

**TENDER FOR OUTSOURCED MANPOWER
SERVICES - II
AT MIZORAM UNIVERSITY**

MIZORAM UNIVERSITY CAMPUS, TANHRIL

Tender Enquiry No : 24/24/2022-GAD-A/196-214 Dt. 05/07/2024

Website : www.mzu.edu.in

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MIZORAM UNIVERSITY

NOTICE INVITING TENDER (NIT)

1. The Registrar, Mizoram University invites sealed quotations from interested bidders for providing “**Outsourced Manpower Services - II**”:
Housekeeping Services on Outsourcing Basis for Mizoram University, Aizawl.
2. Tender documents may be downloaded from the CPPP e-procurement Portal <https://eprocure.gov.in/eprocure/app> or Mizoram University website <https://mzu.edu.in/> as per schedule given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Published Date & Time	10.07.2024
Bid Document Download Start Date & Time	10.07.2024
Bid Submission Start Date	10.07.2024
Bid Submission End Date & Time	29.07.2024 (01:00 p.m.)
Bid Opening Date & Time	30.07.2024

- The cost of Tender Document (non-refundable) and Earnest Money Deposit shall be paid directly to the account details given below:

Account Holder	:	Finance Officer, MZU
Account Number	:	PNB SB No.: 1548050000019
Branch	:	MZU
IFSC	:	PUNB0154820


(Prof. LALNUNDANGA)
Registrar
Mizoram University

Place : Aizawl
Date: 5th July 2024

IMPORTANT NOTES

1. Tender Documents can be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/cppp/>
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. Mizoram University reserves the right to accept/reject any/all tenders in part or in whole without assigning any reason thereof.
4. Mizoram University will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e tendering website <https://eprocure.gov.in/cppp/> and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any changes/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press /mail/telephonic notification will be issued in the regard. Bidders are therefore requested to regularly visit website for updates.
6. Bid will be open in the presence of the bidders' representatives, who wish to attend at the date, time and place specified above.

BASIC REQUIREMENTS

1. The Agency should be registered with the Mizoram Government/Other State Government in India/Govt. of India and having a valid license. However, preference shall be given to Local Entrepreneur by relaxing turnover experience, etc. in compliance to the MHRD Order No. F.No. 33-1/2019 – TS.III dated 04.07.2019.
2. The Agency should have Income Tax Account (PAN), GST Registration Certificate, Provident Fund Registration and other statutory registration for operating as outsources manpower service provider.
3. The Agency should have experience in providing outsources manpower service at Government and Non-Government Organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
4. The Registered Office or one of the Branch Offices of the Agency should be located at Aizawl. OR, if selected, the Agency should give the undertakings to establish one Office at Aizawl, Mizoram within 1(one) month.
5. The Agency should have satisfactory Completion Certificates or valid work Orders/Contracts of at least 3 (three) similar works.
6. The Agency should not have been blacklisted in the past by any Government and Non Government organizations, Autonomous Institutes, Public sector and Private Sector Undertakings.
7. The Agency should have no vigilance/CBI Case pending against it.
8. Agencies meeting the above basic requirements may submit tenders. The prescribed Tender Document, detailed fees and requirements, bid instructions and Terms & Conditions may be submitted on or before **29th July 2024 (1:00 p.m.)**

INSTRUCTIONS TO BIDDERS :

The Tender shall be submitted in accordance with these instructions and any tender not conforming the instructions as under is liable to be rejected. These instructions shall form the part of the tender.

1. Bidders must submit/fill up soft copies of the documents and BOQ respectively on the CPP Portal, using valid Digital Signature Certificates.
2. No quotation will be accepted by fax, email, telex, or any other such means.
3. **The cost of Tender Fee (non-refundable) of ₹ 2000/-** shall be paid directly to the account details given below:

Account Holder	:	Finance Officer, MZU
Account Number	:	PNB SB No.: 1548050000019
Branch	:	MZU
IFSC	:	PUNB0154820

The transaction receipt must accompany the Quotation.

