

Regional Campus, EFL University, Shillong

REGIONAL CAMPUS
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
(A Central University established by an Act of Parliament)
Shillong
NEHU Permanent Complex, Umshing - Mawkynroh, Shillong – 793022
Phone: 9436932667/9436932657

TENDER DOCUMENT

FOR

OUTSOURCED MANPOWER SUPPLY

Last Date for Submission: 02nd June, 2025, by 05:00 PM

Tender No. EFLU/SHC/Admn/2024

TENDER NOTICE

EFLU/SHC/Adm/2025-2026/

17 May 2025

Subject: Tender for Outsourced Manpower Supply at the English and Foreign Languages University, Regional Campus, Shillong

The English and Foreign Languages University (A Central University established by an Act of Parliament), Shillong, invites sealed quotations for the supply of Outsourced Manpower for a period of one year from 05 July 2025, from an agency registered with the Meghalaya Labour Department/Central Labour Department and also registered with ESI and EPF with a good track record (having a valid license issued under the provisions of the Contract Labour Regulation and Abolition Act 1970), fulfilling the terms and conditions that are laid down below:

Description and scope of work, Statement of wages, and Profile of Contractors for outsourced staff proposed to be engaged at the Regional Campus, EFL University, Shillong, are attached as Annexures I and II respectively.

Terms and Conditions:

1. The quotations are to be sent in two parts:

- (a)** The Tender document in a sealed envelope (along with copies of certificates as per the Check list attached), Annexures II.
- (b)** Another sealed envelope containing Annexure I (Financial Bid), duly filled in and superscribed as “Annexure I”.
- (c)** The two sealed envelopes should be put in another sealed envelope which should reach the following address latest by 05:00 PM on 02 June, 2025, by Registered post/Speed Post/Courier. It may also be dropped in the Tender Box kept in the Administration Section at the Regional Campus, EFL University, Shillong:

To,
The Director,
Regional Campus
The English and Foreign Languages, Shillong,
NEHU Permanent Complex,
Umshing - Mawkynroh,
Shillong – 793022, Meghalaya.

2. The Date of Opening of the Bid:

- (a) The Tenders will be opened by a Committee duly nominated by the Regional Campus, EFL University, Shillong, at 03:00 PM, on 03 June, 2025, in the presence of the bidders or their representatives.
- (b) If the office remains closed or is not able to function due to unexpected reasons, the Tenders will be opened on the next working day.
- 3. If a representative/an authorized person of the bidder wishes to attend the opening of the bid, an authorization letter must be produced before attending the opening of the bid.
- 4. A non-refundable amount of Rs. 500/- (Rupees Five Hundred) only, as the tender document fee, is to be remitted in the form of a Demand Draft in favour of the **Director, EFL University, Regional Campus, Shillong**, payable at Shillong. In case the Tender form is downloaded from the website, the Tenderer shall deposit the cost of the Tender document along with the submission of the Tender. Any Tender, that is received after the deadline for submission of bids, shall be automatically rejected.
- 5. All the envelopes should be superscribed as **“TENDER FOR OUTSOURCED MANPOWER SUPPLY”**.
- 6. The bidder shall quote the payments in **Annexure II**. Wages will be fixed by the Outsourced Agency concerned, as per the rules of the Government of India.
- 7. Regional Campus, EFL University, Shillong, reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts entered into with the Regional Campus, EFL University, Shillong.
- 8. All pages of the Tender are to be stamped and signed.
- 9. Tenders received and found deficient on account of registrations, documents, or the required information are liable to be rejected summarily.
- 10. Tenders containing false and misleading information will be rejected and may also be liable for consequences for submitting false information. Incomplete quotations and the quotations received after the opening of the bid will also be rejected.

