

NILAMBER-PITAMBER UNIVERSITY
Medininagar, Palamu, Jharkhand- 822201.



Tender No.: NPU/CCDC/07/2023

Dated: 11/11/2023

TENDER DOCUMENT
FOR
SUPPLY OF MANPOWER AND SECURITY GUARDS



NILAMBER-PITAMBER UNIVERSITY

Medininagar, Palamu, Jharkhand- 822201.

TENDER NOTICE

Tender No.: **NPU/CCDC/07/2023**

Dated: **11/11/2023**

Nilamber Pitamber University, Palamu-822201, Jharkhand invites tenders under two bid system (Part-I: Technical Bid and Part II: Financial Bid), from experienced, reputed and registered agencies/firms/companies for **“Supply of Manpower and Security Guards Supply at Nilamber-Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges”**. The detailed information about the tender document and the tender document can be obtained from the University website using the given URL: **<https://npu.ac.in/>** (w.e.f. 13/11/2023).

**Registrar
NPU, Ranchi**



NILAMBER PITAMBER UNIVERSITY

Medininagar, Palamu, Jharkhand- 822201.

Email: registrarnpu09@gmail.com, Website: <https://npu.ac.in/>

Tender No.: NPU/CCDC/07/2023

Dated: 11/11/2023

Notice Inviting Tender

“Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges”

1. Nilamber Pitamber University (NPU), Medininagar, Palamu, Jharkhand invites tender under **single stage two envelopes system** (Two Bid System - **Part-I: Technical Bid** and **Part II: Financial Bid**) experienced, reputed and registered agencies/firms/companies for **“Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges”**.
2. The interested bidders can visit the university website <https://npu.ac.in/> for details.
3. Interested agencies/firms/companies are advised to visit University website <https://npu.ac.in/> regularly till closing date of submission of tender for any corrigendum/addendum/amendment. After closing date, any notice regarding tender will be published on University website.

Sd/-



Registrar

NILAMBER PITAMBER UNIVERSITY

Medininagar, Palamu, Jharkhand- 822201.

Email: registrarnpu09@gmail.com, Website: <https://npu.ac.in/>

SCHEDULE OF TENDER

Name of the Office Inviting Tender	Registrar, Nilamber Pitamber University, Medininagar, Palamu
Nature of Work/Services	“Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges”
Tender No.	NPU/CCDC/07/2023 Dated: 11/11/2023
Type of Tender	Single Stage Two Envelops System (Two Bid System) (Rule 163 GFR 2017)
Tender Processing Fee (Non-Refundable)	₹ 20,000.00 (₹ Twenty Thousand Only) - (Non-Refundable)
Earnest Money Deposit (EMD) (Refundable)	₹ 20,00,000.00 (₹ Twenty Lakhs Only) - (Refundable)
Mode of Tender Fee and EMD	The Bidders should submit the Tender Fee (non-refundable) and EMD (refundable) in the form of Demand Draft from any scheduled bank drawn in favour of “ Registrar, Nilamber-Pitamber University ” payable at Palamu .
Publication of Tender Document on University Website	13.11.2023 from 04:00 PM onwards
Last date and time for Submission of tender documents	04.12.2023 till 05:00 PM
Date and Time for Opening of the Tender	12.12.2023 at 03:00 PM in Conference Hall, Administrative Building, Nilamber Pitamber University, Medininagar, Palamu.
Place of Tender Opening	Nilamber Pitamber University, Medininagar, Palamu.

Note:- *If the tender is not opened on the above date, due to any unforeseen circumstances, then the next working day will be considered as the tender opening date.*

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website <https://npu.ac.in/>.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. **Non-compliance of the instructions** contained in this document **may disqualify the bidders** from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. **Offer in pencil will be rejected.**
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be **signed and stamped by bidders** for their acceptance of all terms and conditions of the tender.
6. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
7. The **Tender Fee** and the **Earnest Money Deposit (EMD)** must be deposited in the form of **Demand Draft** from any nationalized bank drawn in favour of “**Registrar, Nilamber-Pitamber University**” payable at **Palamu** before the last date of bid submission.
9. The Bids, for which Tender Fee, Earnest Money Deposit (EMD) and Bid Securing Declaration Form has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
10. Address and contact numbers for seeking clarifications & Communication: -
 - (a) Address for Communication:

The Registrar
Nilamber Pitamber University,
Medininagar, Palamu - 834008 (Jharkhand)
 - (b) Name/Designation of the contact personnel: **Dr. Rakesh Kumar Singh, Registrar**
 - (c) Telephone/Mobile numbers: **+91-94313 63834, +91-99391 62423.**
 - (d) E-mail ID of contact personnel: registrarnpu09@gmail.com

TERMS AND CONDITIONS

1. The tender documents contains **NINETEEN (19)** pages.
2. The rates quoted should be net and taxes should be shown separately.
3. TDS as applicable on date will be deducted from the bill.
4. Nilamber-Pitamber University, Medininagar, Palamu reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
5. Initially, the contract will be for a duration of **36 months** which can be **further extended** subject to **satisfactory performance of services and compliance** of "**terms and conditions of the agreement by the bidder.**"
5. The agency should be registered from Central Government Agencies/State Government Agencies/Society.
6. **Terms of Payment:** Bill should be submitted by the agency on monthly basis and payment will be made after due verification of the same and recommendation from concerned officer.
7. Copies of payment of **PF/ESI/Statutory dues** should be furnished to the Nilamber-Pitamber University, Medininagar, Palamu on a monthly basis along with a declaration stating that the **PF contribution/ESI deduction** pertaining to the personnel engaged in Nilamber-Pitamber University, Medininagar, Palamu have been included in the respective challans.
8. Postal delay will not be considered and the Tender received late will be rejected.
9. Earnest money of **₹ 20,00,000/- (₹ Twenty Lakhs only) (Refundable)** to be enclosed, in the form of **Account Payee Demand Draft/Bankers Cheque** drawn in favour of the **Registrar, Nilamber-Pitamber University** payable at **Palamu**.
10. Earnest Money can be forfeited in case of **non-completion/part completion/delayed completion** of services unless permitted in writing by **Nilamber-Pitamber University, Medininagar, Palamu**.
11. The bids shall be submitted in **two parts**, viz. (i) Technical Bid (ii) Financial Bid. Tender Fee and EMD may be kept in separate envelope along with Technical bid. EMD of **₹ 20,00,000.00 (₹ Twenty Lakhs only)** is to be paid in the form of **Account Payee Demand Draft/Banker's Cheque** in favour of **Registrar, Nilamber-Pitamber University** payable at **Palamu**.
12. Technical Bid should contain papers regarding **registration of the firm, Bio-data of the firm** in prescribed format as **Annexure-I, Balance Sheet** for the **last 3 years** and the **total turnover of the firm should be 25 (Twenty-Five) Crores** in the **last three Financial Years**, clearance from **Service Tax, Photocopy of ITR, PAN Card, Proof of ESI Registration, Proof of EPF Registration, License issued by the Department of Labour, Proof of Work Experience** (minimum experience should be of **10 (ten) years**) for providing **Manpower and Security Guard in Government Organizations/Universities** for the required posts as mentioned in this Tender Document (**Annexure-II**).
13. There should be **no case pending** with the **police/court** against the **proprietor/firm/partner or the company (Bidder)**, affidavit in this regard to be provided. Financial bid should contain filled up Annexure II of the enquiry indicating the taxes, if any, for the items stated therein. The bids must be signed and sealed by the bidder in separate cover duly super-scribed EMD and Fee, Technical Bid and Financial Bid respectively and all duly signed, kept in sealed covers and to be put in a bigger cover which should also be duly signed and sealed and duly super-scribed. **'Bid for Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges** vide Tender No.: **NPU/CCDC/07/23** Dated: **11.11.2023**.
14. A bidder who **submits more than one bid** shall be **disqualified**.

NILAMBER PITAMBER UNIVERSITY
MEDININAGAR, PALAMU

BID DOCUMENT

Tender No.: **NPU/CCDC/07/2023**

Dated: **11/11/2023**

Name of the Tender Document - Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges.

1. Instructions to the Bidders

1.1. Sealed tenders are invited by the undersigned up to **04.12.2023** till **05:00 PM** from registered agencies/firms/companies for Hiring of Manpower and Security Guard Supply Agency at Nilamber-Pitamber University, Medininagar, Palamu. The bidder must be a legally constituted **proprietary firm/partnership firm/ limited company or corporate body** who possess the required licences, registrations etc., as per law valid **at least for 36 months from the date of the opening of tender** for providing manpower services.

1.2. The bidders should quote their offer/rates in clear terms without ambiguity.

1.3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.

1.4. In case of any discrepancy between the rates in figures and in words, the rate in words will be accepted as correct.

1.5. The last date for receipt of the tender document is **04.12.2023** till **05:00 PM**. In case the above date is declared a holiday for Nilamber-Pitamber University, Medininagar, Palamu, then the bids will be received up to the given time on the next working day.

1.6. The bids may be sent by **registered post/speed post** only so as to reach the **Registrar, Nilamber-Pitamber University, Medininagar, Palamu** before/on the last date of receipt.

1.7. Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken into consideration.

1.8. The bids shall be submitted in **two parts**, viz. (i) **Technical Bid** (ii) **Financial Bid**. Tender Fee and EMD may be kept in separate envelope along with Technical bid. EMD of **₹ 20,00,000.00 (₹ Twenty Lakhs only)** is to be paid in the form of **Account Payee Demand Draft/Banker's Cheque** in the favour of **Registrar, Nilamber-Pitamber University** payable at **Medininagar, Palamu**.

1.9. Technical bid should contain papers regarding

1.9.1. Registration of the firm,

1.9.2. Balance Sheet for the last 3 years and the total turnover of the firm should be 25 (Twenty-Five) crores during the last three Financial Years.

1.9.3. Clearance from Service Tax/GST Certificate and GST Return Certificate 2022-2023.

1.9.4. Photocopy of IT PAN card.

1.9.5. Proof of ESI registration and recent payment receipt minimum 150 contributions.

1.9.6. Proof of EPF registration and recent payment receipt minimum 250 contributions.

1.9.7. Valid PSARA Licence

1.9.8. Shop and Establishment Licence

1.9.9. ISO Certificate of the Firm .

1.9.10. Proof of work experience in **Jharkhand/Bihar States** (minimum experience should be of **10 (TEN) years** for providing Manpower and Security Guard in **Government/Semi-Government Organizations/ Universities**.

1.9.11. The firm should have valid **GST Registration Certificate**.

1.9.12. There should be no case pending with the police/court against the proprietor/firm/partner or the company (Bidder), affidavit in this regard is to be provided.

1.9.13. Currently working with minimum 5 Government Departments/Semi-Government/ Government Educational Institution and Universities in Jharkhand/Bihar.

1.9.14. Experience of providing more than 100 manpower and security guards in active in minimum one Government Department/Semi-Government Department/Universities in Jharkhand/Bihar.

1.10. **Financial Bid**

1.10.1. Financial bid should contain filled up Annexure II of the enquiry indicating Service Charges for all categories of personnel.

1.10.2. The above bids should be signed and sealed by the bidder in separate cover duly super-scribed EMD, Technical Bid and Financial Bid respectively and all signed sealed covers are to be put in a bigger cover which should also be signed and sealed and duly super-scribed. **'Bid for Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges vide Tender No.: NPU/CCDC/07/2023, Dated: 11/11/2023. A bidder who submits more than one bid shall be disqualified.**

1.11. Self-undertaking to be provided regarding all the information provided in the Bid Document is correct and if found incorrect in future, then the contract may be terminated.

1.12. The cover containing the bid must be signed sealed and super-scribed **"Bid for Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges vide Tender No.: NPU/CCDC/07/2023, Dated: 11/11/2023.**

1.13. The bids shall be opened at **Nilamber-Pitamber University, Medininagar, Palamu** campus on the mentioned date and time given in the tender document. The bidders should themselves attend the bid opening meeting or may send their authorized representative to attend the bid opening meeting, if they so desire. In the event of the above bid opening date being declared holiday for Nilamber-Pitamber University, Medininagar, Palamu, the bids will be opened at the mentioned time and place on the next working day.

