



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- <https://rdwu.ac.in>

No. 179 / Dt. 7.1.26 /

TENDER CALL NOTICE FOR MANPOWER SERVICES ON OUT SOURCING BASIS

Sealed two bid (Technical & Financial) tenders are invited from the registered manpower agencies / service providers with TIN/PAN/GSTIN registration and upto-date all taxes clearance for supply of different manpower services (Annexure-I) to the University. Tender papers and details of manpower services required can be obtained from the University website <https://rdwu.ac.in>. The tender completed in all respects must reach to the office of undersigned of the University; by **02.00 P.M. on 27.01.2026 (Tuesday)** through speed post/registered post/Courier service. Incomplete tender cannot be entertained. The authority reserves the right to accept/cancel any tender(s) at any stage without assigning any reason thereof.

GENERAL INFORMATION

1. Time line

- i) Opening of Tender bidding: **08.01.2026**
 - ii) Closing of Tender: **27.01.2022026 at 2.00 p.m.**
 - iii) Opening of Technical Bids: **27.01.2026 at 4.00 p.m.** at the VC's Board room
 - iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
- (Note: Date and time can be changed)

2. Fees/EMD money to be deposited

- i) **Processing Fee(non-refundable) : Rs. 1000/- (Rupees one thousand) +18% GST** to be paid in favour of the **Comptroller of Finance , Rama Devi Women's University, Bhubaneswar** in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money: Rs. 25,000/- (Rupees twenty five thousand)** only to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender and to the successful bidder after supply of the items as per the rule.

3. Procedure of tendering the bid

- i) Visit University Website "<https://rdwu.ac.in>" & Download the notification, tender documents, Annexure etc. and go through these and then fill.
- ii) There are 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** envelops the following:

- a) Arrangement of papers is to be made as per the CHECK LIST
- b) The technical tender will be submitted only in the University supplied proforma (Annexure-II). No other form will be accepted.
- c) The technical bid form duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amount for rejection of the tender. If technical bid is rejected, the Financial bid for that will not be opened.
- d) Checklist(Annexure-IV)
- e) Xerox copies of all requisite documents duly self-attested.
- f) The 02 bank drafts i.e. i) towards Processing fee and ii) towards EMD money
(The Cover must be super scribed with "TECHNICAL BID FOR MANPOWER SERVICES ON OUT SOURCING BASIS" on the top of the Envelop)
- iv) The sealed financial bid cover only envelops the financial bid form(Annexure-III) duly filled in and signed
(The Cover must be super scribed with "FINANCIAL BID FOR MANPOWER SERVICES ON OUT SOURCING BASIS" on the top of the Envelop)
- v) The Sealed Tender Cover Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed "TENDER FOR MANPOWER SERVICES ON OUT SOURCING BASIS" on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the right bottom must have to be addressed to "The Registrar, Rama Devi Women's University, VidyaVihar, Bhubaneswar, Odisha-751022."
- vi) The sealed tender must reach on above address by 2.00 p.m. on 27.01.2022 2026 p.m. through Speed Post / Registered Post / Courier services. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.
- 4 **Man power Services Required** : As per the Annexure-I
- 5 **Documents to be attached with Technical Bid Form:** As per the Annexure -IV
- 6 **Terms & Conditions:** As per the Annexure -V
- 7 **Agreement:** As per the Annexure-VI


Registrar 7.1.26

Memo No. 150 / Dt. 7.1.26

Copy to CPGC / CoF / OIC, Purchase / OIC, Website with a request to upload in the University Website /Dy. Registrar (Estt. & Admn.) /P.S to V.C for kind information of the Vice Chancellor (I/C).


Registrar 7.1.26

List of Manpower Services required:**For University Office Purpose**

Sl. No	Service required	No. of Posts	Qualification
1	System Manager	01	<ul style="list-style-type: none"> B.Tech in IT / Electronic & Telecommunication / Computer Science or MCA will be preferred Previous experience of managing computer (hardware & software) is desirable.
2	Asst.-cum-DEO	10	<ul style="list-style-type: none"> Any Graduate with P.G.D.C.A/ D.C.A Job Experience of 2 years
3	Lab-Assistant-cum-Store Keeper	07	<ul style="list-style-type: none"> M.Sc. in concerned subject will be preferred Basic computer proficiency is a must Job Experience of 2 years
4	Lab-Assistant	03	<ul style="list-style-type: none"> Passed 8th standard; Job Experience of 2 years
5	Library Assistant	02	<ul style="list-style-type: none"> B.Lib. with Computer Proficiency and relevant experience
6	Electrician-cum-Mechanic	01	<ul style="list-style-type: none"> Diploma in Electrical, Minimum 2 years of Experience
7	Office Attendant / Peon	20	<ul style="list-style-type: none"> Passed 8th standard; Job Experience of 2 years
8	Lab Attendant	02	<ul style="list-style-type: none"> +2 Science /Graduation with PCM or CBZ subjects will be preferred Job Experience of 2 years
9	Watchman	01	<ul style="list-style-type: none"> Passed 8th standard; Male; Job Experience of 2 years

NOTE: The manpower requirement shall vary as and when required as per demand of Departments/ Offices.

