

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE - MADURAI**

**Cost: Rs. 500/-**

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**TENDER**

Indira Gandhi National Open University provides education through open and distance mode, which inter-alia involves distribution of study/examination material to students and examination centres located at various places. In order to meet periodic requirements the University requires additional hands of Skilled person to render different services.

The IGNOU Regional Centre, Madurai requires, Junior Assistant-cum-Typist (JAT), Multi Tasking Staff (Attendant / Helper) etc. on Daily Wage Basis as per requirement of Regional Centre. The qualification and experience for these would be as per the R & P Rules-2010 of the University. To meet such additional requirements, IGNOU invites sealed quotations from reputed, experienced and financially sound manpower Agencies/Companies for providing skilled persons required on need basis, for the period of two years and may be extended up to four years as per norms subject of approval from HQ.

The interested agencies may collect the **tender document on payment of Rs.500/- by means of DD drawn in favour of IGOU payable at Madurai**, from IGNOU Regional Centre address between - 9:30 A.M. and 06:00 P.M. on all working days except Saturday and Sunday and Government holidays.

The tender form can also be downloaded from IGNOU's/RC website i.e. /www.ignou.ac.in. The **cost of tender forms in such cases is to be deposited through a Demand Draft for Rs.500/- (Rupees Five Hundred only) in favour of IGNOU payable at Madurai**, at the time of submission of tender documents.

The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) refundable (interest free) through Demand draft/pay order/banker's cheque in favour of IGNOU payable at Madurai and other requisite documents by Regd. Post or in person at **IGNOU Regional Centre, Madurai**. On or **before 15<sup>th</sup> July 2019 by 5.00 pm**

No tender document submitted after the stipulated deadline under any circumstances whatsoever will be entertained. The tenders will be opened by the Tender Evaluation Committee in the presence of the tenderers or their representative who wish to be present on the occasion **at 11.00 AM. on 16<sup>th</sup> July, 2019.**

IGNOU reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to accept or reject any or all the tender(s) without assigning any notice or reason thereof. The decision of the Tender Evaluation committee, IGNOU RC Madurai, in this regard will be final and binding on all.

Date: 14.06.2019

Regional Director

### **General Instructions for Tenderers**

1. Sealed tender in the prescribed form complete in all respects duly filled in, along with EMD of Rs.10,000/- and all requisite documents shall be deposited at RC /dropped in the Tender Box placed at IGNOU Regional Centre **on or before 05.00 PM on 15<sup>th</sup> July, 2019.**  
(The tenders will not be entertained after the above deadline under any circumstances whatsoever).
2. The bid of all tenderers will be opened on 16<sup>th</sup> July, 2019 at 11.00 AM hours in the office of Regional Director by a Tender Evaluation Committee constituted for this purpose in the presence of tenderers or representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time.
3. The offer in the prescribed format should be addressed to the Regional Director, IGNOU Regional Centre, Sikkandar Chavadi, Alanganallur Road, Madurai-625018 **under sealed cover with superscripted as “Quotation for Manpower Supply.**
4. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only), refundable (without interest), should be necessarily accompanied with tender of the agency in the form of Demand Draft in favor of IGNOU payable at Madurai failing which the tender will be rejected summarily.
5. The successful tenderer will have to deposit Rs.1,00,000/- (Rupees one lakh only ) towards Security Deposit as per University norms in the form of a Bank Draft Bank in favor of IGNOU, payable at Madurai or Bank Guarantee from a nationalized Bank covering the period of contract. In case, the contract is further extended beyond the initial period, Bank Guarantee will have to be accordingly renewed by the successful tenderer. The amount of Security Deposit will not bear any interest whatsoever.
6. The tender form should be clearly filled in ink legibly or typed. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory maybe attached. **The tenderer should quote the rates of service charge in figures as well as in words.** No overwriting or cutting is permitted. In such cases, the tender shall be summarily rejected. However, the cuttings if any, must be initialed by the person authorized to sign the tender bids. Alteration, unless legibly attested by the tenderer, shall disqualify the tender. If, there is any correction in figure, the amount as appeared in words will be considered. The tender form should be signed by the tenderer himself/themselves. The forwarding letter should be signed along with quotations.
7. Attested copies of the following documents along with the Technical Bid are required to be enclosed failing which their bids shall be summarily / out-rightly rejected and will not be considered any further:-
  - a) Copy of the Service Tax Registration certificate.
  - b) Copy of EPF certificate allotted by the Provident Fund Commissioner.
  - c) Copy of PAN/GIR card allotted by the Income Tax Department to the tenderer.
  - d) Copies of Income Tax Return for last three years filed with the Income Tax Department.
  - e) List of clients.
  - f) An undertaking in the prescribed format (ANNEXURE-III).

