



**PONDICHERRY UNIVERSITY  
(A Central University)**

Bharat Ratna Dr. B. R. Ambedkar Administrative Building,  
R. Venkataraman Nagar, Kalapet, Puducherry – 605 014.

**BID DOCUMENT**

**TENDER FOR**

“Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including Vice Chancellor’s residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry, Pondicherry University Centre at Karaikal.

**(Visit us at [www.pondiuni.edu.in](http://www.pondiuni.edu.in))**

**(Non-transferable)**

**Price of Bid Document : Rs.1,040/- (Inclusive of PVAT)**

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**Prof. M. RAMACHANDRAN**  
REGISTRAR (i/c)

Ref. No. PU/ELW/Electrical AMC/ 2016-17/

Date: 19/11/2016

**TENDER NOTICE**

1.1 Sealed Tenders are invited under Two Bid System i.e., Pre-qualification Bid and Financial Bid in separate covers from reputed, experienced and Financially sound electrical maintenance contractors registered with Labour Commissioner for supplying qualified manpower to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal as per the requirement mentioned below. The estimated cost of the tender is Rupees Sixty Lakhs (approx.) per annum.

Sl. No.	Category	No. of persons required for Pondicherry University Campus			No. of person required for Community College, Lawspet	No. of person required for Karaikal Campus	Total
		I shift	II shift	III shift			
		9:30 am to 5:30 pm	5:30 pm to 1:30 am	1:30 am to 9:30 am			
1.	<b>Highly Skilled</b> Supervisor with 'A' or 'C' license	1	1	1	Nil	1 (General shift)	4
2.	<b>Skilled</b> Electrician / Wireman	7	5	4	1 (General shift)	1 (General shift)	18
3.	<b>Operators</b> Lift, Audio & Video System, AC Plant etc.,	6	-	-	Nil	Nil	6
4.	<b>UnSkilled</b> Helpers	7	5	4	1 (General shift)	Nil	17

Above figures may vary according to the requirements of the University.

1.2 Desirous Tenderers may obtain tender documents on request in writing from Registrar, Pondicherry University, Puducherry – 605 014 up to 02-11-2016 – 14:30 Hours, on payment of Rs.1,040/- (non- refundable and non-transferrable) in the form of Account Payee Demand draft from any of the scheduled banks drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”, payable at Puducherry.

1.3 Tender documents downloaded from the Pondicherry University website **www.pondiuni.edu.in** is also acceptable provided the requisite tender cost i.e. Rs.1,040/- is enclosed in the form of Account Payee Demand Draft from any of the Scheduled Banks drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”, payable at Puducherry at the time of submission of bid document. Tender submitted without the cost of Tender form will be summarily rejected.

1.4 **Schedule**

Date & Time of issue of Bid Document : 02/11/2016 Upto 14:30 Hours

Last date & Time for receipt of tenders : 02/11/2016 – 15:00 Hours

Date & Time for opening of Pre-qualification Bid : 02/11/2016 – 15:30 Hours,

Date & Time for opening of Financial bid : To be notified later to the tenderers who qualify in the Pre-qualification bid.

Place of opening the Tenders : Executive Council Hall  
Pondicherry University  
Bharat Ratna Dr. B.R. Ambedkar  
Administrative Building  
R. Venkataraman Nagar, Kalapet  
Puducherry – 605 014

1.5 The Bidder is expected to read all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder’s risk and shall result in rejection of the bid.

**REGISTRAR (i/c)**

## **2 SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

2.1 Pondicherry University requires the services of registered, reputed, well established and financially sound electrical maintenance contractors for Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal.

The contract will be for One Year initially. The period of the contract may be further extended for a period of two more years, based on the performance. Requirement of electrical maintenance contractor may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the electrical maintenance contractor deployed by the selected Firm /Agency. Pondicherry University reserves the right to terminate this contract at any time after giving two weeks notice to the selected Firm / Agency.

The University requires Highly Skilled /Skilled /Unskilled persons (whose jobs are specified in Annexure V and the number of persons are specified in para 1.1). Qualifications required for the Highly Skilled /Skilled / Unskilled employees are given in the Annexure – VI.

Antecedents of the employees should have been got verified by the agency and Certificates to this effect should be produced to the University.

### **2.2 Earnest Money Deposit (EMD)**

2.2.1. The Firms/ Tenderers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 1,20,000/- (One lakh Twenty thousand Only) in the form of DD, from any of the scheduled banks drawn in favour of "The Finance Officer, Pondicherry University, Puducherry, payable at Puducherry. DD should have been drawn on or after the date of call of tender.

2.2.2. Tenders received without the requisite EMD of Rs 1,20,000/- (Rupees One lakh Twenty thousand only) shall be rejected outright and returned to the bidder without opening financial bid.

2.2.3. The EMD in respect of the Tenderers which do not qualify the Pre-qualification Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be either returned (without interest) or adjusted towards the Performance Security Deposit. Further, if the agency fails to deploy employees against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

## 2.3 Submission of Bid / Bid opening

The tenders are invited under two bid system i.e. Pre-qualification Bid and Financial Bid.

### **Essential Pre-qualification Criteria**

- 2.3.1 The Tenderer should, download the tender document from the University website: [www.pondiuni.edu.in](http://www.pondiuni.edu.in) The filled in tender document should be submitted along with a Rs.1,040/- (Rupees one thousand and forty only) including 4% VAT drawn from any of the scheduled banks towards the cost of tender document drawn in favour of Finance Officer, Pondicherry University, Puducherry and payable at Puducherry. The name of the Tenderer should be written on the backside of the Demand Draft.
- 2.3.2 The Tenderer should enclose a Demand Draft for Rs.1,20,000/- (Rupees One lakh Twenty thousand only) towards Earnest Money Deposit drawn in favour of Finance Officer, Pondicherry University, Puducherry and payable at Puducherry. The Demand Draft should have been drawn from any of the scheduled bank on or after the date of call of tender. If exempted from payment of EMD, a copy of exemption certificate issued by Competent Authority duly attested should be enclosed (Self attestation accepted). The name of the Tenderer should be written on the backside of the Demand Draft.
- 2.3.3 The Tenderer should have Class-III electrical contract license issued by CPWD or equivalent license issued by Electricity department, Puducherry / TANGEDCO/BSNL are any other State or Central Government agency.
- 2.3.4 The tenderer should have
- i. Experience in providing the required technical manpower service continuously in all the preceding three years to Government, Quasi Government or Private Institutions with an annual total contract value of not less than Rs.24lakh (ie) from the financial year 2013-14 (year means financial year ending on 31 March)
  - ii. Should be executing similar contracts (annualized value of Rs.24lakh) for the current year 2016-17 also. Proof should be enclosed.
- 2.3.5 The Tenderer should have registered with
- a) Employees Provident Fund Organisation,
  - b) Employees State Insurance Corporation,
  - c) Central Excise Department for Service Tax and

Proof of Registration for the above should be enclosed.