TECHNICAL BID FORM
For Providing Manpower Services:

Sl. No.	Information	To be filled up by the bidder neatly (ink /Type)	
1	Name of Firm/ Agency (Attach proof)		
2	Full Address of Registered Office with Pin Code (Attach proof)		
	Telephone No.		
	E-mail id		
3	Full Address of Operating / Branch Office with Pin Code (Attach proof)		
	Telephone No.		
	E-mail id		
4	Name of the Owner/ Proprietor/ Partner/ Director (Attach proof)		
	Full Address of Owner/ Proprietor/ Partner/ Director with Pin Code (Attach proof)		
	Telephone No.		
	E-mail id		
5	Name & telephone no. of Authorized Officer/Person to liaise with Field Office (s) (Attach proof)		
6	Details of the Tender fees (Attach proof)		
7	Details of the EMD fees (Attach proof)		
8	Registration No. of the Firm/ Agency (Attach proof)		
9	Labour Contract License No. (Regulation and Abolition) Act, 1970 (Attach proof)		
10	PAN/GIR No (Attach proof)		
11	Service Tax /GST Registration No (Attach proof)		
12	E.P.F. Registration No (Attach proof)		
13	E.S.I. Registration No (Attach proof)		
14	Bankers Name (Attach certified copy of statement of A/C for the last Three Years)		
15	Financial turnover of the tendering Manpower Service Provider for the last 3 financial years [Attach copies of PIL AIC, & Auditors receipt].	Amount (Rs. Lacks)	Remarks, if any
	2022-23 (Financial Year)		

	2023-24 (Financial Year)			
	2024-2025 (Financial Year)			
16	Give details of the major similar contracts handled in the last three years in the following format			
	Name of client, address, telephone & fax no.	Manpower Service Provider	Amount of Contract (Rs. Lacks)	Duration of Contract
		Type of Manpower provided	No.	From To
17	Additional information, if any (Attach separate sheet, if required)			

Declaration

1. I, _____ Son /Daughter /wife of _____ Proprietor/ Director / Authorized Signatory of the Service Provider mentioned above declare that I am 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 tender form 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 :

Place :

Signature of

Owner/ Proprietor/ Partner/ Director

Full Name :

Seal :

FINANCIAL BID FORM

Annexure-III

For Providing Manpower Services

1. Name Firm /Agency: _____
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	Monthly Rate per Employee						
		Remuneration (Rs.)	Employer share of EPF (Rs.)	Employer share of ESI (Rs.)	Other Statutory dues, if any	Service Charge	GST	Total per Person
1	System Manager							
2	Asst.-cum-DEO							
3	Lab-Assistant-cum-Store Keeper							
4	Lab-Assistant							
5	Library Assistant							
6	Electrician-cum-Mechanic							
7	Office Attendant / Peon							
8	Lab Attendant							
9	Watchman							

Date:

Place:

Signature of

Owner/ Proprietor/ Partner/ Director

Full Name:

Seal:

P.T.O

Note:-

1. The monthly remuneration is fixed by the Govt. of Odisha as per the GA & PG Department Notification No. GAD-SC-GCS-0225-2023-7982/GAD Dt.07.03.2024.
2. The minimum service charges to be quoted by the firm/Agency shall not be less 3.85% or exceed 7% in any case as per office memorandum No.19595/F Dt.11.07.2023 of Finance Department, Govt. of Odisha.
3. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in-to the contact.
4. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
5. Tender of the Bidder quoting less remuneration than the minimum remuneration as fixed by the Govt. will be rejected.
6. The service provider quoting the lowest will be considered as L-1. However, University authority reserves the right to award the contract in favour of firm that is most suitable in all aspect (i.e. experiences in educational institutions, turnover etc.) In case of tie, University authority may decide upon other criteria to award the contract.

