

TENDER NOTIFICATION

TENDER FOR PROVIDING SERVICES OF PERSONS TO ATTEND THE DUTIES OF JUNIOR OFFICE ASSISTANTS, SECURITY SUPERVISOR, MACHINERY OPERATOR, DRIVERS, OFFICE SUBORDINATES, SECURITY GUARDS, ELECTRICIANS, SWEEPERS AND SCAVENGERS ON WORK DONE ON WORK CONTRACT BASIS AT ADMINISTRATIVE OFFICE, ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR - 522 034, ANDHRA PRADESH.

Sealed Tenders are invited from the reputed Contractors having license with Labour Department, registered with Central Excise Department and having E.P.F. and E.S.I. No. and experience in similar field for providing persons on work done on work contract basis for attending the duties of **Junior Office Assistants, Security Supervisor, Machinery Operator, Drivers, Electrician, Office Subordinates, Security Guards, Sweepers and Scavengers** at Administrative Office, Acharya N.G. Ranga Agricultural University, Lam, Guntur - 522034, Andhra Pradesh.

The sealed Tenders along with (1) application & processing fee of **Rs.5,000/- (Rupees Five thousand only)**, (2) E.M.D. amount of **Rs.1,00,000/- (Rupees One lakh only)** through two separate Demand Drafts in favour of **"The Comptroller, ANGRAU"** duly superscripting on the cover **"Tender for providing services of persons on work done on work contract basis for attending the duties of Junior Office Assistants, Security Supervisor, Machinery Operator, Drivers, Electrician, Office Subordinates, Security Guards, Sweepers and Scavengers"** should reach the Registrar, ANGRAU, Administrative Office, Lam, Guntur - 522034, A.P. on or before **03.09.2026 by 03.00 P.M.** The Service Charges should not more than 5% (including I.T. 2%)

Sealed Tenders will be opened on **07.09.2026** in the presence of the tenderers present.

**A. MANI
REGISTRAR**

TENDER APPLICATION

TENDER FORM FOR PROVIDING SERVICES OF PERSONS TO ATTEND DUTIES OF JUNIOR OFFICE ASSISTANTS, SECURITY SUPERVISOR, MACHINERY OPERATOR, OFFICE SUBORDINATES, DRIVERS, ELECTRICIANS, SECURITY GUARDS, SWEEPERS AND SCAVENGERS ON WORK DONE ON CONTRACT BASIS.

1. Name of the Agency :

2. Full address with Pin code No. :

3. Phone No. :

Mobile No. :

E-mail address :

4. Date of Registration of the Agency :

**with the appropriate authority i.e.,
labour department**

**(Please enclose an attested copy
of the Registration).**

**5. Validity of Registration i.e., the
date up to which the Registration
is valid :**

**6. EPF Code No. (Enclose attested copy for
proof) :**

**7. ESI Code No.(Enclose attested copy for
proof) :**

8. GST No. (Enclose attested copy) :

**9. Experience in providing various services :
(Please enclose attested copies of the
certificates issued by the present and
past organizations where the outsourcing
of services for office staff support viz.,
Junior Assistant / Typists, Vehicle Drivers,
Attenders and Watch and Ward has been
Provided by the applicant).**

10. Other information if any :

**11. D.D. No., amount and date and the name
of the Bank towards E.M.D. :**

Place

Date

Signature
Seal of the Agency

PRICE SCHEDULE

TENDER FORM FOR PROVIDING SERVICES OF PERSONS TO ATTEND DUTIES OF JUNIOR OFFICE ASSISTANTS, SECURITY SUPERVISOR, MACHINARY OPERATOR, OFFICE SUBORDINATES, DRIVERS, ELECTRICIANS, SECURITY GAURDS, SWEEPERS AND SCAVENGERS ON WORK DONE ON WORK CONTRACT BASIS AT ADMINISTRATIVE OFFICE, ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR – 522 034, ANDHRA PRADESH.

(Should be filled in and printed on the letter head of the tenderer with date,
Signature and seal and submitted along with the tender)

Details	Rate per month quoted by the tenderer					
	Minimum wages	E.P.F. (13%)	E.S.I. (3.25 %)	Service Charges	GST (%)	Total
Junior Office Assistants (Graduation and Computer Operation qualification)						
Electrician (ITI certificate in Electrical works)						
Machinery Operator (Experience in electrical works)						
Office Subordinates (Read & write the Regional Language)						
Drivers (with valid Heavy Vehicles Driving License)						
Security Guards (at least 8 th standard) (speak & write Telugu, Hindi & English)						
Sweepers & Scavengers (Read & write the Regional Language)						

The above minimum wages are prescribed by the Government.