8. Quotations must be unconditional. The conditional bids shall not be considered and will be outrightly rejected in very first instance. Any alterations or changes in the rates in tender documents or any request to this effect will make the whole tender document invalid and liable to be rejected.

**9. Every page including Terms and conditions of the Tender document should be signed by the Tenderer with the seal of the Agency/Firm.**

10. The tenderer shall give an undertaking to the University not to charge any kind of fee from the persons to be sponsored for deployment in IGNOU. Any complaint from the staff sponsored in this regard, the University reserves the right to initiate action.

11. The tenderer will undertake to pay the approved wages to the persons deployed in IGNOU, Regional Centre for on or before 5<sup>th</sup> of the following month without receipt of amount from IGNOU Regional Centre for previous month.

12. Payment to the service Provider/Agency be made through an Account Payee Cheque/bank transfer for deployment of personnel at IGNOU Regional Centre by 7<sup>th</sup> of the following month based on the bill submitted by the Service providing Agency. The University shall make the payment within 10 days from the date of receipt of the bill and/or other documents /proof of payment etc.

13. Reimbursement of amount on account of EPF will be made only after production of proof for having paid the said amount to respective authorities. A certificate to this effect is to be provided along with the claim by the Agency. The Challan should pertain to the persons provided to IGNOU.

14. The tenderer should take care that the rates of service charge and amount should be written in figure and words in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

15. The University will deduct Income Tax, and Educational Cess at source Under Section 194-C of the Income Tax Act, 1961 from the tenderer on the income comprised there in and other service charges, as per the instructions issued by Government of India from time to time.

16. The Service Tax as levied by the Government will be paid to the successful tenderer in the respective month. However, the second month bill should have the proof of payment of service tax for the previous month and so on.

17. Terms and conditions given in ANNEXURE- I of this tender document, (as Agreement will govern all the operations) will have to be compiled with by the successful bidder. The provider should affix his signature in token of his acceptance of all terms and conditions. Besides the successful bidder should have to execute the agreement.

18. The University reserves the right to have a panel made out of the tenders submitted and in case the tenderer selected fails to do the job successfully or leaves the job in middle of the contract period, the next tenderer will be offered the assignment for the remaining period of the first award of the contract.

19. The University reserves the right to cancel/reject full or any part of the tender for which tenderers do not fulfill the conditions stipulated in the general instructions and terms and condition and no correspondence thereof shall be entertained whatsoever.

20. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions given in the tender document. The tenderer is required to return the “Terms and Conditions” to the University along with sealed tender after signing each and every page in token of acceptance of the same. No enquiries, either verbally or written, shall be entertained in respect of acceptance/rejection of the tender.
21. Any act on the part of the tenderer to influence anybody in the University or otherwise would render the tender liable for rejection.
22. The tenderer shall abide by the provisions of the Contract Labour (R&A) Act, 1970 and other Labour Laws, as applicable from time to time.
23. The successful tenderer shall not be engage any sub-contractor or transfer the contract to any other person/agency/firm in manner.
24. The staff deployed provided by the Agency for day to day work will work under the supervision of the Regional Director of the Regional Centre.
25. University reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the University. In awarding the contract, interest of the University shall be paramount and in this regard the decision of the University will be final.

