

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

PO- Engg. College, Burla, Dist-Sambalpur, Odisha-768018

No.VSSUT/DSW/ 1909 Dated. 12.12.2015

EXPRESSION OF INTEREST

Veer Surendra Sai University of Technology, Burla intends to engage an outsourcing agency for supply manpower for Security Guards. Expression of Interest (EOI) is invited from interested parties having valid Registration from appropriate authorities, PAN and TIN registration, must be in the business at least for the last 10 (ten) years etc. The details of Terms, Conditions and the quotation format are available in the University Website www.vssut.ac.in.

Mere submission of Expression of interest does not entitle a party to stake a claim to be engaged. The proposal should reach the undersigned on or before by 01.01.2016 by Registered Post only. The authority reserves the right to accept or reject any or all the EOIs without assigning any reason thereof.

Sd/-Registrar

Memo No.VSSUT/DSW/1910 Dated:12.12.2015

Copy to:

1. M/s. Advertising Corporation of India Pvt.LTD. Plot No-312, Bomikhal, Bhubaneswar-751010 with request to publish the above advertisement in one issue of the all Odisha daily edition of the SAMAJ, The Sambad, The Dharitri and The Times of India at the I&PR approved/lowest rate on or before 13.12.2015.The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. University Notice Board.
3. The Dean, Faculty & Planning with a request to display the advertisement in University website immediately.
4. The Dean, Students Welfare for information & necessary action.
5. The Comptroller of Finance/ MEI/C/OS for information and necessary action.
6. PA to VC for kind information of the Vice Chancellor.

Sd/-

REGISTRAR

JOB DESCRIPTION AND TERMS & CONDITIONS

Sl. No.	Legends	Description
1	The Job	Security arrangement in University premises and Halls of Residence as and when required by the University Authority.
2	Scope of Work	As above.
3	The payment Terms	100% of the Monthly Bill will be released after submission of copies of EPF and ESI deposited challan of the previous month.
4	Mode of Payment	By Account Payee Cheque only.
5	Guarantee	The outsourcing agency shall be responsible for the security & good conduct of the employees.
6	Statutory Compliances	<p>The outsourcing agency shall fully comply with the provisions of the following labour enactments as applicable.</p> <ul style="list-style-type: none"> ❖ The Contract Labour (R&A) Act'1970. ❖ EPF & Misc. Provisions Act' 1952. ❖ ESI ❖ Any other Labour enactments that may be applicable to the outsourcing agency and the workmen of the outsourcing agency for executing the above contract and the University shall not be liable for any statutory compliance that will be required for carrying out the job. The outsourcing agency shall be totally undertaking all expenses related to above job.
7	Penalty	Any theft of Material, Loss on account of negligence of duty of the employees will attract penalty which will be decided by the Competent Authority of the University. The decision of the authority on this issue is final & conclusive.
8	Tenure & Validity	The tenure of the outsourcing agency shall be normally for two years. However, the contract can be terminated by serving one moth notice by either side.
9	General Condition	<ol style="list-style-type: none"> 1. It is the responsibility of the outsourcing agency to recruit suitable persons for carrying out the job assigned under this contract. The agency shall rotate security personnels in every three months within the places of deployment in the University as well as amongst other places of deployment made by the agency. 2. It is the responsibility of the outsourcing agency to obtain the license under the Contract Labour (Regulation & Abolition) Act 1970 after getting the certificate from the authority of VSSUT, Burla and the license shall be kept valid by renewing it from time to time as required under the said act. 3. The outsourcing agency shall be in particular, comply with all the conditions of the granted license stipulated by the licensing authority. It shall be the responsibility of the outsourcing agency to ensure; <ol style="list-style-type: none"> a) That the working hours and other service conditions are the same as per the license. b) That the outsourcing agency shall maintain all registers and records required to be maintained under the various labour enactments and the rules

