



GOVERNEMENT COLLEGE OF PHARMACY

Kathora Naka, AMRAVATI 444 604

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www.gcopamravati.ac.in

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No. GCOPA/Store/Man Power Services/2022-23/ 735

Date: 15.07.22

Subject: Call for the quotation for providing the Man Power Services (Skilled / Un Skilled workers) for the Year 22-23 .

Dear Sir,

Sealed tenders are invited from the agencies having sufficient experience in providing services of skilled / unskilled manpower on contract basis. The contract with Agency/Agencies will be for one year which can be renewed annually. However, institute holds the right to review the Agency/Agencies at regular intervals on the basis of performance. The selected agency shall be asked to provide required manpower to the institute related to the following activities with required qualification and experience. The tentative manpower required is as follows

Interested Agencies / Firms are requested to kindly quote your lowest reasonable rates for providing the following skilled and unskilled man power services and send the quotation in the sealed cover, so as to reach the undersigned on or before **Dt. 25.07.2022**, **Date of Opening Dt.26.08.2022 .**

Sr. No.	Post for Man Power Services
Skilled man power	
01	Office Superintendent
02	Clerk
03	Animal House Keeper
04	Library Attendant
05	Lab Assistant
Un Skilled man power	
01	Gardner
02	Sweeper
03	Security Guard
04	Lab Attendant
Note : the number of man power required may be changed as per the requirement at the institute.	

TERMS AND CONDITIONS FOR QUOTATIONS

Validity: The rates offered should be valid up to 31st March of year from the date of opening of Quotations.

Delivery: Rates quoted will be considered FOR destination, in college Premises.

Payment: Payment will be made as and when the grant is available after work of service in satisfactory conditions at the consignee's destination at cost of supplier.

Taxes: Rates quoted will be considered **inclusive of all taxes**, if not stated separately in the quotation. (Statement like taxes extra or as applicable will not be considered).

General Note:-

- The services of manpower shall be executed according to instruction by the institute.
- For any service of man power providing by the company stating that he is authorized to participate in the quotation and minimum three quotations are not available it will be rejected.
- The Institute reserves the right to reject any or all quotations without assigning reason therefore.



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Terms and Conditions :

- The agency will ensure that salaries are given to the deployed manpower in time.
- The agency personnel shall be used for providing services specified by institute.
- In case any personnel of the Agency is found engaged in doing work other than specified, the agency will have to withdraw him/her from service and arrange for replacement immediately at their own cost.
- The agency shall be responsible for any damage to equipments or property by acts on his part of/ on part of its deployed manpower at the institute.
- Institute stands absolved for any liability on account of death or injury sustained by the concerned staff during the performance of work.
- The agency shall verify the character antecedents before deploying any person at the institute.
- The institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the institute will be final in this regard.
- The agency shall have to provide immediate man power replacement for the deployed manpower if the institute is not satisfied with his/her performance.
- Medical or any other allowances to the staff deployed will not be borne by Institute. It will be the responsibility of the agency.
- For the manpower deployed, the agency shall keep record with them, their present and permanent address, educational and technical qualification details, specimen signature, and two passport size photographs and furnish the details or information to the institute as and when required.
- The agency shall issue appointment order / letter to the deployed man power and issue valid I-Card to each one of them. They shall wear the I-cards on their person at their respective places of work.
- In case of frequent violations of the terms & conditions, the contracts can be cancelled forthwith without any notice.
- The contractual staff must observe all the etiquette and protocol while performing the duty.
- The staff shall maintain office decorum.
- They shall be courteous, polite and cooperative and able to resolve the users' problems.
- The hired Manpower will be bound to carry out the instructions of the designated officer assigned for the any specific job.
- Manpower agency has to appoint only the persons who have been interviewed/ tested by institute. Agency / contractor has to submit the bio-data (affixed with photo and enclosed all certificates for education and professional experience).
- Contractor will be liable to provide additional manpower against demand from the institute. Only quoted rate will be applicable in the cases of any additional manpower



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hired by this office. Contractor cannot charge separately for additional manpower hired from them.

- The Agency is solely responsible and liable for compliance to provisions of various labors, Industrial and any other laws applicable and all statutory obligations.
- The Institute shall remit the wages of the Manpower at actual to the Agency/contractor in consolidated amount on the basis of Bill raised by the agency /contractor.
- In case of any administrative delay in releasing the payment to the agency, agency shall make payment to its employee deployed at institute in time.
- The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
- The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- The agency shall be responsible for recruitment of personnel and the personnel engaged by him shall be under direct control/supervision of officer.
- The agency shall not be permitted to transfer or assign his rights and obligations under the contract to any other organization or otherwise.
- In case of any theft or loss of property due to negligence or carelessness of your personnel, agency will be fully responsible and will have to make good of the losses so insures to institute, otherwise the same will be deducted from the security deposit or from the payments.

Responsibility of the Agency :

- The Agency will be responsible for timely claiming and disbursing monthly payment of wages to the personnel deployed by them in the Institute.
- The Agency will be solely responsible for any accident/medical/health related liability for the personnel deployed by Agency at the institute.
- The Service Provider (agency) shall be solely responsible for the redressed of grievances/resolution of disputes relating to persons deployed.
- The agency shall deploy staff as per education, qualification and experience given in the tender notice / as informed by Institute.
- The agency shall ensure that the personnel deployed are healthy and preferably retired from the regular service in the same department/ undertaking of Govt. of Maharashtra.
- The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Institute.
- No leave of any kind to the personnel shall be sanctioned by the institute. The agency shall be liable to make substitute arrangements in case of the absence of the personnel.
- The person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
- The Transportation, food, medical, and other statutory requirements in respect of each personnel of the service provider will be the responsibility of the service provider



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agency. Further that the said person of the service provider shall not claim any absorption at any cadre in the institute.

- The wages paid to the outsourced person/deployed persons by the service provider should not be less than the minimum wages prescribed by the relevant acts/ rules/ regulation in this regards.

Role of deployed Personnel :

- The personnel provided by the Agency will not claim to become the employee of the institute and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in Government College of Pharmacy, Amravati.
- The Agency shall provide substitute immediately any of its personnel upon receiving written notice from office, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct.
- **The dispatch number of this office should necessarily be superscripted on the Envelope.**
- Supplier also give the details of CMP registration no. for on line payment.

Description of Registration to be filled up by Agency

(PAN card, VAT, Professional Tax, Service Tax)

Sr. No.	Description of Registration	Registration No.	Validity Period	Copy attached	
				Yes	No
1.	<u>PAN card</u>				
2.	<u>GST Registration</u>				
3.	<u>Firm Registration</u>				
4.	<u>CMP Registration</u>				
5.	<u>Udyog Adhar Registration</u>				
5.	<u>Professional Tax</u>				
6.	<u>Service Tax</u>				

**Signature & Name of the authorized person
of quoting agency with the seal of the firm**

Date:

Principal
Govt. College of Pharmacy,
Amravati