


Dr. Y.S. Parmar University of Horticulture & Forestry,
Nauni, Solan-173230 (HP)
O/O the Registrar, Recruitment Section

No.UHF.Regr.Rectt.2-103/2017/-35332-70

Dated: 28/2/17

NOTIFICATION

The Board of Management, vide Item No.16 of its proceedings of 99th meeting held on 08th February, 2017 is pleased to approve the policy (as per enclosed annexure) for outsourcing the work/services in this University, formulated in consonance with procedure prescribed under the Himachal Pradesh Financial Rules, as circulated by the Principal Secretary (Finance) to the Government of Himachal Pradesh, vide Notification No.Fin(C)A(3)5/2005 dated 12.08.2009.

 P. Sharma
28.02.17
Registrar

Endst.No.UHF.Regr.Rectt.2-103/2017/-35332-70

Dated: 28/2/17

Copy of the above is forwarded to the following for information and necessary action:

1. All the Statutory Officers, UHF, Nauni, Solan.
2. The Dean, College of Horticulture & Forestry, Neri, Post Office Khaggal, District Hamirpur (HP).
3. All the Professor and Heads/Heads of the Departments/Head of offices/ Associate Directors/Incharges, Outstations/KVKs in UHF.
4. The Deputy Registrar (Establishment), O/O the Registrar, UHF, Solan.
5. The Secy. to Vice-Chancellor/Sr. Pvt. Secy. to the Registrar, UHF, Nauni.
6. The Joint Controller (Audit)/Incharge (Pay Cell), UHF, Nauni-Solan.
7. Guard File.

 P. Sharma
28.02.17
Registrar

POLICY FOR OUTSOURCING THE SERVICES IN THE UNIVERSITY IN CONSONANCE WITH PROCEDURE PRESCRIBED UNDER THE HIMACHAL PRADESH FINANCIAL RULES, NOTIFIED BY THE SPECIAL SECRETARY (FINANCE) TO THE GOVERNMENT OF HIMACHAL PRADESH, VIDE HIS LETTER No.Fin(C)A(3)5/2005 DATED 12.08.2009.

Notwithstanding anything contained in this policy, outsourcing of services to various posts will be made subject to the terms and conditions given below:

1. IDENTIFICATION OF WORK/SERVICES WHICH CAN BE MANAGED THROUGH OUTSOURCING.

A. DIRECTORATE OF RESEARCH:

- (i) Unskilled Labour work under different adhoc projects.

B. ESTATE ORGANIZATION:

- (i) Sweeping work, security work, lifting of water supply, repair and maintenance of sewerage treatment plant and intercom telephone services.

C. COLLEGE OF HORTICULTURE & FORESTRY, NERI (HAMIRPUR):

- (i) Gardening services
(ii) Security services
(iii) Upkeeping of laboratories
(iv) Maintenance of electrical appliances
(v) Maintenance and running of water supply scheme
(vi) Medical support/Assistant services
(vii) Information technology services

D. STUDENTS WELFARE ORGANIZATION:

- (i) Mess services.

2. **Outsourcing of Services:** The Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments may outsource above mentioned services in the interest of economy and efficiency and the detailed procedures and instructions for this purpose shall be such as may be prescribed from time to time by the HP Government.

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3. **Preparation of Tender enquiry documents:** The Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, shall prepare tender enquiry documents containing, inter alia:
- (a) the details of the work or service to be done or rendered by the contractor;
 - (b) the facilities and inputs which shall be provided to the contractor;
 - (c) eligibility criteria for performing the contract;
 - (d) statutory and contractual obligations to be complied with by the contractor;
 - (e) contractor's past experience in similar work or service;
 - (f) the minimum wages prescribed for the post by the State Government from time to time: and
 - (g) any other condition which the above named offices/department concerned may deem fit.
4. **Identification of prospective contractors:** The Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, shall prepare a list of prospective contractors on the basis of formal or informal enquiries from other Departments and Public Sector Undertakings of the Central and State Governments involved in similar activities, scrutiny of trade journals and web sites.
5. **Invitation of bids through advertised tender system:** (1) Subject to exceptions under these rules, this method shall be used for outsourcing of services of Rs. 10 lacs (ten lacs rupees) and above or such limit as may be prescribed. Advertisement in such cases shall be given in atleast two leading daily news paper having wide circulation.
- (2) The Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, shall also post the complete tender documents in University website and permit prospective bidders to make use of the documents downloaded from the website. If such a downloaded tender documents are priced, there shall be clear instructions for the bidder to pay the amount alongwith the bid.
- (4) The minimum time to be allowed for submission of bids shall be three weeks from the date of publication of the tender notice or availability of the tender documents for sale, whichever is later.
- (5) The bids shall be procured in the following manners, namely:
- (a) technical bid consisting of all technical details of services to be provided by the contractor along with commercial terms and conditions and financial bid indicating the cost of services mentioned in the technical bid shall be submitted separately by the bidders;