		<p>framed therein.</p> <ul style="list-style-type: none">c) That the work of the employed workmen shall be supervised directly and controlled by a supervisor and it would be the responsibility of the outsourcing agency to render services according to the contract.d) That the workmen employed by the outsourcing agency on our premises for executing the above contract shall be under disciplinary jurisdiction of the outsourcing agency. The outsourcing agency, however, be subject to overall discipline of the University.e) That workmen employed on our premises commits any sort of misconduct, it shall be the responsibility of the outsourcing agency to take disciplinary action against them in accordance with the law.f) That the management reserves its right to ask, to remove any of the workmen employed by the outsourcing agency in our premises for executing above contract, if he is found involved/involving in any act subversive to discipline.g) That the safety of the persons engaged is the responsibility of the outsourcing agency. Safety and other appliances like safety shoes, Torchlight, batteries, Lathi, Umbrella shall be provided by the outsourcing agency to all the workmen employed in university premises.h) That the outsourcing agency shall cover all workmen with ESI insurance policy against any accident compensation under Workmen Compensation Act 1923 and shall keep completely absolved from any liability on this account.i) That the outsourcing agency must have a valid PF Code Number.j) The intending agency must submit the IT return and ISO certification along with the expression of Interest.k) The number of years in operation, number of clients and any other facilities provided to the workmen should be mentioned in the EOI. <p>4. It is clearly understood by and between VSSUT and the outsourcing agency that the workmen employed in the University premises shall be the workmen of the outsourcing agency. The university shall not be held directly or indirectly responsible for any of the liabilities of the outsourcing agency in respect of the workmen employed or shall the workmen claim to be direct employees of the University.</p> <ul style="list-style-type: none">(a) That the working hour per each Security Guard is eight hours a day. A copy of the weekly duty chart should be submitted by the authorized person of
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		<p>the outsourcing agency to the office of the Dean, Students' Welfare and Registrar one day before the deployment starts.</p> <ul style="list-style-type: none">(b) That a rent free barrack accommodation with free electric charges (without heater) shall be provided by the University for the accommodation of the Security Guards.(c) That the Security Guards should perform their duty as per the instructions given by the Hall Wardens, Dean, Students' Welfare, Registrar, VSSUT, Burla or any other authorized person of the university from time to time. The Supervisor should be in touch with the Dean, Students' Welfare regularly.(d) That if the outsourcing agency desires to withdraw their security personnel or the university likes to remove them, in such a case, one month prior notice shall be given by either party. In case of violation of this, Govt. rules shall be followed.(e) That the outsourcing agency shall not change any security guard without prior approval of the Dean, Students' Welfare with information to the Registrar, VSS University of Technology, Burla.
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EOI FORMAT FOR ENGAGEMENT OF SECURITY GUARDS

From

To

The Registrar,
VSS University of Technology, Burla.

1.0 RATE OF WAGES FOR SECURITY GUARD

SL.NO.	PARTICULARS	RATE IN INR
01.	Minimum wages @Rs._____ x 26days	
02.	Employer Contribution EPF @ %	
03.	Employer Contribution ESI @ %	
04.	Total Reliever @Rs._____ x 4days	
05.	1st Total	
06.	Service Charges @ %	
07.	2nd Total	
08.	Service Tax @ %	
09.	GRAND TOTAL	
(RUPEES)ONLY

2.0 RATE OF WAGES FOR SECURITY SUPERVISOR

SL.NO.	PARTICULARS	RATE IN INR
01.	Minimum wages @Rs._____ x 26days	
02.	Employer Contribution EPF @ %	
03.	Employer Contribution ESI @ %	
04.	Total Reliever @Rs._____ x 4days	
05.	1st Total	
06.	Service Charges @ %	
07.	2nd Total	
08.	Service Tax @ %	
09.	GRAND TOTAL	
(RUPEES)ONLY

Signature of Authorised Person

Name:

Address:

Mobile No.: