

SATAVAHANA UNIVERSITY, KARIMNAGAR

Notice Inviting Tenders

Tender Notice Rc.No.Registrar/SU/KNR/OS Manpower/2025-26/07

Date:26-03-2025

Sealed Tenders are invited by the undersigned from the registered/eligible Outsourcing Agencies for providing man power/services to the Satavahana University, Karimnagar.

Tender documents can be downloaded from University website: www.satavahana.ac.in w.e.f. Date: 26-03-2025. Tenders should be submitted along with the Tender Schedules. Cost of tender application is Rs.5,000/- (Rupees Five thousand only) including tax and E.M.D. of **Rs.5,00,000/-** (Rupees Five Lakhs only) which is mentioned in terms and conditions in the form of crossed D.D. drawn from any scheduled bank in favour of **“Registrar, Satavahana University, Karimnagar”** payable at Karimnagar.

The Technical Bid and Price Bid should be filled and enclosed in separate sealed covers along with tender documents.

The last date and time for receipt of the sealed tender is 09-04-2025 by 3:00 pm and they will be opened on the same day at 4:00 pm. For details contact No.9491804500

The University reserves the right to accept or reject any or all the tenders at any stage without assigning any reason, what so ever.


REGISTRAR

Satavahana University :: Karimnagar

Terms and Conditions:

- 1) The Agency shall be a Registered Service Provider which holds a valid license under the Contract Labour Act issued by the competent authority to provide the Contract Labour.
- 2) The agency should obtain a valid license under Contract Labour (Regulation and Adoption) Act 1970 **should submit form-VI of supplying above 100 staff in single license** and shall have the establishment code Account for E.P.F./E.S.I. and shall continue to hold the same till completion of the contract.
- 3) The Agency should be in a position to supply all the manpower services listed in the application form.
- 4) The agency should obtain a valid license under Private Security Agencies (Regulation) Act, 2005(PSAR Act) for providing security services.
- 5) The Agency shall have Rs. 5.00 crores turnover in any one year of **last three years** and shall also have with a minimum of three (3) years experience and should provide documentary evidence for the same.
- 6) The Outsourcing contract shall be initially for one year and it can be extended, subject to needs, justification and satisfaction of the authority, on mutually agreed terms for one year at a time, subject to condition that the total period of contract shall not exceed three years.
- 7) The remuneration in respect of each category is to be paid to the functionaries by the Agency as specified in the schedule enclosed and submit the disbursement statements to the University every month scrupulously.
- 8) The University reserves the right to demand change of personnel if their services are not found satisfactory in addition to levying penalties as per the terms and conditions of the contract.
- 9) If the services of the agency continue to be unsatisfactory, the University shall exercise its right not only to recover the damages, but also to terminate the service of the Outsourcing Agency.
- 10) The existing man power those who are working in University since last many years shall continue to work in the University in the same status and in the same category as Outsourcing Employees on the same terms and conditions. The University reserves the right to add/reduce the number of personnel in future if necessary.

- 11) The agency is responsible for payment of the following.
 - a) Employer Contributions of E.P.F and Administrative charges if any as per rules.
 - b) Employer contributions of ESI as per rules
 - c) The GST @18% to the Government and any other applicable taxes to be paid to the Government
(However employee contribution of EPF & ESI would be deducted from the remuneration payable to employee).
- 12) There shall not be any reimbursement of employee share of EPF & ESI to the agency.
- 13) The agency should pay the above before the stipulated date and provide the remittance slips towards the above statutory contributions for release of payment of agent's commission and remuneration of functionaries in the subsequent month.
- 14) The agency shall quote their monthly payment of employees remuneration including their commission on remuneration to be paid to the posts of each category and also the monthly contributions, administrative charges to be remitted for E.P.F. and E.S.I. and Taxes etc.
- 15) The outsourcing Agency will be responsible/liable for the deeds including legal problems of the outsourced manpower engaged by them to the University. If the outsourced employees approach any court of law against the University, the second party shall bear all legal costs incurred if any by the University.
- 16) The outsourcing employees are eligible for 15 days casual leave per calendar year or proportionately to the actual outsourcing period and there shall not be any reduction from the remuneration for availing such leave.
- 17) The outsourcing woman employees are eligible for Maternity leave without paying remuneration as per Government Orders issuing time to time.
- 18) The Agency shall submit the Tender application along with D.D for **Rs.5,00,000/-(Rupees Five Lakhs only)** towards E.M.D. drawn in favour of **"Registrar, Satavahana University, Karimnagar"** and payable at Karimnagar, **after submission of Bank Guarantee the EMD will be returned to the successful bidder.**
- 19) The E.M.D. of the Agency selected shall be returned on termination of the contract deducting dues, penalties, remittances if any and the D.D s of E.M.D. pertaining to non-selected agencies will be returned within two (2) working days.
The Agency should have the following requisites and to enclose the Xerox copies for proof.