- 2.3.6 The Tenderer should enclose a copy of Audited Balance Sheet with profit and loss account duly certified by a Chartered Accountant for the last three Financial years (ie) 2012-13, 2013-14 and 2014-15.
- 2.3.7 The Tenderer should enclose a copy of the 'Income Tax Return Acknowledgement' or 'Income Tax Return Verification Form' for the Financial years (i.e) 2012-13, 2013-14 and 2014-15.
- 2.3.8 The competing Tenderer should have in currency a valid Labour Licence under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970. [Copy to be enclosed]

**2.4. The Tenderers are advised to submit the bids as given below :**

2.4.1 (i) Envelope 1 superscribing "Pre-qualification bid for Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal", should contain the following documents :-

- (a) Pre-qualification Bid (As in Annexure I with relevant proof wherever applicable);
- (b) Declaration (Annexure IV)
- (c) EMD as stipulated vide item 2.2.1 of Tender document.
- (d) Cost of tender document in the form of Demand Draft vide 1.2 of the Tender Document.
- (e) Separate Demand Drafts are to be drawn for (a) EMD and (b) for cost of tender document.

All copies of documents should be self attested. All the documents mentioned above are for establishing the eligibility and veracity of the tenderer.

(ii) Envelope 2 superscribing "Financial Bids for Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal", should contain the Financial Bid (As in annexure II).

- (iii) Envelope 3 superscribing “Tender for Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC’s Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal” should contain above two envelopes.

Envelopes 1 & 2 should be separately sealed/properly closed and kept inside the 3rd Envelope, which is also to be sealed. Bids submitted in unsealed/not properly closed envelopes will be rejected.

- 2.4.2. The Firms / Tenderers may submit the tender document complete in all respects upto 02/11/2016 15:00PM in the Tender Box kept in the Administrative Office, Pondicherry University, Puducherry – 605 014. The tenders shall not be entertained after this deadline under any circumstances whatsoever or by Registered Post / Courier / Speed Post so as to reach the Registrar before the time and date specified above. Delay in receipt of tender thro’ Post / Courier etc will not be accepted.
- 2.4.3. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting is permitted in the Financial Bid Form and any correction should be attested by the authorized signatory. Under any circumstances correction fluid should not be used in the Pre-qualification and Financial bid.
- 2.4.4. The conditional bids shall not be considered and will be rejected.
- 2.4.5. The bidder shall quote the Pre-qualification Bid & Financial Bid as per the format enclosed at Annexures I & II.
- 2.4.6. The envelope containing Pre-qualification Bid shall be opened on the scheduled date and time in the presence of the authorized representatives of the Firms / Agencies, if any, who wish to be present on the spot at that time. (vide Authorization as in Annexure II).
- 2.4.7. In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the bids will be received / opened on next working day, time and venue remaining unaltered.
- 2.4.8. Financial bids of only the technically qualified bidders shall be opened in the presence of short listed contractors or their authorized representatives on a date & place to be notified later. (vide Authorization as in Annexure III) Tenderers should submit a declaration as in Annexure IV.
- 2.4.9. The competent authority of Pondicherry University, Puducherry, reserves the right to cancel any or all bids without assigning any reason.



- 2.4.10. Pondicherry University reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Pondicherry University, in this regard shall be final and binding on all.
- 2.4.11. Mere quoting the lowest rate of Service Charges alone will not confer any right to such tenderer seeking acceptance. The University reserves its right to evaluate the Financial comprehensively on the basis of better qualifications.

### **3 TERMS AND CONDITIONS**

#### **3.1 General**

- 3.1.1 The successful Tenderer will have to execute an agreement, in a stamp paper worth Rs. 100/- (Rupees One Hundred only) at his own expenses after remitting Rs. 6,00,000/- (Rupees Six lakh only) towards performance security deposit in the form of a demand draft drawn in favour of the Finance Officer, Pondicherry University, payable at Puducherry or after submitting an unconditional, irrevocable Bank Guarantee for Rs 6,00,000/- (Rs. Six lakh only), valid for a period of 18 months from the date of commencement of contract in favour of Finance Officer, Pondicherry University. In case the period of contract is extended based on performance appraisal beyond one year, the validity of Bank Guarantee should also be extended as may be required by the University. In case the period of contract is extended based on Performance appraisal beyond one year, the validity of Bank Guarantee should also be extended as may be required by the University will be paid to the contractor in the Security Deposit.
- 3.1.2 The contracting Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
- 3.1.3 The Agency shall depute a Manager/Co-ordinator, who would be responsible for immediate interaction with the University, so that optimal services of the persons deployed by the agency could be availed without any disruption. Wages for such Manager/Co-ordinator will not be borne by the University and the same may be paid out of the Profit Margin of the Tenderer.
- 3.1.4 For all intents and purposes, the contracting agency shall be the “Employer” within the meaning of different Labour Legislations in respect of employees deployed for contractual services. The man power deployed by the contracting Agency in this University shall not have claims of any Master and Servant relationship or Principal and Agent or Employer – Employee relationship with or against Pondicherry University.
- 3.1.5 The persons deployed by the contracting agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular /

confirmed employees of this University during the currency or after expiry of the contract.

- 3.1.6 In case of termination of this contract on its expiry or otherwise, the person deployed by the contracting Agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/capacity or otherwise in this office. Contractor should make it known the above conditions to the man power of the contractor.
- 3.1.7 The University will not be responsible to meet transportation, food, medical or any claims arising out of accidents during the course of employment and any other requirements in respect of the persons deployed by it (Agency) in this office except for the reimbursement provided for, in this contract.
- 3.1.8 The contracting agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by contracting agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 3.1.9 Instructions contained in the Tender notice, Scope of work and General instructions for tenderers are also part of the terms and conditions for the purpose of this tender.
- 3.1.10 The Registrar, Pondicherry University reserves right to withdraw / relax any of the terms and conditions mentioned above.

### **3.2 Validity of the Contract**

- 3.2.1 The period of contract will be for a period of **One Year** from the date of award of the contract and shall extend for a period of two more years on performance appraisal unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of the man power deployed, breach of contract, reduction or cessation of the requirements of work.