4. **Earnest Money Deposit (EMD) : Refundable Earnest Money Deposit (EMD) of ₹10,000/-** shall be paid directly to the account details given above at Sl. No. 3. And the transaction receipt must accompany the Quotation for both Security and Housekeeping respectively. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder(s) will be released after submission of Security Deposit. Quotations not accompanied by EMD as prescribed above will be summarily rejected.
5. **Bid Opening:** Bids will be opened as per date/time mentioned in the Tender Critical Date Sheet. The results of the bid and the bidder selected for supplying the services will be notified later on.
6. Interested Bidders may quote for one or two or both the above works tendered provided the bidders fulfill all the statutory requirements
7. **Security Deposit:** Selected Bidder shall submit Security Deposit of 3% of the value of the contract should be submitted within 14 days after notification of the award to the Finance Department, Mizoram University, Tanhril, and shall be released on completion of the contract period. The EMD of the successful bidder will be released after the University has received the Security Deposit.
8. The approximate number of personnel required in different categories of duty and minimum prescribed qualifications are shown in the respective Tender Document. The requirement is an approximation and is liable to change as per requirement from time to time.
9. Bidders are instructed to quote their rates on a 'per person per month' basis in Indian Rupees only as given in the Format in BOQ.
10. Quotations for Service Charge shall be quoted only in PERCENTAGE basis only. Quotation received in any other format will summarily be rejected.
11. Photocopies of all documents submitted should be self-attested with seal of the bidder.
12. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages of the tender document will be rejected.
13. **Conditional tender are not acceptable:** All the terms and conditions mentioned herein must be adhered to by all the bidding Agencies/service providers. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on Mizoram University.
14. **TDS:** Tax Deducted at Source as applicable on date will be deducted from the bills, unless documents are submitted along with the tender.
15. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to

- the successful bidder(s). However, the Institute authorities may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
16. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/authorized official of the firm must appear on all the pages and envelopes submitted.
 17. At any time prior to the date of submission of bid, Mizoram University may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/corrigendum. Any such amendment/corrigendum will be duly notified only through the University's Website and CPPP. Prospective bidders are advised to check the University's website every now and then for any amendment/corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, Mizoram University may extend the date and time for submission of bids.
 18. The acceptance of the quotation will rest solely with the competent authority of Mizoram University, who, in the interest of the University, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.
 19. **Documents to be attached:** All documents as required in the Annexure.

SELECTION CRITERIA :

1. The period of contract shall initially be for a period of 1(one) year from the date of award of contract issued by Mizoram University and may be renewed on the basis of satisfactory performance for a maximum period of 3(three) years, under the same terms and conditions or with such amendments, as may be mutually agreed to. It shall be the responsibility of the bidder to provide the correct email Id and other contract details.

TERMS & CONDITIONS

1. **Award of Contract** : The period of contract shall initially be for a period of 1 (one) year from the date of award of contract issued by Mizoram University and may be renewed on the basis of satisfactory performance for a maximum period of 3 (three) years, under the same terms and conditions or with such amendments, as may be mutually agreed to.
2. The Agency will provide the required number of personnel within a period of 15 (fifteen) days of written order issued by MIZORAM UNIVERSITY.
3. **Blacklist Affidavit** : The Agency has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government and Non Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of ₹ 10/- (Rupees Ten) only, The bidder shall submit the affidavit in original along with the Technical Bid.
4. **Strict Compliance of Minimum Wages Act** : The outsources personnel offered by the Agency should be covered under Employee State Insurance (ESI) and Employees Provident Fund (EPF).
5. **Workman's Compensation etc.** : The Agency shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to Mizoram University and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or statutes that they may be applicable to them.
6. Any compensation for disengagement on account of death, disability of any worker deployed at Mizoram University, even if such disability manifests after the termination of the contract shall be the Agency's exclusive liability.
7. The rate to be paid to the Agency should not be less than the rates prescribed in the Minimum Wages Act and other rules and regulations as applicable and notified from time to time in the official gazette/Department of Labour & Employment, Govt. of India. In case of revision of minimum wages by the competent authority or increase in DA etc., as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates on which the wages have been proposed has to be enclosed with the Technical Bid.
8. It shall be the responsibility of the Agency to ensure the outsources personnel deployed, at no point of time will be paid less than the minimum rates of wages as prescribed and revised from time to time. The agency shall pay the exact monthly salary/remuneration, to the contractual employees deployed by the agency after deduction of the statutory amount like EPF/ESI etc. Therefore,, the agency shall quote the service charges keeping the above in mind.
9. **Payment Procedure** : All the payments to be made for the services provided by the Agency shall be made directly to the Agency who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the Agency.
10. **Mizoram University** will maintain an Attendance Register in respect of the staff deployed by the Agency on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
Bill shall be raised by the Agency in accordance with the rates quoted on or before the 5th day of every month and on-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract and blacklisting of the firm or nay other decision deemed fit by the competent authority. The Agency will also be liable to pay the disputed outstanding amount. Mizoram University shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the agency to make regular