CHECK LIST
DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID
TO BE ARRANGED AS FOLLOWS

Sl. No.	Documents	Yes /No by the bidder	Yes/No by the office
1	Covering Letter		
2	Bank draft for tender fees (Non-Refundable)		
3	Bank draft for EMD (Refundable)		
4	CHECK LIST		
5	Duly filled in and signed Technical Bid form		
6	Attested copy of Registration of Firm/Agency		
7	Attested copy of address proof of the firm/Agency		
8	Attested copy of proof of the Name and address of the proprietor		
9	Attested copy of valid contract Labour License (R & A) Act, 1970		
10	Attested copy of GST registration certificate		
11	Attested copy of EPF registration certificate		
12	Attested copy of the ESI registration certificate		
13	Attested copy of PAN / GIR Card		
14	Attested copy of the latest IT return filed by agency(last three years)		
15	Attested copy of the statement of bank account of agency (last three years)		
16	Certified documents in support of the Financial turnover of the agency(copies of P/L, A/C, B/S & Auditor certificate)for last three years		
17	Copy of Audited statement of Accounts for last 3 years		
18	Signed copy of Terms & Conditions regarding tender		
19	Experience in providing outsourcing manpower to educational institutions (in years)		

GENERAL TERMS & CONDITIONS

1. The successful Firm / Agency (called manpower service provider) has to sign an Agreement (Please see Annexure-VI) with the University. The Agreement shall commence from _____ and shall continue till _____ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on _____ unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. The University, at present, has tentative requirement as per the Annexure-I. The requirement of the University may further increase or decrease, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
8. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the University so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the University or Office concerned shall be that of the Manpower Service Provider and the University or Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum

rate quoted in the financial bid and adduce such evidence as may be required by the University or Office concerned.

10. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the University or Office concerned.

11. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The University shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the University or Office concerned and an Authorized representative of the Manpower Service Provider.

12. The University shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

13. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Man power Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

15. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

16. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

17. The Manpower Service Provider shall provide a substitute well in advance if there occurs 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 Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

18. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the University or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

* **Note :-** Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.

LEGAL

20. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

21. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the University or office concerned. The University or office concerned shall have no liability in this regard.

22. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the University or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the University or office concerned.

23. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the University or office concerned or any other authority under Law.

24. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.

25. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the University or the office concerned is put to any

loss / obligation, monetary or otherwise, the University or the office concerned will be entitled to get itself reimbursed out of the outstanding bills of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

26. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The University or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the University or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills.

FINANCIAL

27. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 07 days from date of placing the order the EMD shall stand forfeited without giving any further notice.,

28. In case of breach of any terms and conditions attached to this agreement, the Agreement will be annulled.

29. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the University or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

30. The claims in bills regarding Employees State Insurance, Provident Fund etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the University or Office concerned.

31. The amount of penalty calculated @ Rs.100 per day on account of delay; if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.

32. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

33. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

34. All disputes shall be under the jurisdiction of the court at Bhubaneswar, where the headquarters of the authority, who has executed the agreement, is located.

AGREEMENT

This Agreement is made on this Day ofTwo Thousand twenty six between the Registrar, Rama Devi Women's University, Bhubaneswar here-in- after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

AND

..... represented by
....., here-in-after called the 'Manpower Service Provider' which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "different non-teaching categories" are required in Rama Devi Women's University, Bhubaneswar.

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the provisions of the agreement.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide services of "different non-teaching posts" in the office of the Rama Devi Women's University, Bhubaneswar in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid upto

IN WITNESS WHERE OF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer
authorized to sign on behalf
of Manpower Service
Provider

Signature of the Authority
An officer acting in the
premises for and on behalf of the
Registrar, Rama Devi Women's
University, Bhubaneswar

In the Presence of witness:-

Witness

1. Name:.....

Address:

2. Name:.....

Address:.....

Witness

1. Name:.....

Address:.....

2. Name:.....

Address:.....

Annexure

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from and shall continue till unless it is curtailed or terminated by the authority owing to deficiency of service, substandard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
7. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the University so that optimal services of the persons deployed could be availed without any disruption.
8. The entire financial liability in respect of manpower services deployed in the University or Office concerned shall be that of the Manpower Service Provider and the University or Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the University or Office concerned.
9. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the University or Office concerned.
10. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The University shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the University concerned and an Authorized representative of the Manpower Service Provider.

11. The University shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

12. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

13. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

15. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.

16. The Manpower Service Provider shall provide a substitute well in advance if there occurs 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 Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

17. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the University or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

19. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

20. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard.

21. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the University or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned.
22. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
23. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the University or office concerned.
24. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the University or the office concerned is put to any loss / obligation, monetary or otherwise, the University or the office concerned will be entitled to get itself reimbursed out of the outstanding bills of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
25. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The University Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the University or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
26. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the University or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
27. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department or Office concerned.
28. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
29. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

30. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

31. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

SCHEDULE OF CONTRACT

Amount payable to the Service Provider:

Category of Manpower	Remuneration inclusive of Grade pay	Employer Share of Contribution			GST@18%	Gross Amount
		EPF	ESI	Service Charge		

Amount payable by the Service Provider to the Employees:

Category of Manpower	Remuneration	Employer Share of Contribution			Gross Amount Take home Remuneration
		EPF	ESI	Total Deduction	

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