The GST of 18% and TDS of 2% as applicable from time to time payable to Government on gross amount of bill.

(P.T.O.)

I/We agree that the above quoted rates include the wages and allowances payable as per rules existing from time to time including E.P.F. weekly offs, incidental, services and administrative charges, all statutory obligations and relief.

I/We agree to execute the contract in accordance with the provisions of the tender document.

Signature :

Name :

Address :

DD. No., amount and date and the
Name of the Bank towards E.M.D. :

DD. No., amount and date and the :
Name of the Bank towards application &
Processing fee

Place:

Date:

Seal of the Agency

UNDERTAKING

TENDER DOCUMENTS FOR PROVIDING SERVICES OF PERSONS TO ATTEND DUTIES OF JUNIOR OFFICE ASSISTANTS, SECURITY SUPERVISOR, MACHINERY OPERATOR, OFFICE SUBORDINATES, DRIVERS, ELECTRICIANS, SECURITY GAURDS, SWEEPERS & SCAVENGERS ON WORK DONE ON WORK CONTRACT BASIS AT ADMINISTRATIVE OFFICE, ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR – 522 034, ANDHRA PRADESH.

(The tenderer is required to print the following undertaking on his/her letter head with dated signature, seal and submit along with the tender)

- 1. It is to certify that, the rates mentioned in the price schedule include service charges, supervision and other statutory expenditure like license fee, leave cum salary and Admn. Charges etc. The charges also include the expenditure towards uniform, seasonal clothing like raincoats, Jerkin and other essential items like lathies, torches, etc., in case of watch and ward. This is also includes expenses on incidental to administration of agency.**
- 2. I/We further undertake that, I/We follow all the statutory rules like Minimum Wages Act, E.P.F. Act, ESI Act etc., applicable to contract labour and we will be responsible for any labour problems arising out of rules as specified by the appropriate Government Authority from time to time.**
- 3. I/We are ready to execute the contract with effect from the date stipulated by ANGRAU and sign the contract agreement on non-judicial stamp paper of specified value (Rs.100/-).**
- 4. I/we undertake to furnish a E.M.D. of Rs.1,00,000/- (Rupees One Lakh only) which is to be retained by ANGRAU for the entire period of contract which shall be refunded only after the satisfactory expiry of the services provided by us within three months. The E.M.D. will not carry any interest.**
- 5. I/We will abide by all the terms and conditions laid by ANGRAU.**

Place:

Signature:

Date:

Seal:

TERMS & CONDITIONS

TENDER DOCUMENTS FOR PROVIDING PERSONS TO ATTEND THE DUTIES OF JUNIOR OFFICE ASSISTANTS, SECURITY SUPERVISOR, MACHINERY OPERATOR, ELECTRICIANS, OFFICE SUBORDINATES, DRIVERS, SECURITY GUARDS, SWEEPERS AND SCAVENGERS.

1. The successful tenderer shall abide by the terms and conditions as stipulated ANGRAU hereinafter called as “University” from time to time.
2. The services provided by the Service Provider Agency for work contract services hereinafter called as ‘Agency’ will be under the control and supervision of University.
3. All precautions, conditions, Rules and Regulations to be followed at Administrative Office will be given in writing/oral by the University.
4. **Qualifications required to the following categories as follows : -**
 - a) Junior Office Assistants: A University degree and Diploma in Computer Applications (Or) B.C.A degree (Or) A degree with Computer Science as one of the effective Subject.
 - b) Electrician: The candidates must possess ITI certificate Electrical Course.
 - c) Office Subordinates: The Candidate must be able to read and write of the regional language.
 - d) Drivers: With valid Heavy Vehicle driving License.
 - e) Security Guards (atleast 8th standard) speak and write Regional language.
 - f) Machinery Operator: The candidate must be experience in electrical works.
 - g) Sweepers & Scavengers: The candidate must be able to read and write the regional language.
5. The work contract period shall be for 1 (one) year from the date of assumption of charge and shall terminate at any time without any notice.
6. The valid registration shall cover the entire period of contract.
7. Taxes if any to be paid to the Government of Andhra Pradesh/Govt. of India as the case may be are to be borne by the Agency only.
8. Employee Provident Fund and Family Pension Fund for rendering services shall be paid by the Agency and the University will not undertake any responsibility on this.
9. In case of any accident or any injury sustained by any workmen engaged in the performance of the work relating to the contract, all expenditure shall be borne by the Agency/Firm and the University will not undertake any responsibility on this.
10. The Agency/Firm shall at all times indemnify against all claims which may be made under the workmen compensation act or any statutory rules, modification thereof, or rules of compensation payable in consequent of any accident or any injury sustained by any workmen engaged by the Agency/Firm in the performance of the work relating to this contract.

