: none"> i) Must be able to read and write one of the regional languages ii) Must possess a current valid vehicle driving license with badge number, issued by a competent authority under the Motor Vehicle Act, 1988 to drive Motor Vehicle of the description for which he is to be appointed. iii) Must possess a current driving license with badge number to drive tractor as per M.V.Act in case of Tractor Drivers
10	Tractor Driver (HV)	<ul style="list-style-type: none"> i) Must be able to read and write one of the regional language ii) Must possess a current valid driving Licence of tractor Motor Vehicle with badge number and issued by Competent Authority under the M.V.Act 1988 to driver a Heavy Motor vehicle of the description for which he is to be appointed.
11	Electrician	Must possess ITI (Electrical)
12	Plumber	I.T.I. Certificate in the relevant trade

13	Sweeper	Can read and write.
14	Xerox Operator	(i) Must have passed 10 th class examination or its equivalent qualification. (ii) Must have undergone training in Operating different type of copying Xerox machines.
15	Watchman	Can read and write.
16	Sanitary Attender	Can read and write.
17	Sports Assistant /Helper/Attender	Can read and write.
18	Malis/Gardeners	Can read and write
19	Agril. Workman	Can read and write

5. The outsourcing contract shall be for two (2) Years from the date of assumption of charge and shall terminate at any time without any notice. The contract term shall be initially for a period of Six (6) months on probation. Based on satisfactory performance, the contract term would be renewed on a yearly basis at the sole discretion of the Institute, for a maximum all-inclusive period of two years, from the date of commencement of the contract. The contract is renewable thereafter at the discretion of the Institute on terms and conditions to be mutually agreed upon.
6. The valid registration shall cover the entire period of contract.
7. Taxes if any to be paid to the Government of Telangana State/Govt. of India as the case may be are to be borne by the Agency only.
8. EPF &ESI for service provided by the Agency for rendering services shall be paid by the agency and the University will not undertake any responsibility on this.
9. In case of any accident or any injury sustained by any workman engaged in the performance of the work relating to the contract, all expenditure shall be borne by the Agency/Firm and the University will not undertake any responsibility on this.
10. The Agency/Firm shall at all times indemnify the University against all claims which may be made under the workman compensation act or any statutory rules, modification thereof, or rules of compensation payable in consequent of any accident or any injury sustained by any workman engaged in the performance of the work relating to this contract.

- 11.No conditional tender will be accepted.
- 12.The Agency/Firm having any relatives working in the University at any level cannot submit tenders.
- 13.Bank Statements for last 2 years have to be furnished.
- 14.The successful tenderer shall abide by the terms and conditions as stipulated by the SKLTSHU from time to time.
- 15.The successful tenderer shall furnish an indemnity bond.
- 16.The Registrar, SKLTSHU, Rajendranagar, Hyderabad will have every right to increase or decrease the strength as per the requirement from time to time and the successful tenderer shall not have any objections for such demand from the University.
- 17.The successful Agency/Firm shall pay the monthly wages to the personnel regularly on or before **5th of every month.**
- 18.It is the sole responsibility of the Agency/Firm to take all precautions in implementing wages notified by the government from time to time under minimum wages/contract labour act.
- 19.The Agency shall produce the Income tax clearance certificate alongwith tender for the last three (3) years.
- 20.The University shall have the right on the EMD furnished by the Agency and shall be refunded to the successful agency (with no interest) after successful completion of the contract period duly deducting the losses if any incurred during the contract period.
- 21.The Agency or it's authorized representative shall invariably meet the Registrar of the University atleast once in fortnight to have a review.
- 22.The court situated in Ranga Reddy district has exclusive jurisdiction in case of any dispute arising out of this agreement.
- 23.The rates quoted shall include, all statutory charges administrative charges, TSGST, Income Tax, GST etc., only final rate shall be quoted. No extra additions and conditions shall be accepted.
- 24.Corrections if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, the amount quoted in words shall prevail.
- 25.In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the

University or some other person appointed by it. The award of the arbitrator shall be final and binding on the parties to this contract.

26. The University reserves the right to forfeit the EMD of Agency on account of premature withdrawal from the tender. The decision of the Registrar of the University shall be final in this regard.
27. The payment will be made to the successful Agency every month on monthly basis within 10 days from the receipt of claim on completion of the month based on satisfactory services and after deducting the statutory taxes if any levied by the State, Central/Govt. from time to time.
28. The Agency shall not claim any amount more than the amount fixed by way of agreement by the competent authority.
29. The Agency will have to ensure satisfactory standards of its employees competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall be viewed seriously.
30. The agency shall not transfer or assign sub-contract to any other party.
31. The staff engaged by the agency/firm to whom the contract is given shall be deemed to be servants or employees of the Agency to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the University.
32. The Agency will comply with all the provisions regarding licensing, welfare, health, procedures, maintenance of various records and registers etc., as provided under the rules and also orders issued by Govt. of Telangana State framed there under and for its non-compliance. The Agency shall only be responsible for penalties levied by the appropriate authority under the act. The rate quoted will be valid for the period of agreement and no hike will be admissible.
33. The University shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the agency. The University shall also not liable for breach of any labour laws or any other laws in force by the Agency or the persons deployed on duty. The Agency to whom the contract is given will not be entitled to any other allowances or benefits which are not included.
34. The agency shall inform within seven days of the execution of the contract the names of the persons and staff who are engaged by the agency to the

University. Such person(s) shall be issued by the agency a laminated identity card affixing latest photograph giving details of Name, Age, Designation, Name of the Agency, Blood group and any other details duly signed by the authorized person of the agency or its representative. Only such of the persons who are issued with identity cards by the Agency will be allowed to enter into University premises.

