

# **JAMIA HAMDARD**

## **TENDER DOCUMENT FOR PROVIDING SUPPORTING STAFF TO JAMIA HAMDARD**

The complete tender shall be dropped in the drop box of Purchase Section latest by **19.08.2014 up to 2:30 P.M.**

- Cost of Tender form & document is Rs.5, 000/- through Demand draft (non-refundable)
- A demand draft of Rs. 50,000/- in favour of “**Registrar, Jamia Hamdard**” shall be enclosed along with the tender form as earnest money. (refundable).

**Tenders will be opened on 19.08.2014 at 3.00 p.m. in the Office of the Law Officer**

### **Terms & Conditions for providing supporting staff to Jamia Hamdard including HIMSR & HAHC Hospital**

1. On award of contract, the agency will have to make the following payments:
  - (i) Earnest money Rs. 50,000/-
  - (ii) Security deposit Rs. 10, 00,000/- at the time of award of contract
2. The contract shall be for duration of one year with effect from the date of execution of the agreement. The contractor shall deploy the personnel at the places where it is asked for.

3. In consideration for providing supporting staff to Jamia Hamdard including HIMSR & HAHC Hospital, the university shall pay per month to the contractor as per the minimum wages, ESI, EPF and services charge as agreed upon. The payment will be subject to TDS and other taxes as applicable on prevailing rates.
4. The contractor shall deploy their own personnel on all required posts from the date of the award of the contract.
5. The personnel deployed by the contractor for rendering these services will be the employees of the contractor and will be on their payroll. They shall be of impeccable character and integrity.
6. The contractor shall comply with all provisions of applicable labour law and/or any other acts for which such personnel are subjected to and shall keep Jamia Hamdard indemnified from all such acts, omissions, faults , breaches and any claims, payments, loss, demands, injury and expenses etc. in connection with such personnel deployed by the contractor.
7. The contractor will install machines for biometric attendance of the personnel deployed by them at places specified by the university.
8. The contractor will provide I-cards and suitable uniform to their personnel as specified by the university at their own cost.
9. One supervisor will be deployed by the contractor for due diligence of duties who will keep close liaison with the university officials and carry on the orders / modification in the orders from time to time.

I / We accept the above terms and conditions and shall abide by them.

Name and Signature of the contractor

Date.....

**Jamia Hamdard**  
**Hamdard Nagar, New Delhi – 110062**

**Application form for providing outsourced staff to Jamia Hamdard including HIMSR & HAHC Hospital**

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| 1.  | Name, address and telephone number of the contractor with registration no. along with copy of proof.                           |  |
| 2.  | Whether sole proprietor or partnership (Kindly furnish details)  |  |
| 3.  | PAN no. and TIN no.(separately)  |  |
| 4.  | Local Residential address with Phone no. along with copy of proof.   |  |
| 5.  | Permanent address with phone no. along with copy of proof.   |  |
| 6.  | Experience<br>(Attach copy of experience certificates with name of the previous organization, where such staff was provided.). |  |
| 7.  | References (02):<br><br>1. Name and full address<br><br>2. Name and full address   |  |
| 8.  | Balance sheet/ITR for last three years.  |  |
| 9.  | Proposed service charge  |  |
| 10. | Details of attached documents.   |  |

Date:.....

Name and Signature of the Applicant