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(b) the technical bid and the financial bid shall be sealed by the bidder (s) in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be sealed and duly super-scribed. The technical bids shall be opened by the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, at the first instance and evaluated by a committee constituted by Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be; and

(c) at the second stage financial bids only of the technically acceptable offers, shall be opened for further evaluation and ranking before awarding the contract.

(6) The bids received after the date and time specified for their receipt shall not be considered.

6. **Invitation of bids through limited tender system:** (1) Limited Tender System shall be adopted when estimated cost of contract for outsourcing of services is upto Rs.10 lacs (ten lacs rupees) or such limit as may be prescribed. Preference shall be given to the contractor(s) belonging to Himachal Pradesh. Copies of the tender documents shall be sent directly by speed post or registered post or courier or e-mail to the contractor(s) which deal in providing the required services to obtain more responsive bids on competitive basis. The number of contractors in Limited Tender System shall not be less than three.

(2) Outsourcing of services through Limited Tender System may be adopted even where the estimated value of the contract is more than the limit specified under sub-rule (1), in the following circumstances, if:

(a) the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, certifies that the outsourcing of services through limited tender system is justified in view of urgency, indicating therein reasons why the requirement of outsourcing of services could not be anticipated for resorting to advertisement tender system;

(b) there are sufficient reasons, to be recorded in writing by the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, that it shall not be in the public interest to outsource the services through advertised tender enquiry; and

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(c) the sources of providing services are definitely known and possibility of fresh source(s) beyond those being resorted to, is remote.

7. **Bid Security:** (1) In the case of advertised or limited tender system, bid security shall be obtained from the bidder (s), who shall furnish the same alongwith the bids in the shape of Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts. Amount of bid security shall be between two percent to five percent of the estimated cost of contract for outsourcing of services as determined by the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, and indicated in the tender documents. The bid security of unsuccessful bidder (s) shall be refunded to them at the earliest after the expiry of final validity period of the bid as stipulated in the tender documents and the bid security of successful bidders shall remain in the custody of respective offices till the completion of contract of outsourcing of services by the contractor to the best of satisfaction of the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments.

(2) The bid security deposited by the bidder (s) shall be forfeited in the following events, namely:-

- (a) a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period;
- (b) refusal by the bidder (s) to accept an arithmetical error or otherwise appearing on the face of bid (s);
- (c) failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
- (d) failure on the part of the successful bidder to deposit performance security under rule 120 for the execution of the contract; and
- (e) failure on the part of the successful bidder to execute the contract as per terms and conditions stipulated in the tender documents.

8. **Evaluation of Bids Received:** The Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, shall evaluate the bids received as per eligibility criteria specified in the tender enquiry documents under rule 3 and select the successful contractor for awarding the contract.

9. **Outsourcing by Choice:** Where it becomes necessary, in an exceptional situation to outsource services from a specific contractor, the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer,

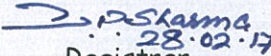
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as the case may be in their respective offices/departments, may do so in consultation with the Comptroller through the Registrar by giving the detailed justification specifying therein the circumstances leading to the outsourcing by choice and the special interest or purpose it may serve.

10. **Performance Security:** (1) Performance Security shall be obtained from the successful bidder on the award of the contract irrespective of his registration status, which shall be for an amount between five to ten percent of the value of the contract. Such security shall be furnished in the form of an Account Payee Demand Draft or duly pledged Fixed Deposit Receipt or Bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments,

(2) Performance Security shall remain valid for a period of sixty days from the date of completion of contract to the best of satisfaction of the Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments.

11. **Monitoring the Contract:** The Director of Research or Estate Officer or Dean, College of Horticulture & Forestry, Neri (Hamirpur) or Students Welfare Officer, as the case may be in their respective offices/departments, shall continuously monitor the performance of the contract.


P. Skatma
28.02.17
Registrar