### **3.3 Security Deposit**

- 3.3.1 The successful tenderer will have to deposit Rs.6 lakh as Performance Security Deposit at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of a Demand Draft or Bank Guarantee (BG) drawn in favour of "The Finance Officer, Pondicherry University, Puducherry payable at Puducherry". The performance security/BG should remain valid for a period of 18 (eighteen)

months from the date of commencement of the contract. The security deposit will not bear any interest. In case the period of contract is extended based on Performance Appraisal beyond one year, the validity of Bank Guarantee should be extended as may be required by the University.

- 3.3.2 The Performance Security deposit of the contractor shall be refunded on successful completion of the contract period after deducting recoveries, if any, due to the loss arising out of poor quality of work, incomplete work and / or any violation of any terms and conditions of the contract as stipulated in the bid document. Refund of Security Deposit is subject to full and final settlement of the final payment for the work contracted / executed under the contract. No interest will be paid to the contractor on the security deposit.

### **3.4 Supply of Man Power**

- 3.4.1 The contracting agency shall ensure that the man power deployed in Pondicherry University, Puducherry are competent enough to carry out the work specified/other conditions stipulated of this tender document.

- 3.4.2 The University, at present, has requirement of the services of Highly Skilled/ Skilled and Unskilled man power as in para 1.1 of the tender document requirement of man power in this University may further increase or decrease during the period of contract and the contractor would have to increase or decrease the man power supply, if required on the same terms and conditions of the contract.

### **3.5 Working Hours**

- 3.5.1 Normally the working hours shall be 8 hours per shift. Payment will be made only for the days on which the man power has been engaged. The contractor may be called upon for the services on Sunday or Labour holidays also, if required, without any extra charges other than pro-rata wages as per the Minimum Wages Rules.

- 3.5.2 The Tenderer should install and maintain a “Biometric Attendance System” for record the attendance of the employees, as per the specification given by the Registrar / Asst. Engineer(E) or any Engineer In-charge as authorized by the Registrar, at his/her cost. If required, Pondicherry University will provide “Biometric Attendance System” to the Tenderer and the cost of the same will be recovered from the Tenderer. Daily Attendance Report generated should accompany the monthly claim for reimbursement and this will be the basic record for calculating the wages for each person.

### **3.6 Details of Personnel**

3.6.1 The contracting Firm / Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this office before the commencement of work:

- a) List of persons short listed by agency for deployment at Pondicherry University, Puducherry, and their Bio-data containing full details i.e. date of birth, marital status, address, educational qualification, technical qualification and required license issued by competent authority.
- b) Character certificate from a Gazetted officer of the Central/State Government.

3.6.2 The contracting agency shall provide identity cards to the person deployed in this office carrying the photograph of the person and personal information as to name, DOB, age and Identification mark etc.

### **3.7 Conduct / Misconduct of the Personnel**

3.7.1 In case, the person employed by the Contracting Firm / Agency commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence and security risks, the Agency will be liable to take appropriate disciplinary action against such person, including their removal from site of work, if required by this office within 24 Hrs of being brought to their notice.

3.7.2 The contracting agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking etc in the office premises.

3.7.3 The contractor shall be responsible for any theft of the items by his personnel from the rooms or any other area of the office. The details of the stolen materials/ stores will be given to the contractor in writing by the Assistant Engineer Electrical/person authorized by the Registrar and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of the Registrar on this will be final and binding on the contractor.

### **3.8 Confidentiality**

3.8.1 The contracting agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any employee by its personnel deployed in this office.

### **3.9 Legal**

- 3.9.1 The Contracting agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance, Service Tax etc. in respect of the person deployed by it in this office.
- 3.9.2 While supplying the man power the relevant provisions of Child Labour (Prohibitions and Regulation) Act, 1956, shall be complied with by the agency.
- 3.9.3 Provisions of Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act (in case of engagement of employees from other states), Employees Compensation Act, Maternity Benefit Act (in case of engaging women workers), Industrial Disputes Act, Payment of Wages Act and Fatal Accidents Act shall be complied with by the contracting agency for the manpower deployed.
- 3.9.4 Contracting agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 3.9.5 Contracting agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
- 3.9.6 The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts.

### 3.10 Payment Terms

3.10.1 The outsourced labourers should be paid at the following rates as per the Minimum Wages Act as approved by Government of India vide Ministry of Labour & Employment Order No.1/13(3)/2016-LS-II dated: 31-03-2016. Government of Puducherry as the case may be.

Sl. No.	Category	Puducherry Region (Rs.) per shift of 8 hours	Karaikal Region (Rs.) per shift of 8 hours
1.	<b>Highly Skilled</b> Supervisor with 'A' or 'C' license	<b>Rs. 448/-</b> (Basic Rs.220 + Variable DA Rs.228/-)	<b>Rs. 407/-</b> (Basic Rs.200 + Variable DA Rs.207/-)
2.	<b>Skilled</b> Electrician /Wireman	<b>Rs. 407/-</b> (Basic Rs.200 + Variable DA Rs.207/-)	<b>Rs. 347/-</b> (Basic Rs.170 + Variable DA Rs.177/-)
3.	Operators (Lift, Audio & Video System, AC Plant etc.,)	<b>Rs. 407/-</b> (Basic Rs.200 + Variable DA Rs.207/-)	<b>Rs. 347/-</b> (Basic Rs.170 + Variable DA Rs.177/-)
4.	<b>UnSkilled</b> Helpers	<b>Rs. 307/-</b> (Basic Rs.150 + Variable DA Rs.157/-)	<b>Rs.246/-</b> (Basic Rs.120 + Variable DA Rs.126/-)

1. The wages as above include factor for payment of weekly off also.
2. Whenever Government revises the minimum wages, such revised wages will be applicable.
3. The Contractor should make payment to the Outsourced personnel at the above rates **for the period actually employed in a month**. The Basic rate plus VDA mentioned above will be the Base Rate on which the agreed per centage of Service charges payable to the contractor are to be calculated.
4. The above base rate/minimum rates of wages include also the wages for weekly day of rest.
5. For the purpose of calculation of Service Charges, "Basic plus VDA" is called as Base Rate. Percentage quoted by the Tenderer in the Financial Bid will be applied on the Base Rate to arrive at the service charges payable to the Tenderer.

3.10.02 Payment made by the contractor as mentioned above will be reimbursed by the University.

3.10.03 Payment towards employer's contributions for EPF and ESI along with Administrative & other charges will be reimbursed by the University. Immediately after making payment of monthly salary to the Outsourced personnel on the 5th day of the succeeding month, the contractor should calculate the Employer's portion of EPF & ESI as per extant Rules of GOI for each of the Outsourced personnel (including the administrative and other charges) engaged for the Outsourced services of the University. Employer's portion of EPF & ESI contribution so calculated alongwith Employees' portion of EPF & ESI deducted from the monthly wages of the Outsourced personnel concerned, should be remitted to the respective organizations concerned [EPFO and ESIC] including administrative and other charges as per the list so as to give credit to the respective accounts as per Rules on or before 15th of the succeeding month.