11. The University reserves the right to reject any quotations or to cancel the partial/whole Tender procedure without assigning any reason whatsoever.
12. The contract awarded to the selected bidder is NOT TRANSFERABLE. The bidder should have a minimum **THREE YEARS** of experience in providing Manpower Supply services to Corporate Organizations/PSUs/ Government bodies/Universities. The documents submitted should clearly state that the bidder provided Manpower Supply services satisfactorily for a minimum period of **THREE YEARS**.
13. A Xerox copy of the photo identity of the applicant (a copy each of the Aadhaar Card, Electoral Card, Driving License, etc.) should be enclosed along with the quotation.
14. The bidder shall inspect the site before submitting the quotation to get fully acquainted with the scope of work, as no claim whatsoever will be entertained for any alleged ignorance thereof.
15. Agencies should have a Registered Office in the East Khasi Hills district. Office facility and competency of the shortlisted quotes will be verified by a Committee of the Regional Campus, EFL University, Shillong.
16. The bank account of the bidder, for financial transactions with the Regional Campus, EFL University, Shillong, shall be with a branch of the State Bank of India.
17. The bidder shall submit self-attested copies of the following documents/ certificates along with the Bid Document.
 - (a) Copy of the Labour Registration Certificate of the Agency/Firm from an appropriate authority,
 - (b) Experience Certificate for a minimum period of 03 years from corporate organizations/PSUs/Government Bodies/Universities,
 - (c) Copies of ESI Registration and the Payment Certificate from the ESI Department, Shillong,
 - (d) Copies of Employees' Provident Fund Registration and the Payment Certificate from the EPF Department, Shillong,
 - (e) Copy of the GST Certificate, if registered with GST authorities,

- (f)** Relevant pages of the Bank Account Passbook bearing details of the Account,
 - (g)** Copy of the PAN Card, and
 - (h)** Any other required document(s).
- 18.** A copy of the Labour License shall be submitted within one month from the date of awarding of the Tender.
- 19.** The contractor shall comply with the provisions as per the Minimum Wages Act 1948, and all statutory compliances like EPF, ESI, GST, and any other registration which is mandatory, as per the Central Government, and which is in force from time to time.
- 20.** The contractor shall ensure that the persons engaged by them do not have any adverse police records or criminal cases pending against them. The Regional Campus, EFL University, Shillong, shall not be held responsible or any illegal acts of the Outsourced staff engaged by the contractor.
- 21.** Outsourced staff supplied by the contractor will be engaged as per the norms of the Regional Campus, EFL University, Shillong.
- 22.** The bidder shall issue ID Cards to all their personnel and provide uniforms to Attenders. Payment is subject to standard deductions, as per the Regional Campus, EFL University, Shillong, rules.
- 23.** The Contractor shall provide adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character, police verification, and other formalities.
- 24.** Evaluation of the Tender will be done on the basis of the lowest rates quoted in terms of being subject to the fulfillment of all Tender requirements prescribed herein.
- 25.** In case there is any difference in a quote written in figures and a quote written in words, the amount written in words will be treated as the amount quoted.

- 26.** The Regional Campus, EFL University, Shillong, reserves the right to terminate the contract at any time by giving a prior notice of one month, if the services are found unsatisfactory.
 - 27.** The Regional Campus, EFL University, Shillong, reserves the right to modify the terms and conditions in the Tender document, as and when required.
 - 28.** The successful bidder shall pay the salaries to the personnel/staff in the first week of every month and submit ESI and EPF subscriptions of the personnel/staff to the Administrative Section, Regional Campus, EFL University, Shillong, every successive month.
 - 29.** The contract will be awarded initially for 03 months and, on satisfactory performance, it shall be extended for a further period of 09 months. If the work is not carried out satisfactorily during the trial period or extension period, Regional Campus, EFL University, Shillong, reserves the right to terminate the contract.
 - 30.** Both the parties will be at liberty to renew the Agreement on satisfactory completion of the said period on mutually agreed existing terms.
 - 31.** Any further clarification on the document may be obtained from the Administration, Regional Campus, EFL University, Shillong, NEHU Permanent Complex, Umshing - Mawkyntroh, Shillong – 793022.
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DETAILS OF PAYMENTS

Quote the payments (in Percentage) as per the table mentioned below: (Wages will be fixed by the Outsourced Agency concerned, as per the rules of the Government of India.)	_____% (In figures) _____ (Percentage in words)
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Sl. No	Designation	Total Wage	Employer Share			IGST As per rule	Total Pay	Employee Share		
			EPF 13%	ESI 3.25 %	Service Charges in %			EPF 12%	ESI .75%	Net payment to the Employee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Accountant									
2	Caretaker									
3	Cook									
4	P.A. to the Director/ Jr. Stenographer									
5	Data Entry Operator									
6	Driver									
7	Electrician									
8	Plumber									
9	Mali									
10	Cleaner									
11	Security Personnel									

Note: The successful bidder shall pay an EMD of Rs.1,00,000/- (Rupees One Lakh) only before entering into the Agreement. The amount of EMD will be refunded to the firm on completion of the term of the Agreement subject to deduction of amount against damages, if any, caused to the University.