1.14. Only the **Technically Qualified** bidders selected by the committee constituted by the University shall be eligible for participation in the Financial Bid which shall be opened as per the schedule mentioned in the tender document on the date fixed by the constituted committee.

1.15. In case the bid is being submitted by a firm, then it must be duly signed separately by each partner/proprietor thereof or in the event of the absence of any partner/proprietor, it must be signed on his behalf by a person holding a power of attorney authorising him to do so or in the case of a company, the tender document must be signed in the manner laid down in the said **Company's Article of the Association**. The signatures on the tender will be deemed to be the authorised signatures of the signatory.

1.16. An Index Page showing contents/annexure and page no. should be annexed first followed by relevant documents with proper page numbering and signed by the owner of the firm or his/her authorised signatory as token of acceptance of all the terms and conditions. In case the tenders are signed by the authorised signatory, a copy of the power of attorney/authorisation letter may be enclosed along with the tender document.

1.17. Any changes with respect to this tender will be notified on University Website only.

1.18. Nilamber-Pitamber University, Medininagar, Palamu reserves the right to accept or reject any or all the tenders without assigning any reason.

1.19. The work would be awarded to a single vendor for providing all types of personnel mentioned below:

S. No	Designation	Work Profile	Qualification	Category	
1.	Programmer	To develop and maintain website, network of the University	MCA/B. Tech in CS with Experience	Highly skilled	
2.	Personal Secretary To VC/ Pro VC/FA/ Registrar	To assist VC/Pro-VC / FA/ Registrar in his official works.	Bachelor's Degree with certificate course in Computer.	Highly skilled	
3.	Stenographer	To take dictation VC/ Pro-VC / Registrar in his official works. (with experience)	Bachelor's Degree with certificate course in Computer with short hand write in Eng. & Hindi with speed.....pm	Highly skilled	
4	Computer Operator cum Office Assistant	To look after front office works like receiving /	Bachelor's Degree (Having Computer knowledge)	Highly Skilled	
5.	Multi-Tasking Staff	its work will be decided by the officer of the university or According to the rules of central Govt.	10th pass	Semi-Skilled	
6.	Mali	Experience in gardening	10th	Skilled	
7.	Electrician	To maintain electrical installation of the Building	ITI with 2 years' experience	Highly Skilled	
8.	Plumber	To maintain water supply and sanitation of the Building	IT1 with 2 years' experience	Highly Skilled	
9.	Driver	Drive the Vehicles properly	Xth pass with Driving license & exp-5yrs	Highly Skilled	
10.	Cook	Should be able to cook Indian, Chinese and Continental meals and	Having experience min-3 yrs	Skilled	
11.	Security	DGR rate	Supervisor	Ex-Army	Highly Skilled
		With Arms	Ex-Army	Highly Skilled	
		Without Arms	Ex-Army	Skilled	
	Civil	Without Arms	Having experience	Skilled	

2. Terms and Conditions of the Bid

2.1. This Manpower and Security Guard is to be provided as per the requirement for 8 hours per day. The number of persons required may vary from time to time as per the requirement. Nilamber-Pitamber University, Medininagar, Palamu reserves the right to reduce or increase the manpower, if considered necessary. In either case the contract amount payable to the agency shall stand notified under the Contract on pro-rata basis.

2.2 Any discrepancies or disputes arising out on account of non-adherence to statutory and Labour laws would be the responsibility of the manpower agency and Nilamber-Pitamber University, Medininagar, Palamu will not be responsible for the same.

2.3 The wage Portion of the personnel shall be decided by the University which shall normally be the Jharkhand minimum wages applicable for Medininagar, Palamu as approved under effective Wages Act. All the personnel employed by the agency must open their account in State Bank of India, Palamu Branch and their salary will be transferred in their respective accounts through ECS only.

2.4 Nilamber-Pitamber University, Medininagar, Palamu will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act 1948, Workman Compensation Act 1923, Payment of Gratuity Act 1948, Employee's Provident Fund and Miscellaneous Provisions Act 1952 or any other statutory liability shall be made by the agency and challan/receipt must be enclosed with the monthly bill. The agency shall be solely responsible and liable for his persons under the provisions of contract labour (R & A) Act and Labour and Services Laws. A certificate to this effect will have to be submitted by the agency in separate challan in respect of manpower employed by him. The certified copy of challan must be submitted next month along with the bill.

2.6 TDS and other taxes as applicable will be deducted from the agency's bill as per Government instructions from time to time. The service tax (if claimed by the agency) will be reimbursed only after the submission of proof of payment of Service tax. Moreover, the Service Tax challan should match the claim preferred against the University.

2.6 The agency shall provide proof for having deposited the statutory deductions towards EPF and ESI including Employer's contribution towards them and it should be provided along with the bill to be submitted for the succeeding month.

2.7 The staff employed by the agency will always keep Identity Card with them for verification while working.

2.8 Summer and Winter uniforms, identity card and safety items to his employees, as required under the law may be provided by the bidder at his own cost. All personnel of the Agency will wear the uniforms in clean condition while on duty. Nilamber-Pitamber University, Medininagar, Palamu shall not pay any extra charges to the Agency against these items. Uniform for various categories of workers to be provided by the Agency shall be decided in consultation with the authority of Nilamber-Pitamber University, Medininagar, Palamu.

2.9 A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the agency. Nilamber-Pitamber University, Medininagar, Palamu shall not have any liability/responsibility to absorb the persons engaged by the agency and/or to extend any type of recommendation etc. for obtaining any job in Nilamber-Pitamber University, Medininagar, Palamu or elsewhere.

2.10 The details of the persons deployed by the agency along with their bio data, attested proof of identity, the latest photographs of all the persons shall be provided to Nilamber-Pitamber University, Medininagar, Palamu by the bidder for the purpose of record keeping.

2.11 No personnel can be changed without prior permission from the University after deployment in the campus. Nilamber-Pitamber University, Medininagar, Palamu shall have the right to replace or stop any person without assigning any reason whatsoever and the substitute shall have to be provided by the contract immediately, if required.

2.12 Necessary licence, permit, consent, sanction etc. as may be required or called for from/by local or any other authority for doing such work shall be obtained. The agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State Government as applicable to him or this contract without any liability and responsibility to Nilamber-Pitamber University, Medininagar, Palamu, whatsoever it may be.

2.13 Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in **Medininagar, Palamu** and only **courts in Medininagar, Palamu** shall have the jurisdiction to determine/decide the same.

2.14 List of Directors, Proprietors, Consultant and top executives (with name, address, phone number etc.) should be furnished with the tender.

2.15 **Statutory Requirement/Obligation:** All statutory rules, like Central Government/State Government Minimum Wages Act, ESI Act + PF Act, etc. as applicable for engagement of manpower on daily wages are to be followed strictly.

2.16 The selected agency will have to sign the agreement document in two copies with the university within 15 days from the issue of the letter by furnishing non-judicial stamp paper of Rs 1000/- for signing of an agreement.

2.17 The period of contract will be for **three (03) years** from the date of commencement of services/work subject to quarterly appraisal and review by concerned officer of the University and may be extended for one year on satisfactory performance if agreed to by both the parties.

2.18. **Termination**—The contract may be terminated by giving one month's notice, in case the agency:

2.18.1. Assigns or sub contracts any of the service

2.18.2. Violation/Contravention of any of the terms and condition mentioned herein.

2.18.3. Performance of services is not found satisfactory and does not improve the performance of the services in spite of instructions given to the concerned

2.18.4. Any violation of instruction/agreement or suppression of fact

2.18.5. Contractor being declared insolvent by competent Court of Law.

2.18.6. If agency is willing to exit the contract, a two months' notice, in advance should be produced by the agency.

2.18.7 On termination of the contract, it shall be the responsibility of the agency to remove his persons, machinery and materials immediately. Nilamber-Pitamber University, Medininagar, Palamu shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.

2.18.8 During the notice period of the termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of the notice period.

2.18.9 In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Nilamber-Pitamber University, Medininagar, Palamu.

2.19 In case of any change of constitution of the Agency, the rights of Nilamber-Pitamber University, Medininagar, Palamu should not suffer.

2.20 The scope of work and rate schedule of contract and conditions of tender shall form the part and basis of the contract and decision of the University in reference to all matters of dispute shall be final and binding.