The contractor should arrange to cover all employees under Life Insurance and also produce proof for having taken Life Insurance cover. The University will not pay any amount towards such cost of Life Insurance.

After making payment to the respective organizations, the contractor should submit a claim for reimbursement of Employer's contribution including administrative and other charges enclosing the proof of payment as acknowledged by EPF/ESI organizations on or before 20th day of the succeeding month along with the claim for reimbursement of wages paid to the Outsourced personnel.

The University after verification of the correctness of the documents submitted by the contractor would reimburse only the Employer's portion of EPF and ESI including administrative and other charges as per the extant Rules by 25th day of the month along with reimbursement of wages paid to the Outsourced personnel.

Claims relating to the subsequent month will be entertained only when all claims for the previous month had been submitted to the University.

The details of deductions made towards employees' portion of EPF and ESI contributions as available in the Wage Bill Register should agree with the payment made to the respective organizations in respect of all Outsourced personnel.

#### **3.10.04 Payment of Service Charges to the Contractors**

Monthly Service Charges to the contractor will be paid by the University at the agreed percentage calculated on the Base Rate as detailed at para 3.10.01.4 above.

3.10.05 The contractor should prepare a wage bill register every month containing the following details.

1. Name
2. Designation
3. ID No.
4. EPF No.
5. ESI No.
6. No. of days worked
7. Basic
8. Variable DA
9. Gross = Basic + variable DA x No. of days
10. Recoveries
  - I. EPF
  - II. ESI
  - III. Advance, if any
  - IV. Uniform
  - V. Penalty/fine, if any, etc

I. Net payment [9 minus 10]

II. Service Tax at the applicable rate may be paid to the Central Excise Department as per rules and the claim may be submitted to the University for reimbursement with proof of payment relating to labour engaged for Pondicherry University only.

3.10.06 The contractor should recover the eligible amount of contribution towards EPF/ESI organizations, from the employees and remit the same to the respective organizations along with the eligible amount of Employer's portion of the contributions as per rules and submit proof thereof. In respect of wages relating to overtime duty, contribution towards EPF should not be recovered as per the existing Rules. If the amount remitted by the contractor is less or more than the eligible amount relating to Employees and Employer's Contribution to the EPF & ESI organizations, such amount will be withheld from the monthly claim made by the contractor for service charges.

3.10.07 The contractor should pay the monthly wages to his employees by the 5th day of the succeeding month. The contractor should submit the following claims to the University on or before the 20th day of the succeeding month for:

- a. Reimbursement of the wages paid to the Outsourced personnel relating to the preceding month.



- b. Reimbursement of Employer's contribution towards EPF and ESI remitted to the respective organizations with proof relating to the preceding month.
- c. Payment of Service Charges for the preceding month.
- d. Claim for Reimbursement of the wages paid should be submitted to the University with the following documents:
  - I. Wage Bill Register - The Wage Bill Register so prepared should contain all the information/details mentioned at para 3.10.05.
  - II. Copy of Bank advice memo for crediting to the individual SB account of the employees.
  - III. Any other documents/proof as required by the Registrar/A.E.(E) for verification.
- e. Claim for reimbursement of Employees' contribution towards EPF and ESI should be submitted with the following documents:
  - 1. Copy of the wage bill register containing the details of recovery towards Employees' contribution in respect of EPF and ESI made from each person engaged, indicating the total amount recovered.
  - 2. Proof of remittance of Employees' contribution and Employer's contribution towards EPF and ESI with list of persons against whom the above remittances had been made. Recovery made towards employees contribution for EPF and ESI as shown in the wage bill register should tally with the remittance made to the EPF and ESI under employees' contribution.
  - 3. EPF account Number and ESI account Number allotted by EPFO and ESIC to each employee should be shown in the Wage bill register and also in the list of person for whom remittance had been made to the EPFO and ESIC.
- f. Claim for reimbursement of Employer's contribution towards EPF and ESI should NOT be submitted SEPARATELY, THE SAME SHOULD BE SUBMITTED alongwith the claim for reimbursement of wages paid for that month. Otherwise, reimbursement of wages will not be considered. ie. Claim for reimbursement of wages for a particular month and reimbursement of employer's contribution towards EPF and ESI for that month should be submitted at the same time. Wages should be disbursed only through Indian bank, Pondicherry University branch/Karaikal branch. If it is disbursed through any other bank other than Indian Bank mentioned above, reimbursement of wages will not be considered.

- g. Claim for the Payment of Service Charges should be submitted to the University with the following documents:
- I. Calculation sheet showing the Total amount of Service Charges payable. The contractor should ensure that the net amount as per the wage bill registers agrees with the amount deposited with the respective SB accounts of all the Outsourced personnel. The contractor should furnish a certificate in the claim, to the effect that details of net amount as per the Registers agree with the total amount credited as per the Bank Advice Memo to the respective SB a/c of the Outsourced personnel. Difference, if any, between the Net amount payable to the Outsourced personnel and amount credited to the Bank for disbursement to the respective SB accounts of the Outsourced personnel, will be withheld from the claim of reimbursement.
  - II. ii. The University will, after verification of the claim for its correctness, make payment within five working days after the date of receipt of the claim from the contractor.
  - III. iii. Tax Deduction at Source (T.D.S) shall be carried out as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by the University.

3.10.08 The contractor should open a current account for the contractor and cause to open separate SB Accounts to each of the Outsourced personnel employed by the contractor for the University **with Indian Bank located within University campus at Kalapet, Puducherry 605 014** / Indian Bank, Karaikal Branch and payment should be made to the employees only thro' such SB accounts. **No cash payments should be made to any Outsourced personnel whether it is wages or advance.** Such payments will not be considered by the University.

3.10.09 (a) In the Financial bid, Tenderers are requested to quote a percentage rate over the base rate towards their service charges covering all their incidental charges as per terms including Profit Margin. This percentage rate of service charges will be taken for comparison among tenderers for acceptance of tender. While evaluating the financial bids, mere quoting low rates alone will not confer any right to such tenderer seeking acceptance. The University reserves its right to evaluate the financial bid comprehensively on the basis of better qualifications. This percentage rate will be applied on the Base Rate only as detailed in para 3.10.01.5 above. Employer's contribution towards EPF and ESI along with administrative charges, reimbursed by the University, will not be taken into account for computing the service charges. (b) Quoting unworkable rate of service charges will not be considered and is liable to be rejected. The decision of the Registrar in this regard will be final and no further correspondence will be entertained.

