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ISLAMIA COLLEGE OF SCIENCE AND COMMERCE,
SRINAGAR, KASHMIR - 190 002
UGC AUTONOMOUS (NAAC ACCREDITED GRADE-A)

No. ICS/901-05/H-7/E-33
Dated: 10-07-2024

EXPRESSION OF INTEREST
FOR PROVIDING MANPOWER TO WORK AS DRIVER ON OUTSOURCE BASIS

Expression of Interest is invited from registered Manpower Service Providers (Labour contractor) registered/ licensed with Government Labour Department, for the supply of skilled manpower to work as Driver on outsource basis for running Light Motor Vehicles, Medium Motor Vehicles & Heavy Passenger Vehicles (Buses) in this College purely on need-based contract. The engagement is purely in terms of Notification issued by the Labour and Employment Department, Government of Jammu and Kashmir vide S.O. 513 dated 12-10-2022. Interesting parties may send their offers on their letter heads. Sealed offers attached with copy of registration certificate, experience certificate in the trade and earnest money in the shape of CDR/FDR for an amount of Rs.10,000/- pledged to Accounts officer, Islamia College, Srinagar must reach the office of the undersigned by or before 20th of July, 2024 upto 3:00 PM.

TYPE OF PERSONNEL	ESSENTIAL QUALIFICATION	NO. OF REQUIRED MANPOWER
Driver	<p>1/ The driver shall have valid hill driving license for Light Motor Vehicle (Four wheel)/ Medium Motor Vehicles/ Heavy Motor Vehicle (Four wheel)/ Medium Passenger Vehicles (Buses)/ Heavy Passenger Buses issued by the competent authority under the provisions of Motor Vehicle Act.</p> <p>2/ The driver must have an experience certificate of driving LMV/HMV/Light & Heavy Passenger vehicle for minimum 3 years in J&K.</p> <p>3/ The driver must possess minimum 8th class passing certificate from recognized School/Board duly countersigned by the concerned ZEO.</p> <p>4/ The age shall be within limit of 18 – 45 years.</p> <p>5/ The Driver must have a clean driving record which includes but not limits to the following provisions:</p> <ul style="list-style-type: none">a) Driver should not have been found guilty for contravention of any grave provisions under the Motor Vehicle Act.b) Driver should not be involved in any case related to accident under the relevant provision of prevailing statutes.c) Driver must not have any physical deformity including color blindness or / and night blindness.	01

Interested parties may quote the rates on monthly basis strictly in accordance with S.O. 513 dated 12-10-2022 of Labour and Employment Department, Government of Jammu and Kashmir. Rates quoted must include the Provident Fund Contribution, EDLI, ESI, GST etc. as laid down in the Government Notification dated 12-10-2022.

Detailed terms and conditions in this regard can be had from College website: www.isamiacollege.edu.in. Intending bidders must go through these terms and conditions before submitting their offers to this College.

Principal, Islamia College, Srinagar reserves the right to accept or reject any or all offers without assigning any reason thereof.

Sd/-
Prof.(Dr.) Tehmina Yousuf
Principal

c.c.

1. Director Colleges, Hr. Edu. Department
2. Convenor, College Vehicle Committee
3. Dy. Director, Information Department, Srinagar for favour of publication in the two leading news papers in one insertion only.
4. Accounts Officer 5. IT&SS 6. Record

(Annexure to EXPRESSION OF INTEREST FOR PROVIDING MANPOWER TO WORK AS DRIVER ON
OUTSOURCE BASIS issued vide No. No. ICS/ ICS/901-05/H-7/E-33 Dated: 10-07-2024)

TERMS AND CONDITIONS:

1. The Islamia College of Science and Commerce, Srinagar hereinafter referred to as ICSC wants to select Manpower Service provider (hereinafter referred to as "Contractor" for supply of manpower to work as Drivers on outsource basis on monthly basis or on a day basis as and when need arises for running Light Motor Vehicle (Four wheel), Medium Motor Vehicles/ Medium Passenger Vehicles (Buses) and Heavy Motor Vehicle (Four wheel)/ Heavy Passenger Buses.
2. The EOI is invited from the Reputed Agencies/Firms having experience of at least 03 years in providing services in this field to Central Government/ State Government Department, Public/Private Sector Undertaking etc.
3. The bid must be appended with Labour Department Registration Certificate, Experience Certificate in the trade for the last three years and earnest money in the shape of CDR/FDR for an amount of Rs.10,000/- pledged to Accounts Officer, Islamia College, Srinagar. The CDR/FDR shall be valid for 06 months from Bid Submission End Date.
4. The Driver on outsource is required to drive the vehicle (viz. Light Motor Vehicle (Four wheel), Medium Motor Vehicles/ Medium Passenger Vehicles (Buses) and Heavy Motor Vehicle (Four wheel)/ Heavy Passenger Buses) of the College located at Hawal, Srinagar Kashmir UT as per terms and conditions mentioned herein this tender document. Any falsification / suppression of information would lead to cancellation of contract with forfeiture of CDR/FDR.
5. The services of the drivers are required for 10 hours daily on Government working days, which may increase upon requirement of College. If necessary, they will be required to work on Sundays and Public Holidays as well.
6. The services of manpower to be provided shall be on the basis of fixed payment of consolidated wages including statutory liabilities. The services to be provided are in the form of outsourced job work and will not create any right of employment in the College of whatever nature.
7. The tenderer should possess the registration/certificate/license/permit as required under relevant statutes including GST, Contract Labour (Regular and Abolition) Act, 1970 etc.
8. The attendance sheet of drivers will be maintained by the concerned establishment and separate log-sheet shall be maintained by driver, which shall be certified by the user officer or concerned designated authority on daily basis. Based on their attendance and or log sheets, the invoice for payment with statutory liabilities shall be prepared and submitted every month.