2.21 Number of personnel to be deployed at the University may increase or decrease as per the requirement. The exact number of personnel required by a particular Department/Section of the University will be communicated and the payment will be made accordingly.

2.22 The agency will maintain a daily attendance Register of the personnel along with their deployment position at the University to be produced with the monthly bill of the agency for monthly payment to be made duly countersigned by the concerned officer.

2.23 Nilamber-Pitamber University, Medininagar, Palamu shall be at liberty to check any time the deployment of persons/work by the agency and in case of any default shall deduct the wages of absentee personnel from monthly payment due to the agency and imposed penalty to agency as decided by the competent authority.

2.24 The agency shall maintain daily attendance record of the personnel deployed showing their arrival and departure time and submit to Nilamber-Pitamber University, Medininagar, Palamu an attested photocopy of the Attendance Record with the monthly bill.

2.25 The agency shall be liable for full fidelity of the personnel to be provided and in case any pilferage/damage/theft/shortage is caused to the property of the University due to the carelessness of the persons deployed by the agency, the value as assessed shall be recovered from the payment due to the agency under the contract. If some amount is still found recoverable, the agency shall deposit the same within 15 days from service of notice by Nilamber-Pitamber University, Medininagar, Palamu.

2.26 The Service Provider/Agency must have proper mechanism for Intake, verification of candidates' character and antecedents, Management and Placement of the skilled manpower.

2.27 Work experience along with work/job orders of the Service Provider/Agency for providing manpower during the last three years may be furnished.

2.28 Break-up of monthly payment details to each category of outsourced staff as per approved rate by the University is to be submitted for every month in the **Office of The Registrar** of the University.

2.29 The Service Provider/Agency will supply manpower of the specified standards (only in terms of qualifications and skill requirements), for each category of manpower and security guard as required by the University.

2.30 Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/Agency, forfeiture of the security amount and blacklisting of the agency for future works.

2.31 Agency shall maintain all records/registers as required to be maintained under various labour laws and other statutory laws in force and as amended from time to time.

2.32 The persons deputed shall not be below the age of 18 years and should be physically fit, healthy for performing manual and assigned duties.

2.33 The man-power employed by the Agency should work as per the working days and timings of University. The normal office working hours shall be from 08.30 AM to 5.30 PM. They may be called for attending the office on weekends/holidays/late sitting as per requirement. The personnel will be allowed to avail one day leave per month other than holidays as per rules and non-availing of leave will be carried for maximum up to one year.

2.34 The Provider shall be solely and exclusively liable to discharge all statutory and other liabilities under various Laws and Acts as applicable and amended from time to time in respect of the manpower and security guard provided to the University. The University shall have no liability, whatsoever, with respect to the aforesaid.

2.35 Local representative of agency shall be in charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of **Nilamber-Pitamber University, Medininagar, Palamu**, they shall work under the directives and guidance of **Nilamber-Pitamber University, Medininagar, Palamu**. This will, however, not diminish in any way, the Agency's responsibility under contract to **Nilamber-Pitamber University, Medininagar, Palamu**. At the end of each month, monthly work performance will be reviewed and if work performance will not be satisfactory, contract may be terminated.

2.36 The person deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of **Nilamber-Pitamber University, Medininagar, Palamu**/Government of India/any state/or any Union Territory. In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her/his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of university, shall immediately withdraw such person(s) from the premises of the university.

2.37 In case **Nilamber-Pitamber University, Medininagar, Palamu** is implicated in any law/suit on account of not fulfilling of any or all obligations under any law or due to performing the duties by any personnel of the agency, all cost of defending such suit settlement of claims, penalty etc. shall be borne by the agency or recovered from the due amounts payable to the agency and or from the security deposit held by **Nilamber-Pitamber University, Medininagar, Palamu**.

2.38 In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act-VIII of 1923 including all amendments thereof, Nilamber-Pitamber University, Medininagar, Palamu shall have full powers to retain out of any sums payable/becoming payable to the agency, any sum as may be deemed sufficient to meet such liability on receipt of award of compensation from the competent authority under the said Act, and the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The opinion of the constituted **Committee of Nilamber-Pitamber University, Medininagar, Palamu** shall be final in regard to all matters arising under this clause.

