



**Telangana Mahila Viswavidyalayam
(Women's University), Hyderabad**

Not. No. 01/2023/VC Office/TMV

Date: 07th March 2024

**NOTICE INVITING SEALED QUOTATIONS FOR SUPPLY OF PERSONNEL
AT VICE-CHANCELLOR'S OFFICE & SPECIAL OFFICER'S OFFICE**

Sealed quotations are invited from the Suppliers of Personnel as mentioned below on outsourcing basis at Vice-Chancellor's Office and Special Officer's Office, TMV, Koti, Hyderabad-095 for a period of One year. The detailed documents can be downloaded from our website www.oucwkoti.ac.in from 11-03-2024 to 16-03-2024.

| S.No | Category | No. of Workers |
|--------------|---------------------------------|----------------|
| 1 | Junior Assistant | 03 |
| 2 | Cooks | 02 |
| 3 | Driver | 02 |
| 4 | Office Subordinate cum Attender | 02 |
| 5 | Ayah | 05 |
| Total | | 14 |

Sd/-
SPECIAL OFFICER,
TMV, Koti

Terms and Conditions:

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- 1) Sealed quotations are invited from the suppliers of Personnel on outsourcing basis at Vice-Chancellor's Office and Special Officer's Office, TMV, Koti, Hyderabad-095 for a period of One year.
- 2) Complete sealed quotations from Suppliers of Personnel on Outsourcing basis shall be submitted in the Office of the Special Officer, TMV, Koti, Hyderabad-095 on or before 26-02-2024 by 4.00 P.M.
- 3) Sealed quotations received after the due date and time will be rejected. For further details, please visit the official website at www.oucwkti.ac.in.
- 4) The Contractor has to enter into an agreement with TMV immediately on Non-judicial paper worth Rs. 100/- Rupees Hundred only). The Contractor cannot sub contract the work. The TMV shall pay the amount of monthly bill after due check of all documents by way of crossed Cheque/Electronic transfer in favour of the Contractor.
- 5) A Certificate that the wages have been paid to workers in accordance with the said minimum wages notification/higher wages in case of selected workers by the University, should be invariably furnished by the Contractor every month along with the Acquaintance of the workers.
- 6) Individual bank accounts of workers should be opened and the wages should be credited directly in the individual bank accounts of the workers. The Contractor is required to credit the salary to all the contract workers latest by the 7th of following month irrespective for the bills being passed by the University in their respective bank A/c.
7. The Contractor shall assure that workers should be Healthy and physically active to work in three (3) sessions at Vice-Chancellor's Office and Special Officer's Office, TMV, Koti, Hyderabad-095 and should be in the ages above 18 and upto 55 years.
8. The Workers should be well mannered and behaved as they have to work in a cordial atmosphere without giving scope for complaints from at Vice-Chancellor's Office and Special Officer's Office, TMV, Koti, Hyderabad-095
9. The following information has to be furnished by the Contractor with evidence (Documentary proof to be enclosed)
 - a. Name of the Firm with Complete postal Address.
 - b. Name of the Proprietor
 - c. Registration Certificate with labour department from Govt. of Telangana State
 - d. TS GST/CST Registration No.
 - e. PAN card
 - f. TAN number
 - g. Service tax Certificate
 - h. Detailed profile of the firm
 - i. Previous work performance Certificate for the last 3 years.
 - j. IT returns for the last 3 years.
 - k. Audit report of the last year.
 - l. Turn over certificate of Rs. 1 crore for the last 3 years
 - m. Registration with Employees Provident Fund
 - n. Registration with ESI
10. The term of the Contract will be for a period of 1 year. Initially the contract will be awarded for a period of 3 months and will be renewed every quarterly based on satisfactory performance.

11. The Contractor has to appoint One Manager/Supervisor to maintain / rotate the employees in three (3) sessions. And also he has to submit the daily attendance of the workers with the signature of the concerned Authority at Vice-Chancellor's Office and Special Officer's Office, TMV, Koti, Hyderabad-095 failing which the salary bills for that particular day/month will not be admitted.
12. The supplying firm should have a minimum of 3 years of experience in the similar field.
13. The workers should work under surveillance cameras and Bio-metric system for attendance will be adhered to.
14. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
15. TMV reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
16. All disputes or difference whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the appointment of the arbitrator on behalf of the University will be made by the Vice-Chancellor, TMV, Hyderabad – 500095.
17. The mode of payment of wages to the outsourced workers will be decided by the University at a later stage.

Sd/-
The Special Officer
TMV, Koti

**For supplying of Personnel on Outsourcing basis to work at Vice-Chancellor's Office and
Special Officer's Office, TMV, Koti, Hyderabad-095**

Following details to be submitted:

| | | |
|----|---|--|
| 1. | Name of Supplying Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration) | |
| 2. | Do you possess trade license issued by Competent authorities? If so, please enclose a copy. | |
| 3. | Name of Proprietor / Director | |
| 4. | Furnish following particulars of the Registered Office | |
| | a. Complete Postal Address | |
| | b. Telephone No. | |
| | c. Fax. No. | |
| | d. E-Mail Address | |
| 5. | PAN No. (Attach Attested Copy) | |
| 6. | TIN No. (Attach Attested Copy) | |

Sd/-
The Special Officer
TMV, Koti