35. The Agency/Firm shall have to execute the Agreement according to the provisions of the Act and Rules made there under. The cost of executing such as stamp duty, drafting charges etc., shall be borne by the agency as fixed by the University.
36. The University shall not be liable for any illegal action or omission made by the staff of the Agency. In case of any loss of damage to the University on account of any act, omission, negligence on the part of the agency and or its representative etc., in handling of the duties/functions entrusted or otherwise or an account of breach, omission, failure or negligence on the part of the agency or it's agents/representatives in the compliance of provisions thereof or in carrying out, executing, doing, performing or fulfilling any of its obligations or operations hereunder, the Agency shall be liable to make, good such loss or damage determined by the University and shall not be open to any question by the Agency.

The University may recover such, amount of loss of damage from the Agency's bills which may become due and payable to the Agency in terms thereof from the University. If the amount of such loss or damage is not recovered or paid by the Agency forthwith on demand, the Agency shall be liable to pay the said amount with interest @ 18% per annum thereon from the date of demand till the date of actual payment.

37. The Agency is required to comply with all the legal liabilities and if the Agency is found failing to comply the provisions of various acts applicable, the University can ask for the records for inspection and the Agency is required to comply with all the liabilities to be discharged and in case of any failure on the part of the Agency, the University shall withhold payment of its bill.
38. The terms and conditions of this tender shall be part and parcel of the Agreement to be executed by the person or institution whose tender is accepted.

39. The person or institution who submits their offer must have office in the State of Telangana and must inform the University about the address of the registered office, telephone numbers etc., All correspondence shall be addressed to that office and it is deemed to have been received by the Agency.
40. The University will have privities of Agreement with the Agency only and will given instructions to it and will have nothing to do or be concerned with the conditions of employment of the workers working for the Agency.
41. The University will not retain any control on payment or the manner of the discharge, dismissal or retrenchment or re-employment of the workers engaged/employed by the Agency.
42. In case, the Agency or it's workers are allowed to work at the premises of the University, the Agency will have no right or lien whatsoever upon the premises and the Agency and it's workers will move out of the premises at instance of the University.
43. That the Agency will be liable not only to pay wages to its employees, but all the statutory compliances (the retrenchment compensation, notice pay, gratuity or bonus as payable and the University will not be held liable for any obligation of the Agency).
44. The University will not in any manner be responsible for any act, omission or commission of the workers engaged by the agency and no claim in this respect will lie against the University. If any such claim is made against the University by any worker or his heirs engaged/employed by the Agency, which the University is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the Agency working at the University premises of otherwise, the agency will be liable to indemnity/reimburse to the University all the money paid in addition to the expenses incurred by him/her.
45. The agreement be terminated even before the stipulated period by either party by giving the other one month's notice in writing.
46. List of records to be maintained by the agency for operations in the University should be produced to the University. These records are subject to scrutiny/inspection by the authorized officers of the University.
47. The University reserves the right to terminate the contract after giving notice in case of breach of any terms and conditions of the tender.

48. The University reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
49. The tender received after the last date either due to postal delay or due to any other reason will not be considered.
50. The University shall also reserve the right to demand the change of personnel if their services are not found to be satisfactory in addition to levying penalties as per the terms and conditions of this agreement. If the service continues to be unsatisfactory, the University shall exercise its right to not only recover the damages but also to terminate the agreement and replace the service provider.
51. The earnest money of successful tenderer will be forfeited if he does not fulfill any of the following conditions.
52. The security deposit of Rs.10,00,000/- (Rupees Ten lakhs only) (inclusive of the earnest money of Rs.2,00,000/- by means of a bank draft) by means of bank draft/bank guarantee favoring **"Comptroller, Sri KondaLaxmanTelangana State Horticultural University, Rajendranagar, Hyderabad"** should be deposited within 5 days of the receipt of the letter for awarding the contract.
53. The tenderers who submit tenders with 0% commission are not acceptable.
54. Execution of the agreement within 5 days of the receipt of the award letter.
55. Commencement of work within 10 days of the signing of agreement and furnishing of security deposit.
56. After finalization of the tender, the outsourcing persons with prescribed qualifications to be supplied by the successful tenderer (Outsourcing agency). The candidates thus supplied will be tested by the committee constituted by SKLTSHU before engaging by way of written test or skill test. The committee's recommendations are final.

K.RAVINDER REDDY

REGISTRAR