- payment to the workers engaged by him as per the minimum wages notified by the Government and applicable to the state of Mizoram. Necessary receipts of depositing ESI and EPF challans should be attached along with the bill. In case, the previous month's ESI and EPF challans do not accompany the bill as a documentary proof, the Institute shall withhold the Bill for the month till such proof is produced.
15. The salary/wages of deployed manpower for each month must be paid within 5 days of release of Salary by MZU. Failing which penalty of ₹ 5000/- per day shall be imposed.
 16. In case of continuous failure (i.e., more than three times) to make a short payment or non-compliance of statutory dues by Agency, the Security Deposit Amount deposited with Mizoram University shall be forfeited and the firm shall also be blacklisted, subject to approval by the Competent Authority.
 17. **Service/Administrative charges** quoted by the agency would be valid for a period of **two years** from the date of award of the contract and the request for increase in rates during the current contract shall not be entertained under any circumstance.
 18. **Prohibition of engaging Child Labour** : All persons deployed shall not be below the age of 18 (eighteen) years. The bidder must comply with the Child Labour (Prohibition and Regulation) Act; 1986. Agency/supplier shall also ensure that the norms prescribed by the State and Central Human Rights Commission, Minimum Wages, Act, Provision of Industrial Act or such legislation (both Central and State Govt.) to the extent applicable are fully observed.
 19. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category in the respective Tender Document. However, it may vary, subject to requirement.
 20. The persons employed by the Agency should not be encumbered by any police records/criminal cases pending against them. The Agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The Agency should also ensure that the personnel deployed are also medically fit and certificate of their medical fitness is to be provided, whenever called for.
 21. Based on the requirement of each job, the Agency will take due caution and accountability on the selection of its employees. In case Mizoram University in its discretion finds any deployed person as not desirable and unsuitable for any reasons whatsoever, it will be the sole discretion of the Mizoram University to inform the agency/service provider for withdrawal of such person(s) forthwith and substitute by a person(s) acceptable by Mizoram University.
 22. In case of any deficiency in services by outsourced staff so deployed or provision of lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Competent Authority of Mizoram University shall be at the liberty to impose penalty as may be deemed fit up to ₹ 10,000/- for such occasion after giving him/her an opportunity of being heard in person.
 23. The outsourced personnel engaged by the Agency at Mizoram University shall be the employees of the Agency and it shall be the Agency's duty to pay salary and other dues as applicable every month. The outsourced personnel engaged by the service provider shall not have any claim for absorption in Mizoram University nor will Mizoram University bear any liabilities in service matters of the outsource employees. The agency/service Provider will be directly responsible to them.
 24. **Indemnity of Mizoram University** : The Agency's personnel shall not claim any benefit/compensation/absorption/regularization of services in Mizoram University. Further, the deployed personnel shall not automatically qualify for the absorption in the event of the post for which he/she is serving is declared sanctioned post.
 25. The Agency's personnel shall not divulge/disclose any details of the office, operational processes, technical know-how, security arrangements and administrative/organizational matters to anyone and anywhere, doing so will attract disqualification and disengagement.
 26. The Agency's personnel shall be polite, cordial, positive and efficient while handling the assigned work so that their actions promote goodwill and enhance the image of the University.