9. In case the driver provided is found incompetent the service provider is duty bound to replace the person immediately without any additional charges.
10. The contractor has to make all the arrangements at his own cost for reimbursement of all statutory contributions/ deductions etc. in respect of this contract.
11. Initially the contract will be for a period of one year from the date of work order excluding winter vacations. The contract will automatically stand terminated as soon as the period of contract is over. No separate notice will be issued to the contractor for termination of the contract.
12. The payment towards services provided shall be made on monthly basis, after completion of month and on submission of bill in duplicate alongwith required certification in the prescribed format or log-sheets. The Islamia College of Science and Commerce, Srinagar shall try to release the payment as stipulated above, however, no interest shall be payable if the payments are delayed on any administrative ground which may please be noted.
13. In case of any dispute regarding interpretation of terms and conditions, the decision of the Principal, Islamia College of Science and Commerce, Srinagar shall be final and binding upon contractor.
14. The Principal, Islamia College of Science and Commerce, Srinagar reserves the right to discontinue the services of the contractor without any notice at any time during the contract period. In case the performance of the persons provided by the contractor is found unsatisfactory.
15. Jurisdiction of all suits/legal proceedings as regards to the work as per this tender and order thereof shall be subject to the court at J&K.
16. This is contract for service and there is no express or implied relationship of employer and employee between bidder's persons/representatives and the Islamia College of Science and Commerce, Srinagar.
17. The contractor shall ensure that the personnel provided shall comply with the rules and regulations of the College with respect to safety, security, discipline, good conduct and should always wear an ID card which will be provided by the contractor to the driver. It is to be noted that any contravention of these provisions will make the concerned driver ineligible to enter into the premises of ICSC for which he will be considered as absent from the duties and liability of the same would be on the contractor.
18. The contractor shall also ensure that drivers deputed on duties to the College must be in proper dress code.
19. The contractor shall not sub-contract this contract in any circumstances whatsoever.
20. Taxes as admissible under rules shall be deducted at source.
21. The contractor will have to enter into agreement with ICSC separately within seven days from the date of issue of letter of contract.
22. The bidder should have requisite registration/license for doing business of providing manpower, on contract basis, under the applicable law. The bidder should also be registered under the GST Act and Income Tax Act.
23. The bidder should submit proof of payment of income tax due under the service Tax/GST Act and Income Tax Act. Relevant proof shall be submitted.
24. The bidder should have experience in providing similar manpower in Central/ State Govt. or Govt. undertaking organizations/ Large corporates or financial institutes etc. for the last three financial years (2021-22, 2022-23, 2023-24)
25. The bidder should have fully operational office located in J&K.
26. The bidder should not have been black listed or declared to be ineligible to participate in the bid for corrupt, fraudulent or any unethical business practices by any department of Central Govt./ J&K Govt. The bidder should submit an undertaking on stamp paper in this regard.
27. While submitting the bid, online the bidders should submit all requisite documents in support of fulfilling the eligibility criteria. The bids uploaded without requisite/supporting documents are liable to be rejected.

28. All bids shall be valid for a period of 180 days from the date of opening of bids.
29. The per month per person cost as per minimum wages is fixed. The bidder has to quote his cost per person per month and per day in lumpsum. If there is discrepancy between words and figures, the amount quoted in words shall prevail.
30. Successful/selected bidder will have to complete contract formalities in 07 days. In case the selected bidder (L-1) does not respond or is unable to complete formalities the EMD will be forfeited and name of the bidder will be conveyed to the registering department of UT or central Govt. for backlisting.
31. The service provider will be wholly and exclusively responsible for payment of wages to the persons engaged in compliance to all statutory obligation as applicable to it from time to time under minimum wage act.
32. Mandatory contribution of EPF and ESIC by the agencies in timely manner.
33. The service provider/contractor shall be responsible for paying wages to contract Driver at rates not less than the minimum wages as notified by the Appropriate Government.
34. The Service provider/contractor shall not make any unauthorised deductions from the wages of the contract driver.
35. Service provider/contractor shall be personally responsible for adhering the instructions issued by the Ministry of Labour and Employment, Government of India D.O. No.Z-20025/03/2023-CLS-I dated 13-04-2023.
36. At any point of dispute (if any) decision of the Principal of the College shall be final and binding upon the contractor.
37. Principal, Islamia College, Srinagar reserves the right to accept or reject any or all online bid of work without assigning any reason thereof.

Principal