- 20) EMD will be forfeited if selected tendered not turned up for entering into agreement when called upon, withdraws tender during the validity period of three months.
- 21) It is not binding to accept the lowest tender. It can reject any tender or all tenders without assigning any reasons thereof. The decision of the University is final.
- 22) The validity period for evaluating the tenders is 3 months.
- 23) I.T. Assessment copy for at least (3) years (Enclose proof of the same)
- 24) GST Registration (Enclose proof of the same)
- 25) Proof of last three (3) years remittance particulars of EPF, ESI & GST till the last month.
- 26) Self declaration regarding non-defaulter of any remittances of the out sourcing employees statutory deductions and criminal cases, **termination, blacklisting** any till the date of tender notification.
- 27) Satisfactory Completion report from the respective organizations duly signed by the competent authority must be submitted.
- 28) Audit reports of last 3 (three) Years must to be submitted.
- 29) The commission quoted by the agency **should be higher than TDS deductions.**
- 30) In case the agencies quoted same commission including all charges, then University choose the higher turnover agency as selected for supply of manpower and security services.
- 31) The lowest quoted Outsourcing Agency once finalized has to give a Bank Guarantee for an equivalent amount of one (1) month remuneration of number of posts.
- 32) The outsourcing agency has to provide monthly remuneration to the persons outsourced by 1st of the following month without fail and without waiting for the funds to be received from the University.
- 33) The security personnel of the Agency shall work for 8 (eight) hours a day round the clock for 3 (three) shifts for week days. Security Guards will be provided and deployed to ensure protection of the University premises on all 7 (seven) days of the work. The posting of Security guards round the clock should be done uninterruptedly on all days to report to the Security Officer, Satavahana University, Karimnagar.
- 34) The Security personnel of agency shall be in the age group 20 to 50 years and must have the requisite experience of similar and magnitude of work. They should be able to read and write English/ Telugu/ Hindi languages.

35) The candidates must have the following minimum physical fitness specifications:

Height	:	5.5" (incase of General Candidates)
Height	:	5.0" (incase of Gurkhas)
Chest	:	32 inches-2 inches expansion
Vision	:	Normal with no colour blindness

36) The Agency shall replace any personnel whose performance, manners and efficiency are found to be unsatisfactory as ordered by the officer. No residential accommodation and transportation will be provided by the University.

37) The security personnel shall present themselves in proper uniform, clean and well dressed as desired by the office. The agency shall provide all required consumable materials such as uniform, whistles, registers, lathies, torchlight's and rain protective items etc., for security and no extra payment will be made for these items.

38) The outsourcing agency has to pay the remuneration to employees through bank account only.

39) The only amount that can be deducted out of remuneration of employees as indicated in Government Orders issuing time to time.

40) The outsourcing agency has to enclose the Firm Pan Card, GST Certificate and Registration Certificate of the Firm.

41) The outsourced employees shall work as per university guidelines, during working days and if the services are required on any holidays including Sundays, they should attend the office work.

42) Payment will be made in the form of a cheque or through CMP of SBI in to the Outsourcing Agency.

43) The agency or its representatives cannot put forth any claim for continuation of the services of outsourced manpower. It is the discretion of the Registrar, Satavahana University, Karimnagar, whether to continue or discontinue the services of the manpower so outsourced.

44) It is hereby specifically agreed that for all purposes what so ever the Outsourcing Agency shall be the actual employer of the outsourcing employees and shall be answerable as the employer as and when the question arises in any court of law or tribunal.

Declaration:

I/We _____ do hereby solemnly affirm and declare that I/We own the sufficient qualified Manpower/Services to provide and declare that I/We will abide by any action such as disqualification or termination of contract or black listing or any action deemed fit.