Signature of the authorized person

Full Name:

Date:

Quotation No.: EFLU/SHC/Admn/2025-2026/**17 May 2025****Profile of Contractors Supplying Manpower**

(Use this format to provide the requisite details.)

1	Name of the Head of the Organization (Applicant)	
2	Name of the Organization	
3	Type of the Organization (Tick applicable and strike off not applicable)	Registered Society/Private Limited Company/Individual
4	Address	
5	Contact Person for Communication	
6	Telephone No. (Office)	
7	Mobile No.	
8	Email ID	
9	Educational Qualification of the Applicant/Proprietor/Partner (Please attach photocopies of certificates)	
10	Major works undertaken for supplying Manpower(a separate sheet to be attached) (Minimum experience requirement for consideration is 03 years):	
11	Details of Manpower availability	
12	PAN Number (Attach a copy of the PAN Card)	
13	Name and address of Bankers	
14	Bank Account no. (shall be with a branch of the State Bank of India)	
15	IFSC Code	
16	Registration Number Details	
	ESI Registration Number (Attach a copy of the ESI registration certificate and a proof of payment certificate from the ESI Department)	
	Employee Provident Fund Registration Number (Attach a copy of the EPF registration certificate and a proof of payment certificate from the EPF Department)	
	GST Registration No. (Attach a copy of the GST Registration and a proof of payment of GST)	

Details of major works undertaken by the Agency:					
Give details and attach copies of orders and certificates on performance obtained from the office concerned.					
Sl. No.	Name and address of the Organization Name, designation and contact telephone number of the Officer concerned	Detail regarding the contract including Manpower deployed	Annual value of contract (in lakhs)	Duration of the Contract	
				From	TO
				DD/MM/YY	DD/MM/YY

Regional Campus, EFL University, Shillong

1. I, _____, Son/Daughter of
Shri _____ Proprietor/Partner/
Director/Authorized Signatory of _____ (*Name
of the Firm/Agency*) sign this declaration and execute this Tender document.
2. I have carefully read and understood all the terms and conditions of the Tender
and hereby convey my acceptance of the same.
3. The information/documents furnished, along with the above application, are true
and authentic to the best of my knowledge and belief. I/We am/are well aware of
the fact that the furnishing of any false information/fabricated document would
lead to rejection of my Tender at any stage, besides liabilities towards prosecution
under appropriate law.

Signature of authorized person

Full Name

Company's Seal

Date:

Place:

The following CHECKLIST may duly be filled and enclosed along with the bid. Put a tick mark (✓) on the correct status of the enclosures and indicate the page no. at which the proof is attached.

CHECKLIST TO BE ENCLOSED ALONG WITH THE BIDS

Sl. No.	Particulars	Status of enclosures		
		Yes	If yes, indicate the page no. where it is attached	No
1	Tender document			
2	Annexure I			
3	Annexure II			
4	Cash Receipt/DD for the Tender document fee			
5	Proof of Photo identity (Aadhaar Card, Electoral Card, Driving License, etc.)			
6	Proof of Labour Registration Certificate of the Agency/Firm from the appropriate authority			
7	Experience Certificate for a minimum period of 03 years from corporate organizations/PSUs/Government Bodies			
8	Proof of ESI Registration and Payment Certificate From the ESI Department			
9	Proof of the Employees' Provident Fund Registration And Payment Certificate from the EPF Department			
10	Proof of the GST Registration Certificate, if registered with GST authorities			
11	Copy of the Bank Account Passbook having Account details			
12	Copies of certificates regarding educational qualifications			
13	Copy of the PAN Card			