(P.T.O.)

11. No conditional tender will be accepted.
12. The Agency/Firm having any relatives working in the University at any level cannot submit tenders.
13. Bank statements for the last 2 years have to be furnished.
14. The successful tenderer shall abide by the terms and conditions as stipulated by the ANGRAU from time to time.
15. The successful tenderer shall furnish an indemnity bond.
16. The Registrar, ANGRAU, Guntur will have every right to increase or decrease the strength of the Security Points as per the requirement.
17. From time to time and the successful tenderer shall not have any objections for such from the University.
18. The successful Agency/Firm shall pay the monthly wages to the personnel regularly on or before 5th of every month.
19. It is the sole responsibility of the Agency/Firm to take all precautions in implementing wages notified by the Government from time to time come under Minimum Wages/Contract Labour Act during the contract period.
20. The Agency shall produce the income tax clearance certificate along with tender for the last 3 years.
21. The University shall have the right on the EMD furnished by the Agency and shall be refunded to the successful agency (with no interest) after successful completion of the contract period duly deducting the losses if any incurred during the contract period.
22. The Agency or its authorized representative shall invariably meet the Registrar of the University atleast once in fortnight to have a review.
23. The High Court of Andhra Pradesh has exclusive jurisdiction in case of any dispute arising out of this agreement.
24. The rates quoted shall include, all statutory charges administrative charges, GST, Income Tax, etc. Only final rate shall be quoted. No extra additions and conditions shall be accepted.
25. Corrections if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, the amount quoted in words shall prevail.
26. In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole.
27. Both parties agree that the Contractor is for a specific purpose and specified period and there is no commitment on either side to extend the contract period.
28. The University reserves the right to forfeit the EMD of Agency on account of premature withdrawal of the tenderer. The decision of the Registrar of the University shall be final in this regard. The EMD amount will be refund after completion of the contract period.
29. The payment will be made to the successful Agency every month on monthly basis within 10 days from the receipt of claim on completion of the month based on satisfactory services and after deducting the statutory taxes if any levied by the State/Central Govt., from time to time.
30. The Agency shall not claim any amount more than the amount fixed by way of agreement by the competent authority.

(P.T.O.)

31. The Agency will have to ensure satisfactory standards of its employees competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall be viewed seriously.
32. The Agency shall not transfer or assign sub-contract to any other party.
33. The staff engaged by the Agency/Firm to whom the contract is given, shall be deemed to be servants or employees of the Agency to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the University. There is no employer / employee relationship between the workers and University.
34. The Agency will comply with all the provisions regarding licensing, welfare, health, procedures, maintenance of various records and registers etc., as provided under the rules and also orders issued by Govt. of Andhra Pradesh framed there under and for its non-compliance the Agency shall only be responsible for penalties levied by the appropriate Authority under the Act. The rate quoted will be valid for the period of Agreement and no hike will be admissible.
35. The University shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the Agency. The University shall also not liable for breach of any labour laws or any other laws in force by the Agency or the persons deployed on duty. The Agency to whom the contract is given will not be entitled to any other allowances or benefits which are not included.
36. The Agency shall inform within seven days of the execution of the contract the names of the persons and staff who are engaged by the Agency to the University. Such person(s) shall be issued by the Agency a laminated identity card affixing latest photograph giving details of Name, Age, Designation, Name of the Agency, Blood Group and any other details duly signed by the Agency or it's representative. Only such of the persons who are issued with identity cards by the Agency will be allowed to enter into University premises.
37. The Agency/Firm shall have to execute the Agreement according to the provisions of the Act and Rules made there under. The cost of executing such as stamp duty, drafting charges etc., shall be borne by the Agency as fixed by the University.
38. The University shall not be liable for any illegal action or omission made by the staff of the Agency. In case of any loss of damage to the University on account of any act, omission, negligence on the part of the Agency and or its representative etc., in handling of the duties/functions entrusted or otherwise or on account of breach, omission, failure or negligence on the part of the Agency or it's agents/representatives in the compliance of provisions thereof or in carrying out, executing, doing, performing or fulfilling any of its obligations or operations hereunder, the Agency shall be liable to make good such loss or damage determined by the University and shall not be open to any question by the Agency.

