



# RAYALASEEMA UNIVERSITY

## KURNOOL

No.RU/Supply of Man Power on Out Sourcing Basis/2018-19.

Dated:29-10-2018.

### **TENDER NOTIFICATION FOR SUPPLY OF MAN POWER**

Tenders are invited from the interested and experienced agencies for supply of Man Power on Out-Sourcing Basis to work in Rayalaseema University, Kurnool. The following Non-Teaching & House Keeping Personnel are the requirement.

- (1) Office Assistant to maintain the Office having Degree with Computer Knowledge.
- (2) Hostel Personnel to work in Hostels such as Stewards, Cooks, Helpers & Cleaners.
- (3) To work in the field such as Electrician, Helper etc.,
- (4) Night Watchman bodily able and with good vision.
- (5) Sweepers.
- (6) Scavengers.

Interested Agencies may furnish their tenders along with all necessary documents such as Experience, Details of Man Power available, Firm Registration, Labour Department permission etc., in a sealed cover bearing superscription “ Tender for supply of Man Power on Out-Sourcing Basis” along with the covering letter duly signed to **The REGISTRAR, Rayalaseema University, Kurnool on or before 05-11-2018 by 5.00 PM.**

#### **TERMS & CONDITIONS:**

1. The conditions shall supply Man Power for a period of 2 years w.e.f. 01-11-2018.
2. The conditions shall deploy Man Power as shown in the Duty Schedule.
3. Payment will be released as per payment schedule.
4. Payment will be made within 07 working days on receipt of the claim.
5. Income Tax @ 2% will be deducted from the bills of the contract or any percentage applicable as per Income Tax Act.
6. It shall be sole responsibility of the contractor to ensure that trained and competent staff are deployed to fulfill the requirement.
7. The Contractor will be responsible as employer of its own staff to maintain all personnel records such as Pay Rolls, Attendance Sheets etc., which would be readily available for scrutiny by the University's executives as and when they desire.
8. The Contractor will be responsible what so ever for payment of compensation for any kind of risk.
9. Disputes if any will be settled through a joint inquiry and through mutual discussions only.

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10. The Registrar or Authorized Person of the University shall have authority to watch the duties of out sourcing personnel and any violation of duties is notice by them, the said officials are authorized to report the matter to the Contractor or its Authorised Persons for taking further action.
11. The University reserves the right to amend the conditions and also stipulate fresh conditions with mutual consent.
12. The CONTRACTOR shall not transfer or assign sub contract or sub delegate this agreement or any right or obligation under it by operation of law or otherwise to any other contractor without the written consent of the University.

13. **I. DUTY SCHEDULE:**

- 1) Office Personnel : 10.00 AM to 05.00 PM
- 2) Field Personnel : 10.00 AM to 05.00 PM
- 3) Hostel Personnel : 08.00 AM to 12.00 PM & 04.00 PM to 08.00 PM
- 4) House Keeping (Scavengers): 09.00 AM to 05.00 PM
- 5) Sweepers : 09.00 AM to 05.00 PM
- 6) Night Watchman : 06.00 PM to 06.00 AM

**II. PAYMENT SCHEDULE:**

- 1) Office Personnel with Degree & Computer Knowledge: Rs. \_\_\_\_\_ PM
- 2) **Field Personnel**
  - (a) Electrician : Rs. \_\_\_\_\_ PM
  - (b) Helper : Rs. \_\_\_\_\_ PM
- 3) **Hostel Personnel**
  - (a) Steward : Rs. \_\_\_\_\_ PM
  - (b) Cook : Rs. \_\_\_\_\_ PM
  - (c) Helper cum Cleaner : Rs. \_\_\_\_\_ PM
- 4) House Keeping (Scavengers) }  
(Including Cleaning Materials & Instruments) } :Rs. \_\_\_\_\_ PM
- 5) Sweepers (including brooms) : Rs. \_\_\_\_\_ PM
- 6) Night Watchman with Physically Fir and Clear Vision }  
(Including Torch Light) } : Rs. \_\_\_\_\_ PM

14. The Agency who participate in the tender should **enclose Demand Draft for Rs.1,000/- as application fee** (Non Refundable) and **Demand Draft for Rs.1,00,000/-** towards Security Deposit. The amount will be released after completion of Agreement period of 2 years. No Interest will be paid on the Security Deposit Amount.

  
REGISTRAR  
REGISTRAR  
Rayalaseema University  
Kurnool (A.P.)