



**MAHATMA GANDHI ANTARRASHTRIYA HINDI
VISHWAVIDYALAYA**

(A Central University, Established by Parliament by Act No 3 of 1997)
Post- Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra)
Tel: 07152-230902 Fax: 07152-230903
www.hindivishwa.org

TENDER NOTICE
MANPOWER SUPPLY SERVICES

Tender Enquiry No.: MGAHV/TENDER/ADMN/MANPOWER SUPPLY/ 01/2017

Dated: 11 August, 2017

Sealed tenders are invited from reputed agencies who have Licence to engage in the business of manpower supply services, registered with the Chief Labour Commissioner (Central) under Contract Labour (Regulation & Abolition) Act, 1970, having valid registration with EPF & ESIC, and having a minimum experience of 5 years in this field for providing its services on contract basis to the University Offices, hostel, residential premises, etc. located at Wardha, Kolkata and Allahabad.

The Application/Tender Form alongwith detailed terms and conditions can be downloaded from our official website www.hindivishwa.org and GOI website www.eprocure.gov.in from the date of publication of this notification till the last date of submission of tender form.

Tenderers should submit their **TENDER BIDS IN TWO SEPARATE SEALED ENVELOPES**, superscribing, 'Technical Bid for Manpower Supply Services' Annexure-I & II and 'Financial Bid for Manpower Supply services' Annexure-III and both the sealed envelopes shall be placed in third main ENVELOPE duly complying with the instructions contained in the Tender form addressed to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 latest by 3.00 pm on 04 September, 2017 [Monday] and to be dropped in the tender box kept at the office of the Registrar. Tenders received after the due time and date will not be entertained. Tenders received without earnest money, conditional tenders or incomplete tenders shall be summarily rejected.

An amount of Rs.2000/- (Rs. Two Thousand Only, non-refundable) for the cost of Tender form and Rs. 8,30,000/- (Rs. Eight Lakh Thirty Thousand Only) as Earnest Money (refundable), should be remitted in the form of two separate Demand Drafts of any Scheduled/Nationalised Bank favouring "The Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya", payable at Wardha (Maharashtra) only. Both Demand Drafts must be enclosed with the 'Technical Bid' only, to avoid an outright rejection of the bid.

Technical Bid of the tenders will be opened on the same day at 4.00 pm (on 04.09.2017) in the presence of the tenderers. Each bidder or his authorized representative may participate at the time of opening the bids (The representative must have the valid authorization from their representative agency for attending the tender opening meeting. Financial Bid will be opened later on who qualifying in Technical Bid. Technically qualified bidder names will be posted on the University website and will be informed separately.

The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to accept or reject any or all the tenders with or without assigning any reason whatsoever thereof.

K. K. K.
11/08/17
Registrar

SCHEDULE OF TENDER

1.	Tender No.	MGAHV/TENDER/ADMN/MANPOWER SUPPLY/01/2017
2.	Availability of Tender document on the University Website	From 11.08.2017 to 04.09.2017 (till 01:00 PM)
3.	Date of sale of tender document	As above
4.	Last date of receipt of completed tender document	04.09.2017 (03:00 PM)
5.	Time, date and place of opening Technical Bids	At 04.00 PM on 04.09.2017 at Registrar Office, MGAHV, Gandhi Hills, Wardha-442001
6.	The Cost of Tender document (Non-refundable)	Rs 2000/- (Rupees Two Thousand only) thorough DD drawn in favour of Finance Officer, MGAHV, Wardha. Payable at Wardha.
7.	Earnest Money Deposit (Tender will not be considered without EMD deposit)	Rs. 8,30,000/ (Rupees Eight Lakh Thirty Thousand only) through Demand Draft drawn in favour of Finance Officer, MGAHV, Wardha. EMD in other mode will not be accepted.
8.	Terms & Conditions	Enclosed at Annexure-IV, to be signed and enclosed alongwith the tender by the tenderer.
9.	Proforma for refund of EMD	Enclosed at Annexure-V, may be submitted on firm's letter head affixing Re. 1/- revenue stamp for refund of EMD.
10.	Mode of submitting tender	In person, to be dropped in the tender Box kept in the Registrar Office.

NOTE :-

1. Tenderer must read 'Instructions to Tenderer's and Terms and Conditions enclosed at Annexure-IV before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated with the self-attested and stamped photocopies of supporting documents.
2. Tender document can be downloaded from the University website www.hindivishwa.org only and accompanied with **DD for Rs. 2000/- (Rupees Two Thousand only), towards cost of tender document and DD for Rs 8,30,000/ (Rs. Eight Lakh Thirty Thousand only) as EMD, without which tender will not be considered.**
3. It should be clearly mentioned on the envelop, "Tender for Manpower Supply Services".

Credentials of the Tenderers and details of payment:

Name of the Agency	
Registration No. and Year of Registration	
Type of Organization: (Whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)	
Name(s) of the Proprietor/Partners	
Full address with Telephone/Mobile No. of the tendered (as expected to be quoted in all communication by this office)	
Details of DD (i.e Cost of Tender) Rs. 2000/- (Rupees Two thousand only)	Name of Bank : DD No. : Date : Value :
Details of EMD (Earnest Money Deposit) Rs. 8,30,000/- (Rs. Eight Lakh Thirty Thousand only)	Name of Bank : DD No. : Date : Value :
Security Deposit	Successful bidder should deposit 5% of the contract amount in the form of Demand Draft drawn in favour of Finance Officer, MGAHV, Wardha.

Documentary Proofs

Sr. No.	Particulars	Attached (Yes/No)	Page/Appendix (If attached)
1	Proof of incorporation/inception of the Agency		
2	Registration for manpower supply/License to engage in the business from the controlling Authority		
3	Proof of Registration with the Labour Commissioner		
4	PF Registration Proof		
5	ESI Registration Proof		
6	PAN Card		
7	Income Tax Returns for the last three years		
8	Proof of Goods & Service Tax registration		
9	Satisfactory Performance certificate from at least three organizations where the Agency has supplied a group of more than 50 (per year) persons at a time during the last 3 years		
10	Annual turnover (Preferably for last three years)		
11	Any other relevant document/information		

FINANCIAL BID

S. No.	Particulars	Rates of Payment
1	Wages per month	To be decided as per qualifications and experience of the workmen.
2	EPF	As Per Rules
3	ESI	As Per Rules
4	Goods & Service Tax	As applicable
5	Contractor's commission /service charge	

Note:

1. EPF rate & Goods & Service Tax shall be as per Rules applicable to Central Government & amended from time to time.
2. Service Charge must be quoted in % (Percentage) of total wages paid per month excluding EPF/ESI etc charges.