3.10.10 Service charges so agreed will cover all liabilities of the Tenderer as per terms and conditions of contract and Profit Margin.

Amount recovered from the Outsourced personnel towards their contribution [employees contribution] towards EPF and ESI, should be remitted IN FULL to the respective EPFO and ESIC. The cost of Life Insurance to all the employees should be met out of Service Charges and University will not bear the cost of such Life Insurance.

Rates prescribed by the EPFO and ESIC towards recovery of contributions should be STRICTLY FOLLOWED.

3.10.11 a. The Tenderer should **NOT** recover any amount from the wages payable to the Outsourced personnel **OTHER THAN**

- i. Employees portion of EPF / ESI as per rules
- ii. Towards penalty/fine, if any, imposed on account of lapse/failure, etc on the part of the Outsourced personnel relating to his/her duties/works
- iii. Towards recovery of advances, if any, already made to the Outsourced personnel by the Tenderer.
- iv. Charges for Uniform, if any.

b. In case, the Tenderer makes payment to any Outsourced personnel in the nature of Advances, such as Personal Advance, Festival Advance, etc., such payments should be made only through the SB account of the respective Outsourced personnel. No cash payment should be made in this regard. Details of such advance payments made should be furnished every month to the Registrar for verification of recoveries shown the Wages Bill Register.

3.10.12 During the currency of contract, in case, the Government of the India/Govt. of Puducherry as the case may be increases daily wages from the present rate, the increased rates will be paid. No increase in amount, other than the minimum wages in the present rate as increased by GOI/Govet. As the case may be will be considered by the University. Under any circumstance, the percentage of Service Charges quoted and accepted in the tender will not be affected by this variation.

3.10.13 Pondicherry University shall be entitled to set off against and deduct and recover from the service charge and any other sums payable by Pondicherry University to the contractor at any time, tax, levy or any other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now in force or which may come into force during the currency of this Agreement as also any and all amounts which may be or become payable by the Contractor to Pondicherry University under this Agreement.

- 3.10.14 The contractor shall pay the wages to the Outsourced personnel at the rates as agreed upon in the contract as stated above.
- 3.10.15 There shall not be any Master-Servant or Employer - Employee relationship or any legal or Contractual relationship between the University and Outsourced personnel of the contractor for any purpose including any claim, disputes, rights & duties etc., between the contractor and his personnel. The University will not be responsible or liable to pay any sum or do any act or obligations under law like EPF, ESI, Gratuity, Leave Salary, Bonus or any statutory deductions etc., to the said personnel of the contractor and contractor alone shall be responsible and liable for all such obligations. The Outsourced personnel whose services are provided by the contractor shall at all times and for all purpose be regarded as employees of the contractor who shall also be responsible for necessary service benefits due to the Outsourced personnel as per rules/Laws applicable in such cases.
- 3.10.16 The contractor shall alone be responsible & entitled to act in pursuance of this Contract and the contractor shall not directly or indirectly transfer, assign or makeover any rights and obligations of the contract or any part thereof to any other persons.
- 3.10.17 In the event of any losses or damages to any Properties or effects of University by theft, Pilferage, the contractor shall alone be responsible & liable to pay, reimburse & indemnify all losses & expenses suffered or paid or payable by the University.
- 3.10.18 Outsourced personnel engaged shall be given proper training, if required, by the Contractor at his cost.
- 3.10.19 All correspondence regarding Outsourced personnel & payment of bills etc., or any other matter shall be done only with the Registrar of the University or his authorized person.

### **3.11 Penalty**

- 3.11.1 The personnel provided by the Agency are expected to maintain confidentiality and uphold the trust as regard to work assigned to them. Any breach of confidentiality and trust leading to any inconvenience to the officers of the University shall be viewed seriously. The contracted agency shall immediately provide a competent substitute for the erring personnel.

- 3.11.2 The contracted agency shall immediately provide a competent substitute in the event of any person is leaving the job due to his / her personal reasons. The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs.500 per day (per such case) on the contracting agency.
- 3.11.3 Compensation for interruption of service rendered, cost of materials or stores lost or damaged while carrying out the work, or cost of materials or stores not returned to this office on completion of work or cost of defective components, spares or tools, or towards damage of other utility services while carrying out the work, or any claim against the contractor for the payment of money arises out of or under this contract will be deducted from the monthly bill or any other amount payable to him.
- 3.11.4 In case, the contracting agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, the University will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 3.11.5 In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
- 3.11.6 Any other penalty deemed fit to be imposed on the agency with prior notice. This notice is only for those clauses, which are not defined above.

### **3.12 SPECIAL CONDITIONS**

- 3.12.1 The said maintenance/operation work should be carried out at Pondicherry University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal.
- 3.12.2 The work should be carried out strictly in accordance with CPWD general specifications for electrical works (Part I Internal & Part II External) as amended up to date and also comply with the requirements of Indian Electricity Rules 1956 as amended up to date. In case of items / works not covered by the above specifications, the work shall be carried out as per the directions of the Engineer – in – charge.

- 3.12.3 The work men engaged for the work shall be qualified as per relevant trade rules and practices. The agency shall furnish the list of such persons engaged by them along with the proof of eligibility.
- 3.12.4 The agency should employ Highly Skilled (Supervisor), Skilled (Wireman/Operator) and Unskilled (Helper) workers on the works as per the agreement.
- 3.12.5 However on special occasions such as breakdown or during any official functions the contractor shall attend to other works also, with additional maintenance staff. Salary for such employees engaged as instructed by Engineer in charge will also be reimbursed as per the terms of contract as per the minimum wages Act approved by Government of India and Government of Puducherry as applicable.
- 3.12.6 The contractor should maintain a complaint register. All complaints received / attended / materials received from the department, used in works, balance etc. shall be entered in this register up to date. The Register shall be always open for the clients/ representatives to register the complaints and the departmental Engineers for verification. Similarly the staff posted for operation should maintain proper log book for operation, complaint register and History register of the equipment.
- 3.12.7 The scope of the work covers, replacement of all types of switches, plugs, call bells, lamps, ceiling fans, exhaust fan bearings, chokes, starters, igniters, holders, High Rupture Capacity fuses, other electrical accessories, replacement of HT(22KV) Fuses, operation of AB switches, etc (These items will be issued departmentally). Clearing of street light fittings complains, removing and re-doing of end terminations and minor excavations, refilling around street light poles / cable entry points wherever required shall be done without extra cost. The works not covered in the scope are cable laying, replacement of point wiring, cable jointing, rewinding of fans, additions and alterations to the existing wiring in a major way, repairing industrial boards and other such major works as decided by the University.
- 3.12.8 Materials such as Light fittings, fans, lamps, chokes, lamp holders, starters, capacitors, Igniters, switches, plugs, High Rupture Capacity fuses, bearings etc required for the works will be issued as and when required at Electrical wing stores, Pondicherry University Campus, Puducherry. Transporting the items to site for replacement & returning the dismantled materials back at Electrical wing store, Pondicherry University campus, will be the responsibility of the contractor and at his own cost.