The University may recover such amount or loss of damage from the Agency's bills which may become due and payable to the Agency in terms thereof from the University. If the amount of such loss or damage is not recovered or paid by the Agency forthwith on demand, the Agency shall be liable to pay the said amount with interest @ 18% per annum thereon from the date of demand till the date of actual payment.
39. The Agency is required to comply with all the legal liabilities and if the Agency is found failing to comply the provisions of various acts applicable, the University can ask for the records for inspection and the Agency is required to comply with all the liabilities to be discharged and in case of any failure on the part of the Agency, the University shall withhold payment of its bill.
40. The terms and conditions of this tender shall be part and parcel of the Agreement executed by the person or institution whose tender is accepted.

41. If any complaints are received against any worker the agency has to replace the worker with another.
42. The person or institution who submits their offer must have office in Guntur or Vijayawada and must inform the University about the address of the registered office, telephone numbers etc. All correspondence shall be addressed to that office and it is deemed to have been received by the Agency.
43. The University will have privities of Agreement with the Agency only and will give instructions to it and will have nothing to do or be concerned with the conditions of employment of the workers working for the Agency.
44. The University will not retain any control on payment or the manner of the discharge, dismissal or retrenchment or re-employment of the workers engaged/employed by the Agency.
45. In case, the Agency or it's workers are allowed to work at the premises of the University, the Agency will have no right or lien whatsoever upon the premises and the Agency and it's workers will move out of the premises at instance of the University.
46. That the Agency will be liable not only to pay wages to its employees, but the retrenchment compensation, notice pay, gratuity or bonus as payable and the University will not be held liable for any obligation of the Agency.
47. The University will not in any manner be responsible for any act, omission or commission of the workers engaged by the Agency and no claim in this respect will lie against the University. If any such claim is made against the University by any worker or his heirs engaged/employed by the Agency, which the University is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the Agency working at the University premises or otherwise, the Agency will be liable to indemnify/reimburse to the University all the money paid in addition to the expenses incurred by him/her.
48. The Agreement be terminated even before the stipulated period by either party by giving the other one month's notice in writing.
49. List of records to be maintained by the Agency for operations in the University should be produced to the University. These records are subject to scrutiny/inspection by the authorized officers of the University.
50. The University reserves the right to terminate the contract after giving notice in case of breach of any terms and conditions of the tender.
51. The University reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
52. The Agency / Firm located and having permanent office in around Guntur / Vijayawada shall only participate in tender process to give prompt service.
53. The tenders received after the last date either due to postal delay or due to any other reason will not be considered. All the tenderers should present at the time of opening of tenders. If any firm unable to attend, should inform in advance.
54. The University shall also reserve the right to demand the change of personnel if their services are not found to be satisfactory in addition to levying penalties as per the terms and conditions of this Agreement. If the service continues to be unsatisfactory, the University shall exercise its right to not only recover the damages but also to terminate the Agreement and replace the service provider.
55. The Contractor shall furnish the payment details of Employee Provident Fund and Employee's State Insurance of previous months along with the bill of a current month.

(P.T.O.)