27. The Agency shall ensure proper conduct of his personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking loitering without work
28. The personnel of the Agency shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and shall render their sincere services during any kind of calamities to their best efforts. Resorting to such action will attract disengagement by the Agency/Service provider.
29. In case the outsourced personnel deployed by the Agency commit/commits any act of omission or commission constituting misconduct or indiscipline, the Agency/Service provider will take appropriate action against the personnel.
30. The Agency has to provide photo identity cards and Uniforms to the persons employed by it for carrying out the works. Separate uniforms shall be made for the 2(two) distinct schedule of works. No separate payments shall be made for such things. The bidder must calculate and include such expenses into their offered service charges.
31. Accommodation, food and transport : The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the sole responsibility of the Agency/Service provider.
32. The personnel shall observe timings prescribed by the Mizoram University from time to time. In the absence of any specific times, normal office timings shall be followed. On certain occasion, personnel of different work schedules may have different working hours, but daily working hours will not exceed the daily stipulate hours i.e., 8 hours. The personnel will follow holidays of Mizoram University.
33. The Wages Register of the deployed personnel shall be furnished for inspection whenever called upon by the Mizoram University.
34. No wage/remuneration will be paid to any staff for the days of absence from duty.
35. The Agency shall provide suitable replacement of any person leaving the job at the earliest at no extra cost.
36. There will be penalty upon personnel of the agency for availing any unauthorised leave (i.e., leave without proper advance information) which will be equivalent to 1(one) day wage of the concerned personnel of the Agency/Service provider.
37. Mizoram University shall not be responsible financially or otherwise for any injury or death to the outsourced personnel in the course of their performing their duties. In case, compensation is awarded by a court of Law, payment of the same shall be the sole responsibility of the Agency/Service provider.
38. The Agency, on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If Mizoram University suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Agency, the Agency shall be liable to compensate for the same. The Agency/Service provider shall keep the University fully indemnified against such loss or damage.
39. The Agency shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other person or organization.
37. **Termination for Default** : Default is said to have occurred :
 - (i) If the Agency fails to perform any or all the services specified in the contract.
 - (ii) Under the above circumstances Mizoram University may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to above, University may, at its own discretion, also take the following actions ; make alternate arrangements with another qualified Agency in such manner as it deems appropriate and the defaulting Agency shall be liable to compensate Mizoram University for any extra expenditure involved towards services obtained.

38. Mizoram University shall have the absolute right to terminate the contract at any time before the due date of expiry specified in Clause 1 herein above, without assigning any reason, by giving one month's notice in advance to the Agency in writing. The institute shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of 2 years.
39. The Registrar, Mizoram University shall have the right to impose a penalty upon the agency for Non-Performance of the Contract and violations of the Contract. The extent and amount of penalty will be decided by the Registrar, Mizoram University, which will be binding upon the bidder.
40. In the event of Agency desiring an early termination of the contract, they shall have to give three months advance notice to the Institute Authority.
41. The Agency, if in any manner, defaults in the performance or in making good any losses, damages or expenses or any part thereof, it shall be lawful for the Institute to forfeit or dispose off the said security in and towards the liquidation of liability of the agency/service provider in respect of such default. Further, in case the University is put to any monetary loss or liability as a result of any act of omission or commission of the Agency or personnel deployed by him, the University shall have the right to get itself reimbursed to the extends of the liability of loss out of the bills and /or the security deposit.
42. The Agency is bound by the details and documents as furnished by them to the University while submitting the tender or at any other time. In case any of the details of such documents furnished by them, if found to be false at any stage this would be deemed to be a breach of the terms of contract making them liable for action deemed fit by the Registrar, Mizoram University.
43. That on the expiry of the agreement, unless extended formally, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal/statutory dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Agency/Service Provider, it shall be the entire responsibility of the agency/service provider to pay and settle the same.
44. The Service Provider shall be contactable at all times and messages sent by phone/e-mail from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
45. **Force Majeure** : If the performance of the obligation of either party is rendered commercially impossible by way of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such event in writing to the other party, and the events referred t are as follows :
 - (a) Any law, stature or ordinance, order action or regulations of the Government of India,
 - (b) Any kind of natural disaster, and
 - (c) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
46. **Settlement of Disputes and Jurisdiction** : In the event of any dispute or difference whatsoever arising out of this service contract, the same shall be settled amicably. If not resolved, the contract shall be interpreted and governed by the laws and procedures established by Government of India and subject to exclusive jurisdiction of the Gwahati High Court, Aizawl Bench, Aizawl only.