- 3.12.9 Staff has to be deputed for purchasing/transporting diesel from M/s.Amudhasurabi Petrol Bunk, Puducherry to the University Campus without any extra cost.
- 3.12.10 The contractor should assess the requirement of materials and intimate well in advance to the Engineer – in – charge for taking up necessary action.
- 3.12.11 The contractor should keep an account of the materials received and consumed in the work. The dismantled materials should be handed over to the Electrical Department immediately after replacement. Any discrepancy in the account of the materials shall be the responsibility of the contractor and suitable recovery will be made for any shortage of materials including shortage in return of dismantled materials at the prevailing market rate from the contractor's bill.
- 3.12.12 The Contractor shall make its own arrangement for all normal special Tools Plants (T&P) required for the work. But Ladders whenever available at the site of work will be issued on request as and when required for the bonafide use of the work, transportation of ladder to site and back is the responsibility of the contractor. He shall maintain the ladder in good condition during his custody, with chained lock to avoid unauthorized use. He shall return the ladder in original good shape and condition back to the department after every use. If necessary, recovery will be made from his bills for carrying out repairs on account of any damages caused to the ladder.
- 3.12.13 The agency staff should visit and check up all Panels, Main Switches, distribution Boards, Switch panels, cable looping boxes, all control panels and wiring related to Light, Ceiling / Exhaust Fan, Call bell points, Plug points, Street Lights, etc. regularly as a preventive maintenance. A register should be maintained in this respect. Any repair work done / observation made at site are to be entered in the register. Clients' signature should be obtained in the register on completion of works. The register should be produced every Saturdays / weekend days to A.E. (E) / Ele.Engr. or any higher officials during inspection. The registers to be maintained by the agency are,
- A. Complaints register which will also indicate details of complaints attended.
  - B. Register for movement materials.
  - C. Daily record of routine/preventive maintenance / cleaning works carried out by the Contractor.

The above three registers shall be maintained neatly in formats approved by the Engineer- in-charge.

- 3.12.14 The breakdown complaints / preventive maintenance of all street lights and gate lights are to be attended by the Contractor in addition to the switching on / off of these lights at appropriate timings.
- 3.12.15 All debris due to the work shall be cleared then and there and the Installations and its surroundings are to be kept neat and clean.
- 3.12.16 The complaints recorded in the complaint register / reported over phone shall be attended immediately not exceeding half an hour. Any breakdown / repair beyond the scope of the work shall be reported to the A.E.(E) immediately. The contractor should maintain a Mobile telephone and the number be made available to all concerned.
- 3.12.17 Any theft / damage / pilferage etc noticed shall have to be reported immediately to the A.E.(E), If any damage to the installation is caused by the contractor the same should be made good by the contractor himself.
- 3.12.18 It is the responsibility of Contractor as per this agreement to hand over the entire system as per the inventories in good working condition, back to the department at the end of the Contract period.
- 3.12.19 No advance payment will be made. Payment will be made after the end of each month by cheque.
- 3.12.20 In case of any accident / injury to any worker of the Contractor, the University shall not be held liable for compensation / treatment etc. It is the sole responsibility of the contractor to settle legally any claims arising out of it. The contractor will take insurance cover for his personnel against personal accidents while performing duty. The cost of such insurance personnel should be borne by the contractor and this will not be reimbursed by the University.
- 3.12.21 The period of the contract will be for one year, from the date of award of contract by the University. However the contract can be renewed for additional two years on yearly basis on a performance approval by the Registrar.
- 3.12.22 The contract can be terminated by three month notice from either side.
- 3.12.23 The selected tenderer shall arrange to have a Branch Office in Puducherry if not already existing.
- 3.12.24 Working hours per shift will be 8 hours.



- 3.12.25 The Contractor should make available at least one motor cycle / moped / Scooter for their duty staff round the clock for moving around the campus. Besides all employees of the contractor should have a bicycle each with carrier facility to transport sundry electrical materials within the Campus.
- 3.12.26 All the Employees of the contractor should be provided with uniform and safety shoes.
- 3.12.27 All the Employees of the contractor should possess minimum tools such as cutting plier, tester, screw driver sets, spanner set, ball pin hammer and knife etc.,
- 3.12.28 Two Wi-Fi enabled tablet computers with minimum configuration have to be provided by the contractor to the hostel maintenance staff for receiving and closing the complaints through online using the existing electrical maintenance portal.
- 3.12.29 All Employees of the contractor should maintain a register of work done by each of them for verification of the Electrical Wing and should submit the same in the first week of succeeding month.
- 3.12.30 The information about any of the employees of the contractor availing leave has to be informed atleast 24 hours prior to availing leave and alternate staff has to be posted in the duty place.
- 3.12.31 One Supervising Staff should be available round the clock basis in the University campus having 'C' License issued by Licensing Board of Electricity Government of Tamil Nadu /Supervisory 'A' License issued by the Electricity Department, Puducherry.
- 3.12.32 If the tenderer fails to execute works as per our terms from the date of receipt of order or from the date as mutually agreed to, the order will be cancelled and Performance Guarantee will be forfeited. The Contractor will also be liable for all damages sustained by the University for Non Execution of maintenance works awarded to him.
- 3.12.33 The Contract is not transferable / not to be sublet to any other Contractor.
- 3.12.34 Minimum wages have to be paid to the maintenance staff as per the wages approved by the Ministry of labour and Employment and Government of Puducherry as the case may be.