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## **REQUIREMENTS FOR THE TENDERING COMPANY / FIRM / AGENCY**

1. The tendering manpower Company /Firm / Agency should fulfill the following aspects:

(a) The manpower Company /Firm / Agency should be registered with Service tax department:

(b) The Company / Firm / Agency should have at least three years experience in providing manpower to Private Companies, Public Sector Companies / Banks and Government Departments etc:

(c) The Company / Firm / Agency should have its own Bank Account

(d) The Company / Firm / Agency should be registered with Income Tax departments: In case name of Proprietor is registered with IT department, a separate certificate from authorized CA may be attached.

(e) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund.

### **ARRANGEMENT OF DOCUMENTS SHOULD BE IN THE FOLLOWING ORDER**

1. Application Bid

2. Attested copy of registration of agency;

3. Attested copy of PAN / GIR Card;

4. Attested copy of the latest IT return filled by agency;

5. Attested copy of Service Tax registration certificate;

6. Attested copy of the P.F. registration letter / certificate;

7. Attested copy of the GST Registration Certificate ;

8. Certified document in support of financial turnover of the agency.

9. Certified document in support of entries in column 18 of Technical Bid application;

10. Copy of the terms and conditions at ANNEXURE-I in Tender Document with each page duly signed and sealed by the authorized Signatory of the agency in token of their acceptance.

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## **TENDER FORM FOR PROVIDING MANPOWER**

1. Name of tendering Company/Firm/Agency

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2. Name of proprietor/Director of Company/Firm/ .....

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3. Full Address of Reg. Office:.....

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Telephone No.....

FAX No.....

E-Mail Address.....

4. Full Address of Operating/Branch Office:.....

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Telephone No.....

FAX No.....

E-mail Address.....

5. Banker of Company / Firm / Agency with full address:

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(Attach certified copy of statement of A/c for the last three years)

Telephone No of Banker :.....

6.PAN/GIR No:.....

(Attach attested copy)

7. Service Tax Registration No:.....

(Attach attested copy)

8. EPF Registration No: .....

(Attach attested copy)

9. GST Registration No.: .....  
(Attach attested copy)

10. Please specify whether the firm is a Sole proprietorship or partnership also specify the name, address and Telephone nos. of Directors/partners of the Firm.....  
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11. Annual Turnover of last three financial years with  
balance sheets and Income and Expenditure Statements:  
(Attach certified copy of Income Tax Returns for last 3 years, other relevant statement / papers)

**12. Firm's quotation will be for the following component(s) only**

Service charges @.....% (In numbers and words).....

**University Shall offer an amount fixed by IGNOU to every manpower engaged respectively at the applicable rates (copy enclosed).**

13. Details of Earnest Money Deposit

a) Amount Rs.10, 000/- (Rupees in words Ten Thousand only).

b) Bank Draft No.....

c) Date of Issue.....

d) Name of the Bank.....

13. List of major clients (including reputed company/PSU):  
with details of manpower provided. (Attach a separate sheet for the list.)

14. Additional information, if any  
(Attach separate sheet, if required)

**Declaration by the Contractor**

1. I / We.....Son/ Daughter/ Wife  
of Shri .....signatory of the agency /firm  
mentioned above is competent to sign this declaration and execute this tender document.

2. It is certified that I/we before signing this tender document have read and fully understood all the terms and conditions contained in the **ANNEXURE-I** and undertake myself /ourselves to abide by them.

3. I fully agreed and accepted with present rate and changed rate in time to time and all taxes as per government norms with terms and conditions mentioned in **ANNEXURE-I** by IGNOU.

4. 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.

Date:

Signature of authorized person of the Firm

Place:

Full name :

Seal :

Address: .....

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Phone No. (O).....Residence:.....

Mobile No.....

Email Address: .....