**Signature of the Tenderer
(With Seal)**



SATAVAHANA UNIVERSITY
MALKAPUR ROAD, KARIMNAGAR - 505 002 (TG), INDIA
TENDER SCHEDULE FOR OUTSOURCING AGENCY
TECHNICAL BID

1	Agency Name	:									
2	Office address of the Agency and Phone Number	:									
3	Valid license under contract labour(Regulation and adoption) : Act 1970	:									
4	The establishment code account for E.P.F & E.S.I	:									
5	Valid license under private security Agencies (Regulation)Act, 2005 (PSAR Act) for providing Security Services	:									
6	Date of Commencement of Business	:									
7	Brief description of the Agency including details of its main lines of Business	:									
8	Previous Experience	:									
9	Tender Schedule Cost Rs.5000/- (including tax) Non-refundable D.D. in favour of “Registrar, Satavahana University”, Karimnagar	:	<table border="1"> <tr> <td>D.D.No.</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Rs.</td> <td></td> </tr> <tr> <td>Drawn on</td> <td></td> </tr> </table>	D.D.No.		Date		Rs.		Drawn on	
D.D.No.											
Date											
Rs.											
Drawn on											
10	Annual Turnover of the agency would be 5.00 crores and above (Enclose Proof of the same)	:									
11	Firm/Agency PAN No.	:									
12	Firm/Agency Bank Details	:									
13	I.T. Assessement copies of last (3) years (Enclose the same)	:									
14	Firm/Agency GST Registration Certificate	:									
15	Proof of last three (3) years remittance particulars of EPF, ESI & GST.	:									
16	EMD of Rs.5,00,000/- (Rupees Five Lakh only) through D.D. in favour of “Registrar, Satavahana University”, Karimnagar	:	<table border="1"> <tr> <td>D.D.No.</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Rs.</td> <td></td> </tr> <tr> <td>Drawn on</td> <td></td> </tr> </table>	D.D.No.		Date		Rs.		Drawn on	
D.D.No.											
Date											
Rs.											
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17	Name, Designation, Address and Phone Number of authorized signatory	:	
	Name	:	
	Designation	:	
	Address	:	
	Telephone Number	:	
	Mobile Number	:	
	E-mail Address	:	
	Specimen Signature of the Bidder	:	

I understand that the University has the right to accept or cancel the bid at any time without assigning any reason and any prior intimation.

Date:

Station:

**SIGNATURE
(With Seal)**



SATAVAHANA UNIVERSITY
MALKAPUR ROAD, KARIMNAGAR - 505002 (TG), INDIA
TENDER SEHEDULE FOR OUTSOURCING AGENCY
PRICE BID

Sl. No.	Designation	No. of Employees	Remuneration per month	Total Remuneration per month	Agency Commission (Percentage) on remuneration paid to the outsourcing employees per month
Total Number of Outsourcing Existing Employees					
1	Jr.Asst. Cum Data Entry Operators	3	19,500.00	58,500.00	
2	Data Entry Operators	16	19,500.00	3,12,000.00	
3	Library Assistant	1	22,750.00	22,750.00	
4	Lab Assistants	6	19,500.00	1,17,000.00	
5	Driver	2	19,500.00	39,000.00	
6	Store Keeper	1	19,500.00	19,500.00	
7	Store Keeper	1	17,600.00	17,600.00	
8	Record Assistant	1	15,600.00	15,600.00	
9	Attenders	26	15,600.00	4,05,600.00	
10	Sweepers	13	15,600.00	2,02,800.00	
11	Watchmen	1	15,600.00	15,600.00	
12	Security Guards	51	14,894.00	7,59,594.00	
13	Cooks	1	15,600.00	15,600.00	
		2	14,500.00	29,000.00	
14	Asst. Cooks	1	14,500.00	14,500.00	
		1	14,000.00	14,000.00	
		2	12,000.00	24,000.00	
		2	11,000.00	22,000.00	
15	cleaner	3	10,500.00	31,500.00	
16	Sanitary workers	8	12,000.00	96,000.00	
17	Sanitary workers	2	8,500.00	17,000.00	
18	Electrician	1	17,600.00	17,600.00	
19	Plumber	1	17,600.00	17,600.00	
20	ANM	1	17,600.00	17,600.00	
		1	15,600.00	15,600.00	
21	Kamati	1	8,500.00	8,500.00	
		4	13,000.00	52,000.00	
22	Care-Taker	2	17,600.00	35,200.00	
23	Waiter	3	9,500.00	28,500.00	
24	Dinning hall Helper	9	9,500.00	85,500.00	
	Total	167		25,27,244.00	

GST 18% per month will be paid by the University. EPF & ESI contribution (Employee and Employer share) per month are applicable as per Government Rules.

SIGNATURE
NAME OF THE AGENCY WITH SEAL

X