



स्नातकोत्तर कृषि विज्ञान महाविद्यालय

(केंद्रीय कृषि विश्वविद्यालय, इम्फाल)

उमियाम, मेघालय-७९३१०३

College of Post-Graduate Studies in Agricultural Sciences

(Central Agricultural University, Imphal)

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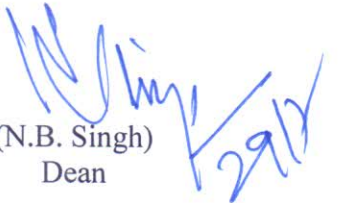
## NOTICE INVITING TENDER

Dated, the .... July, 2020

No. CAU/CPGS/Estt-50/Cont(OS)/19-20/ : Sealed quotations are hereby invited from registered/eligible/authorized agencies/Contractors/firms/individuals/parties etc., for outsourcing services of the labourers in the College of Post Graduate Studies in Agricultural Sciences, Central Agricultural University, Umiam, Meghalaya-793103 for a period of one years.

The tender should be accompanied with a non-refundable tender fee of Rs.1000/- (Rupees one thousand) only by Demand Draft drawn in favour of Dean, College of Post Graduate Studies in Agricultural Sciences, Central Agricultural University, Umiam, Meghalaya payable at SBI, ICAR Branch, Umiam, Meghalaya. The sealed tender should be superscribed with "Tender for outsourcing of Labour Services –Due Date on 21<sup>st</sup> August, 2020".

The tender complete in all respect should reach the undersigned on or before 21<sup>st</sup> August, 2020 upto 2:00PM and will be opened on the same day at 2:30 PM. The terms and conditions and other details are given in annexure-I &II and can be downloaded at [www.cau.ac.in](http://www.cau.ac.in) or [www.cpgs.ac.in](http://www.cpgs.ac.in)

  
(N.B. Singh)  
Dean

Memo No. CAU/CPGS/Estt-50/Cont(OS)/19-20/

Dated, the ..... July 2020

1. The Registrar, Central Agricultural University, Imphal for kind information.
2. The Webmaster, Central Agricultural University, Imphal for uploading the tender documents in University website.
3. The In-charge IT Cell, CPGSAS, CAU, Umiam, Meghalaya for uploading the contents of the tenders.
4. The College Notice Board.
5. Guard file.

**Terms and condition for outsourcing of labour services for various purposes:**

1. Technical and financial bids should be submitted separately in different envelopes on letter head of the agency.
2. Only those firms / agencies having certificate proof from Labour Department, Government of Meghalaya for providing outsourcing services in the state during the contract period, should apply.
3. The applicant firm must submit a copy of the certificate for registration with service tax, EPF ESI, PAN card and income tax return of previous year, otherwise the tender is liable to be rejected.
4. The Agency shall be solely responsible for timely compliance of the obligations under various laws and Acts of the **Ministry of Labour and Employment, Govt. of India, EPF Act**, or any kind of such laws as applicable.
5. The wages to the contractual labourers shall be paid by the agency as per the minimum rates prescribed by the Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India, New Delhi from time to time.
6. If the agency is exempted to pay service tax or any other tax for providing services to an educational institute, a proof for the same must be submitted from a concern office.
7. The outsourcing is purely temporary for a period of 12 (twelve) months starting from the date of agreement and no extension can be claimed in this regards.
8. The agency may quote the rate on monthly basis including clear cut calculations / details of various charges viz., wages for different services, EPF, ESI, service tax and service charge etc. and total rate quoted for a month for all individual services. Any overwriting / ambiguity in the financial bid make it liable to be rejected.
9. It is expressly understood and agreed that the manpower deployed by the agency shall be the employees of the agency for all intents and purpose, and in no case there shall be a relationship of employer and employee between this college and the deployed manpower.
10. If any accident occurs involving any workers of the agency while doing his/her job, this college will not be liable in any way and the sole responsibility for further needful will be bear by the contractual agency.
11. In case any person deployed by the agency does not come up to the mark in terms of general discipline or does not perform her/his duties properly or indulge in any unlawful activity, the agency on the order of the competent authority of the college shall immediately withdraw such person(s) from the premises of this college.
12. The Dean may ask the firm to increase or decrease the number of manpower as and when required by this college for a particular time period or during entire contract period. The contractor will be informed well in advance for this purpose.
13. If agency engages any workers for overtime, he/she shall be compensated adequately as per law of labour act.
14. The agency will supply the committed man-days for all the six days in a week (Monday to Saturday) except on national holidays on 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October.



16. No worker is allowed to go on strike or show resentment against the employer within the college premise. If they resort to such activity, it will be considered as absence from duty and an equivalent amount will be deducted for the day of the strike. Any damage/loss caused to the college property by the contractual workers shall be compensated by the agency.
17. The persons engaged in office assistance have to strictly maintain the office secrecy and orders. A declaration on non-judicial stamp of Rs. 20 will be made to abide by the official secrecy act of Govt. of India.
18. Successful bidder should deposit an amount of 2.5% of the quoted amount as Security deposit/EMD and will sign an agreement with the hiring agency on a non-judicial stamp paper of Rs. 100/- and abide by the agreement in true spirit.
19. Since the job of the pump operator requires odd hours duties and also sometimes beyond 8 hours, the contractual agency shall make appropriate roster for duties of these workers after consultation with the official concerned in the college and the workers shall be compensated adequately.
20. The agency should submit its bills within first week of the month along with necessary proof of EPF and ESI contribution from the bill of previous month and showing the actual amount of wages paid/to be paid to the contractual workers. Payment will be made only after satisfactory completion of terms and conditions.
21. Payment will be made only after satisfactory completion of terms and conditions and deducting the amount of income tax from the bill at the source, as applicable from time to time.
22. If due to unavoidable circumstances, the college is not able to pay the bills in the first week of the next month, the agency will make its own arrangement for payments to the workers.
23. Presence of labourers / workers in various sections and quantum of work performed by them against work allotted by concerned sections will be monitored by a supervisor of the agency deputed for this purpose.
24. This college is not responsible for delivery of quotations after due date due to postal delay or any other reason.
25. The Contractor shall pay the salary to its employees in the first instance and then shall present the Bill for reimbursement of amount paid by Contractor to employees. The reimbursement bill should be accompanied with due Challan/ Receipts being proof for deposits of (1) Employees Provident Fund with the office of the Employees Provident Fund Commissioner and (2) Employees State Insurance Corporation of the concerned month. In the absence of EPF Challan/Receipts and ESI challan/Receipts, the College shall not reimburse the amount to Contractor. The payment will be made only after satisfactory completion of terms and conditions. However, the Institute reserves the right to deduct any equivalent amount against any particular job package if job is not done to the satisfaction of the supervisor of the institute.
26. The Dean of the college reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
Dean  
CPGSAS, CAU, Umiam, Meghalaya

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