



The WB National University of Juridical Sciences

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THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
'DR. AMBEDKAR BHAVAN' 12, LB BLOCK, SECTOR- III
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TENDER FORM

Offer expires at 4.00 p.m
On 24.09.2014

Serial No: LO –Sept 14
No. NUJS/service/LO/2014-15
Date: 10.09.2014

The West Bengal National University of Juridical Sciences is *an established* institute of national eminence, imparting specialised study and research in law and related subjects. It is a residential University. For functional and other details, enclosed publications may be referred to.

1. Tenders are invited from reputed firms having adequate trained **Lift Operator** as a pre-qualification who are capable to provide Government Registered Lift Operator having as per the requirement broadly outlined in the annexed document. Since it is a growing institution, the requirements may vary according to need.
2. Tendered rate, which would be on *Per Lift Operator* basis, must be quoted both in words and figures and all over-writings/corrections are to be duly authenticated. Tender documents must be addressed to the **Registrar, NUJS** and submitted in sealed cover at the NUJS office. Quoted rates shall include all duties and Taxes except Service Tax, which will be paid extra in concerned cases. All tenders should be complete in all respects and must be unconditional. Incomplete tender from is liable to be rejected.
3. Tenderers are required to observe all statutory provisions governing deployment of personnel and payment of minimum wages etc. The University will not bear any responsibility for any lapse on the part of the agency at any point of time.
4. Income Tax shall be deducted at source as per rule in concerned cases.
5. The contract shall be initially for a period of **One Year**, which may be renewed for further period of time on mutual consent, subject to satisfactory performance. Premature termination of the Contract may be ordered by the University authority on violation of any terms of agreement, after having given due opportunity for rectification.
6. No price preference will be permitted. The University is not bound to accept the lowest tender and reserves the right to accept any tender or reject any or all tender without assigning any reason and no



correspondence in this behalf shall be entertained. The decision of the University authorities in the matter of selection shall be final and binding to all.

7. Documents to accompany the tender:

- a) Copy of valid Trade Licence.
- b) Copy of Central Excise Registration for Service Tax.
- c) Copy of Income Tax clearance certificate with PAN.
- d) List of important clients currently being serviced, and
- e) Earnest money of Rs. 10,000 (refundable) pledged by means of Account Payee Bank Draft in favour of WBNUJS payable at Kolkata.

8. Last date of receipt of the tender papers is 24.09.2014 upto 4.00 p.m. The tenders will be opened University office at 12.00 noon on 25.09.2014. Authorized representatives may remain present.

9. No interim query shall be entertained.

10. Tenders submitted for lift operators earlier need not be submitted afresh.


Dr. R. Parameswaran

Registrar (Acting)



Lift Operating job

Services of professionally efficient personnel having valid lift Licence are required to be deployed for smooth functioning of the University Lifts.

Duties Hours

- | | | | |
|------|--|-------|-------------------------|
| i) | Institute Block Lift (M's IBIJI make, 13 Passengers, 01 no) | ----- | 8.00 a.m. to 08.00 p.m. |
| ii) | Gents Hostel Lifts (M's Otis Make, 8 Passengers, 02 nos) | ----- | 2.00 p.m. to 10.00 p.m. |
| iii) | Ladies Hostel Lifts (M's Otis Make, 8 Passengers, 02 nos) | ----- | 6.00 a.m. to 02.00 p.m. |

01 Lady Lift Operator is required for Ladies hostel lifts and 02 Gents lift operators are required for Gents hostel and Institute Block Lifts.

Scope of Work

- i) Ensure smooth functioning of the lifts
- ii) To help and supervise the maintenance work of the lifts which will be done by the University appointed service providers.
- iii) Lift operator has to rescue the lift passengers if lift will stuck in between floors for any mechanical fault, power cut or otherwise.
- iv) Lift operator should be available in the lift car or near the lift.
- v) Lift operator has to take care the safety of the lift and the passengers.

Rates for Lift Operator services

Rates for the services are to be quoted by the tenderer both in words and figures.

Conditions

- The agency must provide proper uniform with necessary protective gears to the persons deployed to work.
- Agency's photo-identity card should be on display while the workers are on duty. Complete bio-data with photograph should be furnished to the University office before engaging a person to work.
- The persons should possess impeccable record of integrity – to be guaranteed by the agency.
- The agency must abide by all regulatory instructions and indemnify the University for any lapses on this.
- The University shall **not** provide off-duty accommodation to the personnel engaged.
- The persons working may be available at the University premises for meeting any emergency requirement.
- Attendance of the lift operators (certified by the University authorities) is to be enclosed with the monthly bill.
- Minimum wages of the lift operators are to be followed as per govt. Rules.
- Lady Lift Operator is required for Ladies hostel lifts and Gents lift operators are required for Gents hostel and Institute Block Lifts.
- For extra hour duty, payment will be made on pro rata basis.



- Lift operators for hostel blocks are to be present seven days a week.

Penalty

The personnel on duty shall be under overall supervision of the University authorities. Even though there will be no interference in the normal course, but any dereliction from duty will be viewed seriously. Penalty, ranging from Rs. 500 to Rs. 50,000, depending on the gravity of the lapse, of which the University will be the final authority to decide, shall be imposed and recovered from the next monthly payment under intimation to the agency.

Contract Period

Initially for *one year*, subject to extension on mutual agreement. For premature termination of contract, one-month notice will be necessary from either side.

Security Deposit

Agency to pledge in favour of University a lump sum amount of Rs. 15000.00 or 10% of the total contractual value whichever ever is less, as security deposit by account payee draft/bank guarantee within 15 days of acceptance of tender. The amount of deposit will be released after successful completion of the contract.

Payment

The payment will be made monthly basis as per approved rate on the basis of attendance of the Lift Operators.



SCHEDULE OF QUOTE

Serial No: LO -

NAME OF FIRM:

PAN No:

AUTHORISED SIGNATORY :
(NAME AND DESIGNATION)

ADDRESS FOR COMMUNICATION:

CONTACT TELEPHONE / MOBILE NOS./ e mail ID :

RATE FOR LIFT OPERATOR: Rs.
(Rupees)

Mode of Duty: 8 Hours per shift

DATE: /2014

SIGNATURE OF THE AUTHORISED SIGNATORY



For Lift Operator

Pay	Operator
Basic Pay for 26 days	
EPF @ 13.61 % of basic	
ESI @ 4.75%	
Uniform Allowance	
Bonus	
Service Charges (% of Basic)	
Service Tax	
Total	