2.39 The decision of **Registrar, Nilamber-Pitamber University, Medininagar, Palamu** in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.

2.40 **The Registrar, Nilamber-Pitamber University, Medininagar, Palamu** shall be the sole authority to decide and judge the quality of service rendered by the agency and all other matters and his decision shall be final and binding.

2.41 At the end of contract period/termination of the contract, the agency shall hand over the charge to the new service provider (appointed by Nilamber-Pitamber University, Medininagar, Palamu) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.

2.42 No accommodation will be provided by Nilamber-Pitamber University, Medininagar, Palamu for the personnel employed by the agency.

2.43 The credibility and experience of the bidder will be preferred by the committee while awarding the work. However, the general criteria for selecting the successful service provider will be on the basis of total landed cost for each category of personnel to Nilamber-Pitamber University, Medininagar, Palamu.

2.44 The Manpower and Security Guard deputed at Nilamber-Pitamber University, Medininagar, Palamu should provide a list of Account Numbers of EPF and ESI of each personnel deployed at Nilamber-Pitamber University, Medininagar, Palamu and a copy of EPF/ESI Cards should be submitted to the **Office of the Registrar**.

NILAMBER-PITAMBER UNIVERSITY, MEDININAGAR, PALAMU

Tender No.: **NPU/CCDC/07/23**

Dated: **11.11.2023**

ANNEXURE: I - FORM FOR BIO-DATA (TECHNICAL BID)

Name of Work: Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges.

1. Name of Work: "Supply of Manpower and Security Guards Supply at Nilamber Pitamber University Head Quarter, Medininagar, Palamu, Jharkhand and all its Constituent Colleges.

Name of the Provider/firm:

2. Address:

.....
.....

3. Name of the Authorized Signatory:

4. Details of EMD Submitted (Rs. /-)

Draft No.:

Dated.....

Issuing Bank:

5. Registration No.:

6. Service Tax No.:(Enclose Photocopy)

7. ESI No.:(Enclose Photocopy)

8. EPF No.:(Enclose Photocopy)

9. Manpower Working with Agency: (Proof enclosed)

10. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period	Organization	Details of Similar Work Experience	From	To

(If required enclose separate sheet)

11. Annual Turnover (last three financial years):-

S. No.	Year	Turnover (In Rupees)	Document (Attach Photocopy)

Dated:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone (O):

Phone (R):

NILAMBER-PITAMBER UNIVERSITY, MEDININAGAR, PALAMU

Tender No.: NPU/CCDC/07/23

Dated: 11.11.2023

ANNEXURE: II - FINANCIAL BID

Name of Work: Supply of Manpower at NPU, Medininagar, Palamu & its Constituent Colleges.

S. No	Post	Min. Wages	EPF @ 13%	ESI @ 3.25%	HRA @ 16%	Bonus @ 8.33% (₹)	Uniform Allowances @ 5% + Washing @ 3%	Total (₹)	Service Charge @ 10% to 15% (₹)	Total with Service Charge (₹)	GST Amount (₹)	Total with GST (₹)	Total Monthly Amount in Words
1	Computer Operator												
2	Electrician												
3	Manpower and Security Guard Supervisor												
4	PS to VC/PS to Pro-VC/PS to Registrar/PS to FA												

5	Programmer												
6	Driver												
7	Plumber												
8	Canteen Staff												
9	Cook												
10	Gardener												

11	House Keeping												
12	Peon												
13	Ex-Army Security Guard Supervisor												
14	Ex-Army Security Guard with Gun												
15	Ex-Army Security Guard without Gun												
16	Security Guard (Civil)												

17	Stenographer												
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1. Service Charge Provided by University to Agency 10% (Ten Percent only) and not below the same.
2. The rates mentioned above will be revised as per the Jharkhand state Govt. notification issued from time to time.
3. GST shall be charged as per prevailing Govt. rules.
4. Above rate are being quoted for 8 hours' daily.

Signature of Tenderer: _____

Date: _____

Seal/Stamp of the firm: _____

Address _____

Contact No./Mobile No.: _____