In case of Security Services

56. The successful security agency shall attend the duties round the clock in shift as directed by the organization from time to time and should safe guard the property and other interests of the ANGRAU, Guntur which will be entrusted from time to time. The Registrar, ANGRAU will have the right to engage the security services for 24 hours in a day or part thereof.
57. The successful security agency/firm shall take up responsibility to undertake investigation of theft, losses, whenever such incidents occur. They should also coordinate with police authorities for necessary investigation in case of any losses of theft or in other such cases.
58. The losses if any occurred due to the negligence of security agency/firm will be recovered from their monthly bills. If such loss incurred exceeds the monthly bill of the agency, the agency shall make good of the loss sustained by the ANGRAU.
59. The successful security agency/firm shall pay the monthly salaries to the security personnel regularly.
 - a. It is the sole responsibility of successful security agency to take all precautions in implementing wages notified by the Government from time to time under Minimum Wages Contract Labour Act.
 - b. The agency should produce the income tax clearance certificate along with tender for the last 3 years.
 - c. The Registrar, ANGRAU, Guntur shall have the right on the EMD and security deposit submitted by the agency and shall be refunded to the successful agency (with no interest) after successful completion of the contract period duly deducting the losses if any incurred during the contact period.
60. The Agency/Firm shall be provided the persons having the knowledge of local languages such as Telugu, Hindi and English to read and write and speak.
61. It is also the responsibility of security personnel not to allow animals like cows, buffaloes, sheep etc., in the University premises.
62. The agency/firm shall maintain the incoming and outgoing registers for visitors and necessary registers for transaction of materials/goods vehicles/tankers and other registers as demanded by the University.
63. The courts situated in Guntur and Vijayawada have exclusive jurisdiction in case of any dispute arising out of this contract/agreement.
64. The contractor will be responsible as employer of his/her own staff in maintaining security records and shall maintain all records furnished under Contract Labour (R & A) Act, EPF Act, ESI Act and records under various Act, Rules applicable to the contract which should be made available to the Registrar, ANGRAU, Guntur as and when demanded.
65. The duty points to be fixed will be at the sole discretion of the ANGRAU.
66. That the contractor will produce records before the Registrar, ANGRAU, Guntur or his authorized representative every following month to the effect that he has paid wages to his workers and also complied with the provisions of the employees Contract Labour (R & B) Act, Provident Fund and miscellaneous provisions Act and Employees State Insurance Act.

67. The trained Head Guard and trained Civilian Guard should qualify the following minimum standards.

* Minimum height	-	1.63 mts (5'-5')
* Chest	-	0.75 to 0.80 mtr (30'-32')
* Weight	-	50 Kgs (110 lbs)

They should be strong, stout, intelligent, alert and mentally sound and they will be deployed subject to medical check up before resuming duty at the ANGRAU.

- He should be able to speak or write Telugu and should be atleast 8th standard pass.
- The Security personnel engaged shall be a disciplined with sound character and good service record.
- Security Guards should be not less than 21 years of age or above 50 years of age.

68. The Contractor shall not claim any amount more than the amount fixed by way of contract by the competent authority.

69. The Contractor will have to ensure satisfactory standards of its employees competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall be viewed seriously.

70. The Contractor shall not transfer or assign sub-contract to any other party.

71. The staff engaged by the person or institution to whom the contract is given, shall be deemed to be servants or employees of the Contractor to whom the contract is given and such staff shall not be considered or deemed to be employees and servants of the ANGRAU.

72. The Contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation and Abolition) Act 1970 and also orders issued by Govt. of Andhra Pradesh framed there under and for its non-compliance the Contractor shall only be responsible for penalties levied by the appropriate Authority under the Act. The Contractor shall also be liable to comply with all other labour and industrial laws and such other acts and statues (including Factories Act, Payment of Bonus Act, Payment of Gratuity Act, EPF Act, ESI Act, Minimum Wages Act, Workman's compensation Act and Industrial dispute Act etc.). Depositing of P.F. contribution as may be applicable is the responsibility of the contractor at his/her own expenses and shall not be reimbursed by the University. Any default in compliance violation of any laws or contravention of any of the provisions referred to above, the contractor shall alone be held responsible. The rate quoted will be valid for the period of contract and no hike will be admissible.

73. **a)** The contractor shall ensure that the Security Guard(s) wear uniform and uniform kit like whistle, leather shoes, belts, lathi, jersey/cover coat, rain coat, torches, shoulder badges, cap with monogram supplied to the Security Guards by the contractor and the University shall not be liable to supply uniforms, dress or any other materials. In case the person so deployed is found to be "not alert" or "not in proper uniform dress" or commits any breach of any of the terms and conditions of the contract. University will have the right to impose any punishment or fine upto Rs. 1,000/- on the contractor/agency. In case of three defaults, the University has the right to terminate the contract by giving notice of seven days.

- b)** The contractor shall be absolutely responsible and liable for any personal injuries or death and or property damage or losses suffered to the University due to negligence of the contract personnel in their performance of the services required under the contract. The ANGRAU shall not be liable to offer legal services for the offences if any, committed by any staff of the contractor to whom the contract is given.
74. The contractor will obtain license under the Contract Labour (Regulation and Abolition) Act according to the number of workers engaged by him/her by depositing the fees and complying with formalities. He/She will also seek the renewal of the contract at or before the expiry of the license.

**A. MANI
REGISTRAR**