PROFORMA FOR TECHNICAL BID

Manpower Services (1)

Table-1 : Agency/Supplier Details

1.	Name of the Agency/Firm (Full Address with Telephone Nos.) Email : Web (URL)	
2.	Registration No. of the Company/Agency under : a) State of Mizoram b) Central Government	
3.	Details of joint venture/collaboration (please attach details)	
4.	ESIC No. EPFO No. GSTIN No. PAN (Please attach attested copies of Registration Nos.)	

UNDERTAKING

If any information given by me/us in the above technical bid is found incorrect or false at any state, the entire EMD/Security deposit will be forfeited to the University.

Date :

Place :

Signatory with seal of the agency/firm

Table - 2 : Present Assignments

Sl No.	Name of the Organization with Address	Contract Start Date	Contract Expiry Date	No. of Manpower Employed				Contact Person and Contact Details
				Highly Skilled	Skilled	Semi Skilled	Un Skilled	

Table - 3 : Work Experience in Last Three (3) years

Sl No.	Name of the Organization with Address	Contract Start Date	Contract Expiry Date	No. of Manpower Employed				Contact Person and Contact Details
				Highly Skilled	Skilled	Semi Skilled	Un Skilled	

Checklist for Technical Bid

Sl No.	Documents	Yes/No	If Yes, Page No.
1	Transaction Receipt for EMD		
2	Authorization letter from Owner/Proprietor		
3	Copy of the PAN issued by the Income Tax Department with copy of Income-Tax Returns of the last three financial years		
4	Copy of GST Registration Certificate		
5	Copy of valid Registration Certificate of the firm/agency		
6	Copy of the License under Contract Labour (R&A) Act 1970, of the employer firm whom the agency is currently undertaking the work		
7	Copy of valid Provident Fund Registration number		
8	Copy of valid ESIC Registration Certificates		
9	Proof of experiences as per the eligibility criteria		
10	Customer satisfactory performance certificates/Work		
11	Copy of Memorandum of Understanding (MoU) in case the bidder comprises of joint venture/Consortium Partnership or relevant document about sole Proprietorship		
12	Proof of ownership and control		
13	Bidders Profile as per Table-1		
14	Present Assignments as table-2		
15	Work Experience in last three (3) years as per Table-3		
16	A Signed & Stamped copy of Tender documents to be submitted in token of acceptance of our terms & conditions		
17	Income Tax Return and Audited Annual Account for last Three (3) years		
18	Labour Department Registrations certificate (clearly stating that bidder have work permit for Aizawl, Mizoram)		
19	Signed copy of latest Minimum wages Notification		
20	Affidavit declaring not being blacklisted by any organization		
21	Trade License		
22	Any other documents		

Note : Photocopies of all above documents must be duly self-attested, Incomplete submission of any of the above documents shall lead to rejection of the bid.

**(Signature of the Bidder)
Name and Address (with seal)**

Annexure-II

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents :

1	Name of the Firm/Agency/Contractor	
2	Number of Years in Operation	
3	Registered Address	
4	Operational address if different from above	
5	Telephone No.	
6	Tele Fax No.	
7	Mobile No.	
8	Official Email Address	
9	Name & Address of Branch, if any	
10	Type of Organization (whether Private limited/Partnership/Sole Proprietorships per attached proof	
11	Name of Proprietor/Partners/Designated Partners/Directors of the Firm	
12	ISO Certification, if any (if yes, please furnish details)	

TENDER FOR HOUSEKEEPING SERVICE

(i) Terms & Conditions for Supply of Manpower : See the General Terms and Conditions mentioned for all

(ii) Details of Post, Qualification, Category & No. of personnel required :

Sl. No.	Designation	Qualification	Semi-skilled	Total No. of Post Required
1	Supervisor	Experience in the respective category	Skilled-II	1
2	Cleaner	Experience in the respective category	Un-skilled	14
3	Mali	Experience in the respective category	Semi-skilled	5

(iii) Financial Bid :

Sl.No	Salary per person per month	EPF	ESI	Bidder/Agency service charge in percentage on basic amount	Total salary per person per month
1					
2					
3					
4					