- 3.12.35 Employees of Contractor who performed during night shift will not be permitted to perform duty immediately in the following day-shift of the next day. Continuous deployment of any staff for more than 12 hours including overtime period in a day will not be allowed.
- 3.12.36 Contractor shall abide by all laws of the land including, Labour Laws (ESI, PF, etc., Income Tax or any other extra taxes levied by the Government) Companies Act, Tax Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Contractor, and it shall not involve the Pondicherry University in any way what-so-ever.
- 3.12.37 The contractor shall be responsible for the good conduct and behavior of his employees. If any employee of the contractor is found misbehaving with staff members /students of the University, he shall terminate the service of such employee on the recommendation of the Asst. Engineer (Electrical) or any other officer designated by the Registrar of Pondicherry University. The contractor shall issue necessary instructions to his employees to act upon the instructions given by Asst. Engineer (Electrical) or persons authorized by the Registrar, Pondicherry University.
- 3.12.38 Pondicherry University shall be entitled to set off against and deduct and recover from the service charge and any other sums payable by Pondicherry University to the contractor at any time, tax, levy or any other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now in force or which may come into force during the currency of this Agreement as also any and all amounts which may be or become payable by the Contractor to Pondicherry University under this Agreement.
- 3.12.39 The contractor shall pay its employees wages at the rates as agreed upon in the contract as stated above.
- 3.12.40 There shall not be any Master-Servant or Employer- Employee relationship or any legal or Contractual relationship between the University and employees of the contractor for any purpose including any claim, disputes, rights & duties etc between the contractor and his personnel. The University will not be responsible or liable to pay any sum or do any act or obligations under law like EPF, ESI, Gratuity, Leave Salary, Bonus or any statutory deductions etc., to the said personnel of the contractor and

contractor alone shall be responsible and liable for all such obligations. The employees whose services are provided by the contractor shall at all times and for all purpose be regarded as employees of the contractor who shall also be responsible for necessary service benefits due to the employees as per rules/Laws applicable in such cases.

- 3.12.41 The contractor shall alone be responsible & entitled to act in pursuance of this Contract and the contractor shall not directly or indirectly transfer, assign or makeover any rights and obligations of the contract or any part thereof to any other persons.
- 3.12.42 In the event of any losses or damages to any Properties or effects of University by acts or omissions of said employees the contractor shall alone be responsible & liable to pay, reimburse & indemnify all losses & expenses suffered or paid or payable by the University.
- 3.12.43 All correspondence regarding work arrangements & payment of bills etc., or any other matter shall be done only with the Registrar of the University through Assistant Engineer (Electrical) or person authorized by the Registrar.
- 3.12.44 Either party may terminate the contract by giving the other party three months prior written notice of the same and this Agreement will stand terminated on the expiry of the said three months period provided always that the contractor has fulfilled and complied with all his obligation to the Pondicherry University in connection with and under this Agreement up to the date of such termination.
- 3.12.45 In case of breach of any of the terms of this Agreement by the contractor, Pondicherry University shall be entitled to terminate this Agreement immediately without giving any written notice to the Contractor for the same. In such a case, Pondicherry University shall be entitled to retain hereunder or which become due after termination thereof, any amount which, according to Pondicherry University is due and owing to it by the contractor arising directly under this Contract.
- 3.12.46 Upon termination of this Agreement, the contractor shall immediately deliver to Pondicherry University all the Documents and any/all data, held by it and which are in possession/custody/control of his staff, to Pondicherry University. The contractor shall also forthwith remove all his staff together with his machines/equipment whatsoever from the premises of Pondicherry University in a phased manner as directed by the University.

This is further subject to the fact that Pondicherry University may at its option direct the contractor to finish any particular work/works which may at the date of termination be outstanding.

- 3.12.47 Any breach of the obligation or delay in its implementation shall without prejudice to Pondicherry University's other rights at law will, result in levy of compensation at the rate of Rs.10,000/- per day with interest thereon at the rate of 18% per annum. This amount may without prejudice to all other rights of recovery vesting by law in Pondicherry University be, also recovered from the outstanding amount, if any, of the contractor which may at the date be outstanding and remain in the hands of Pondicherry University.
- 3.12.48 It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. Provided, however, the contractor shall ensure that the entering into agreements with other parties, shall not in any way conflict with or affect PONDICHERRY UNIVERSITY's interests, rights, remedies under this Agreements or in law.

### **3.13 TERMINATION**

- 3.13.1 The contractor will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- 3.13.2 In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
- 3.13.3 This office reserves right to terminate the contract giving a two week's notice to the contracting agency.

### **3.14 ARBITRATION**

3.14.1 In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the interpretation thereof or otherwise in relation hereto, the parties shall first endeavor to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by an Arbitrator appointed by Pondicherry University. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Puducherry. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Puducherry.

**REGISTRAR**

**ANNEXURE - I**

**Pre-Qualification Bid**

(To be enclosed in a separate sealed envelope)

**Name of the Work:** Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal.

<b>Sl. No.</b>	<b>Details to be enclosed for verification</b>	<b>Whether proof is enclosed please say YES if enclosed and "NO" if not enclosed (Please indicate reference to page No of the tender document)</b>	
1	<p>A Demand Draft towards cost of tender for Rs.1,040/- (Rupees one thousand and forty only) drawn from any of the scheduled Bank in favour of Finance Officer Pondicherry University, Puducherry payable at Puducherry.</p> <p>The Demand Draft should have been drawn on or after the date of call of tender. The name of the tenderer should be written on the backside of the Demand Draft.</p>	<p>Demand Draft No.....</p> <p>Name of the Bank with Branch .....</p>	<p>Yes / No</p> <p>Page No.</p>

2	<p>A Demand Draft for Rs.1,20,000/- (Rupees One lakh twenty thousand only) towards Earnest Money Deposit drawn from any of the scheduled Bank in favour of Finance Officer Pondicherry University, Puducherry and payable at Puducherry.</p> <p>The Demand Draft should have been drawn on or after the date of call of Tender. The name of the tender should be written on the backside of the Demand Draft</p>	<p>Demand Draft No.....</p> <p>Name of the Bank with Branch</p> <p>.....</p>	<p>Yes / No</p> <p>Page No.</p>		
3	<p>The Tenderer should have</p> <p>(1) experience in providing the required technical manpower services continuously in all the proceeding three years to Government/ Quasi Government or Private Institutions with an annual total contract value of not less than Rs.24lakh (ie) from the financial year 2013-14 (year means financial year ending on 31 March)</p> <p>(2) Should be executing a similar contract (annualized value of Rs.24lakh) for the current year 2016-17 also.</p>				
	<b>Sl. No.</b>	<b>Year</b>	<b>Name of the Institutions &amp; Address</b>	<b>Annual Contract value (Rs. in lakh)</b>	<b>Self attested copy of proof should be enclosed. (Please indicate Page No of the tender document)</b>
1	2013-14				Yes/No Page No.
2	2014-15				Yes/No Page No.
3	2015-16				Yes/No Page No.
4	2016-17				Yes/No Page No.

4	Details of proof for registering with the following organizations should be enclosed.			
	<b>Sl. No.</b>	<b>Details</b>	<b>Registration No.</b>	<b>Self attested copy of proof for Registration and copy of PAN card should be enclosed (Please indicate Page No of the tender document)</b>
	1	Employee's Provident Fund organization		Yes/No Page No.
	2	Employees State Insurance Corporation		Yes/No Page No.
	3	Central Excise Department for Service Tax		Yes/No Page No.