(Total Amount to be given in words)

(iv) Job Description/responsibilities :

1	Housekeeping	<ul style="list-style-type: none"> a) Cleaning/Dusting of furniture etc., of the entire office before 9 AM b) Removal of waste paper and any other garbage from the entire premises. c) Dusting of cupboards, telephone equipment first with dry cloth and then if required with detergent stray such as Colin, etc., d) Mopping of common areas. e) Cleaning of Planters. f) Air freshener spray in all rooms, toilets and corridors, at least twice in day. g) Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time. h) Cleaning/mopping of sitting area and reception area and passages on a continuous basis. i) Cleaning and refilling of water jugs in all Sections/Officers' Rooms. j) Shifting/adjustment of furniture and other items, etc., within the premises. k) Acid cleaning and scrubbing of toilets, wash basins, sanitary fittings, glasses and toilet floors. l) Thorough cleanliness Services to be provided on every Saturday and other days on specific call basis. m) Cleaning of window glasses, frames and grills with Colins or any other good quality detergent. n) Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday as and when required. o) Cleaning of panels, posters and paintings, wooden cupboards including
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		adjustments where needed. p) Removal of cobwebs. q) Window sponging and cleaning. r) Cleaning of dustbins and buckets with detergent. s) Cleaning of name-plates. t) Disinfectant spray in rooms on requirements basis. u) Cleaning of roof-tops/water reservoirs and drains fortnightly. v) Vacuuming of curtains/up holdings etc. w) To move furniture and other items, as and when required. x) Any other works assigned.
2	Mali	a) Maintaining roadside trees and cleaning of bushes at least 10 ft. from the road. b) Any other works assigned.
3	Supervisor	Supervise and Ensure that all the works of Cleaners & Malis are performed satisfactorily.

(v) FORMAT OF INVOICE

(The Agency is bound to produce monthly bill in the format prescribed here under failing which the Institute will not settle the bill)

Sl. No.	Particulars	No. of	Rate per	Actual
		Manpower per day	Month (₹)	payment (₹)
A	B	C	D	E = (C x D)
1	Housekeeping Personnel			
2	Mali			
3	Supervisor			
4	Total E = X			
5	Service Charge on basic amount (9 x * % of service)			
6	EPF (x * % of EPF including administrative charges)			
7	ESI (x * % of ESI)			
8	Total (4+5+6+7) = y			
9	GST (Sl. No. 5*% of GST)			
10	Grand Total (8+9)			

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded off in two digits after pints as per the standing rounding of rules i.e., less than five should be omitted and five and above should be rounded to the next figure)

We agree to provide the above service of manpower and will abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement. We understand all information, local condition and accordingly submitted the bid and will not request to Mizoram University to adjust/increase any cost. We will not deduct any extra money from our employee who will work at Mizoram University, Tanhril. The rates quoted are inclusive of all taxes applicable by the Central government, State government and other statutory Organizations established under Act enacted by Central/State Government.

Date :
Place:

**Signature of authorized signatory
with Seal of the Agency/Firm**

MIZORAM UNIVERSITY

Note :

1. The wage rate may change in future on revision of Minimum Wages by Government of India/Government of Mizoram.
2. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act, 1948, and in accordance with all statutory provisions and requirements of all Labour Laws or any statutory requirement in force at the time applicable.

Date and Signature of Agency with Seal

NB: Quotations for Service Charge shall be quoted only in PERCENTAGE basis. Quotation received in any other format will be summarily rejected.

ISSUE OF LETTER OF INTENT

1. The issue of letter of intent / work order shall constitute the intention of Mizoram University, to award the work as specified in the tender document with the successful agency / bidder.
2. The bidder shall within two weeks of issue of letter of intent / work order should give his acceptance along with security deposit/ performance guarantee (PG) as mentioned in bid document.
3. The bidder shall also have to sign an agreement on ₹ 100/- non judicial stamp paper in the prescribed format to safeguard the interest of CIPET: CSTS - Jaipur.
4. In light of the provisions contained in point-4 contained in OFFICE MEMORANDUM No. F.9/4/2020 - PPD, GoI, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020, all bidders must submit the Bid Security Declaration in prescribed format, in place of EMD.