5	<p>The Tenderer should have Class III electrical contract license issued by CPWD or equivalent license issued by Electricity Department, Puducherry or TANGEDCO of Tamil Nadu or BSNL or any other State or Central Government Agency.</p> <ul style="list-style-type: none"> <li>i) CPWD (Class-III) for Electrical Work</li> <li>ii) Electricity dept. of Government of Puducherry.</li> <li>iii) TANGEDCO of Tamil Nadu.</li> <li>iv) BSNL</li> <li>v) Any other State or Central Government Agency</li> </ul>	<p>Self attested copy of the proof should be enclosed. (Please indicate Page No. of the tender document)</p>
6	<p>The tenderer should enclose a copy of Audited Balance Sheet with Profit and Loss a/c duly certified by a Chartered Accountant for the last three financial years (ie) 2012-13, 2013-14 and 2014-15. Audited Balance sheet with Profit and Loss a/c Financial years</p>	<p>Self attested copy of the Profit and Loss a/c should be enclosed (Please indicate page no. of the tender document)</p>
	<p>i. 2012 – 13</p>	<p>Yes/No Page No.</p>
	<p>ii. 2013 – 14</p>	<p>Yes/No Page No.</p>
	<p>iii. 2014 – 15</p>	<p>Yes/No Page No.</p>

7	The Tenderer should enclose a copy of the Income tax returns Acknowledgement or Income Tax return verification form for the Financial years 2012-13, 2013-14, 2014-115	Copy of the proof should be enclosed (Please indicate page No. of the tender document)
	Copy of Income Tax return for the Financial Year i. 2012 – 13	Yes/No Page No.
	ii. 2013 – 14	Yes/No Page No.
	iii. 2014 – 15	Yes/No Page No.

**Signature of the Tenderer with Official Seal**

## **ANNEXURE-II**

### **FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

**Name of the Work:** Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio & Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal.

Tenderers are requested to carefully study the Terms and Conditions with particular reference relating to payment terms and quote the percentage rate over the Base Rate towards their Service charges, in the schedule given below. Service charges so quoted shall cover all incidental expenditure in providing qualified man power to carry out day to day electrical maintenance works as per conditions including provision of one motor cycle / moped / Scooter round the clock and one bicycle for each employee, tools, Mobile phones cost of Life Insurance coverage to all persons engaged etc., as per the special conditions and also contractors profit margin. This percentage rate of service charges will be taken for comparison among the participating tenderers, for selection of the Tenderer.

If service charges are quoted other than as a percentage rate over the Base Rate, such tenders will not be considered at all. Mere quoting low rates of Service Charges alone will not confer any right to such tenderer seeking acceptance. The University reserves its right to evaluate the financial bid comprehensively on the basis of better qualifications.

**Schedule 'A'**

<b>Sl. No.</b>	<b>Details</b>	<b>Rate in percentage</b>
1	<p>Service charges for Providing qualified man power to carryout day to day electrical maintenance works, Operation of lifts, Audio &amp; Video system, AC Plants etc., in the University Campus including VC's Residence and Guest House of Pondicherry University at Kalapet, Community College Lawspet, Puducherry and Pondicherry University Centre at Karaikal.</p> <p align="center"><b>(Please refer Special Condition)</b></p> <p>Percentage of service charges on the base rate to be paid to the Highly Skilled/ Skilled/unskilled man power engaged to carryout electrical maintenance works adhering to special conditions.</p>	<p>In figure .....</p> <p>In words ..... ..... .....</p>

**Note 1:** If there is any discrepancy in rates quoted in figures and words, rates quoted in words only will be taken for consideration.

**Note 2:** Base Rate: Please see special condition for Base Rate.

**Signature of the Tenderer with Official Seal**

**ANNEXURE-III**

Letter of Authorization for Attending Bid Opening

**Subject: - Authorization for attending bid opening on..... (Date) in the tender of .....**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below:-

Order of preference Name Specimen signature

1

2 (Alternate Representative)

.....  
Signatures of bidder

Or

Officer authorized to Sign the bid documents on behalf of the bidder.

Note

1. Maximum one representative will be permitted to attend the bid opening. Alternate representative will be permitted only when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**Annexure-IV**

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor / Director/authorized  
signatory of the agency/Firm, mentioned above, is 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 and undertake to abide by them;
  
3. The information / documents furnished along with the above application 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 tender at any stage besides liabilities  
towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

## Annexure V

Job Specification for the category of Highly Skilled, Skilled and Unskilled manpower.

Sl. No.	Category of Job	Job Specification
1.	Highly Skilled (Supervisor) with 'A' or 'C' license	Should attend the operation and maintenance of all HT/LT installations i.e., HT/LT breakers, renewal of HT fuses, operation of AB switches, transformers, LT panels and to supervise the work carried out by the Skilled/Unskilled staff. Taking HT Readings.
2.	Skilled (Electrician/ Wireman and Operators for Lift, Audio & Video System, AC Plant etc.,)	<p><b>Skilled (Electrical)</b> Should attend day to day electrical complaints i.e., replacement of all types of switches, plugs, lamps, ceiling fans, exhaust fans, pedestal fans, attending street lights, attending of Distribution Board complaints and replacement of MCB's, attending cable fault like providing cable joint kit and end terminations and carryout the operation of HT/LT breakers and generators under the supervision of license holder.</p> <p><b>Skilled (Lift)</b> Should operate the lift, rescue the persons trapped in the lift and attend minor complaints.</p> <p><b>Skilled (Audio &amp; Video)</b> Should operate and maintain Audio systems provided at various auditorium and seminar halls. Shifting audio system and connecting the audio systems, attending works related to it.</p> <p><b>Skilled AC Plants</b> Operation and maintenance of AC plant, maintaining of book, carrying out routine service and repair works.</p>
3.	UnSkilled (Helper)	Should assist the skilled staff.

## Annexure VI

Qualification required for the different categories of Highly Skilled, Skilled and Unskilled Personnel.

Sl. No.	Category of Job	Qualification
1.	Highly Skilled (Supervisor)	Diploma in Electrical and Electronic Engineering with 'C' License issued by License Board of Electricity Department/Tamil Nadu (TANGEDCO)/ Supervisory 'A' License issued by License Board of Electricity Department, Puducherry.
2.	Skilled (Electrician/ Wireman and Operators for Lift, Audio & Video System, AC Plant etc.,)	ITI Passed in relevant field / and For Operators 3 years experience certificate in relevant field.
3.	UnSkilled (Helper)	ITI Failed or 3 years experience in the Electrical field.