



PURNEA UNIVERSITY, PURNEA  
TENDER FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

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**PURNEA UNIVERSITY, PURNEA (BIHAR) 854301**  
**(A Recognised State University)**

**Tender Notice**

Adv. No.: RO/PU/Manpower (Outsourcing)/2024-01

Date: 20.01.2024

Sealed tenders are invited from registered agencies/firms/companies fulfilling all terms and conditions for providing manpower service on outsourcing basis at Purnea University, Purnea. The agencies/firms willing to participate in the tender may download the tender documents from our website "[www.purneauniversity.ac.in](http://www.purneauniversity.ac.in)" and may be submitted through registered/speed post only latest by **06.02.2024 (Tuesday) at 04:00 PM** at Purnea University, Purnea. Received tender will be opened on **08.02.2024 (Thursday) at 11:00 AM** in the presence of the authorized representative of Tenderer, if they so desire, at Purnea University, Purnea. For further details please contact [registrarpu@purneauni@gmail.com](mailto:registrarpu@purneauni@gmail.com).

*Dr. Ghanshyam Roy*  
20/01/2024

(Dr. Ghanshyam Roy)

Registrar

Purnea University, Purnea

**(Dr. Ghanshyam Roy)**

*Registrar*

**Purnea University, Purnia**

**Bihar-854301**



## BID DOCUMENT

Adv. No.: RO/PU/Manpower (Outsourcing)/2024-01

**1. Invitation of Tender:**

Purnea University, Purnea is inviting a tender from reputed and experienced agency/firm for providing security, housekeeping and manpower service on outsourcing basis. Interested agency/firm fulfilling all terms and conditions may participate and submit the tender documents latest by **06.02.2024 (Tuesday) at 04:00 PM** at Purnea University, Purnea.

**2. Fee for Tender Documents:**

The fee for tender documents will be **Rs 10,000/- (Rupees Ten Thousand Only)**. This fee shall be paid in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of **"Registrar, Purnea University, Purnea"** payable at **Purnea**. This fee is non-refundable and shall be submitted along with the technical bid of the tender document.

**3. Earnest Money Deposit (EMD):**

An Earnest Money Deposit (EMD) should be submitted in the Technical Bid of the tender, without which the tender shall be invalid. The amount of EMD will be **Rs 10,00,000/- (Rupees Ten Lakh Only)** payable in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of **"Registrar, Purnea University, Purnea"** payable at **Purnea**. In case of unsuccessful bidder, the EMD will be refunded to them against written application without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder. In case of successful bidder, after acceptance of the work order, the EMD shall not be refunded and additional Performance Bank Guarantee (PBG) of amount equivalent to EMD from any nationalized/scheduled commercial bank, drawn in favour of **Rs 10,00,000/- (Rupees Ten Lakh Only)** payable in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of **"Registrar, Purnea University, Purnea"** payable at **Purnea**. The PBG will be forfeited in case of non-fulfilment of any of the terms & conditions of the contract and for compensating any loss suffered.

**4. Instructions to the Bidders:**

- 4.1 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 12 months from the date of the opening of tender for providing manpower services.
- 4.2 The bidders should quote their offer/rates in clear terms without ambiguity.
- 4.3 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, failing which the bids are liable to be rejected.
- 4.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 4.5 The last date for receipt of the bid is **06.02.2024 (Tuesday) at 04:00 PM**. In case the above date is declared a holiday for Purnea University, Purnea, then the bids will be received up to the given time on the next working day.
- 4.6 The bids may be sent by registered post/speed post only so as to reach the Registrar, Purnea University, Purnea before/on the last date of receipt.
- 4.7 Bids received after the deadline of receipt indicated in para 4.5 above, shall not be taken into consideration.
- 4.8 Purnea University, Purnea reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
- 4.9 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 **Rs. 10,00,000/- (Rupees Ten Lakhs only)** is to be paid in the form of account payee Demand Draft/Banker's Cheque in favour of Registrar, Purnea University, Purnea payable at Purnea

  
**Dr. Ghanshyam Roy**  
Registrar  
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- 4.10 **Technical bid should contain papers regarding (enclose-self attested photocopy)**
- 4.10.1 Registration of the firm,
  - 4.10.2 Technical Bid should be filled in the prescribed format as **Annexure-II**.
  - 4.10.3 Balance Sheet for the last **3 years** and minimum annual turnover of the firm should be **05(Five) Crore** per annum in the last three Financial Years.
  - 4.10.4 Clearance from Service tax/ GST certificate & GST Return Certificate of last 3 years.
  - 4.10.5 Photocopy of IT PAN card.
  - 4.10.6 Proof of ESI registration and latest contribution of more than 150 persons in a month.
  - 4.10.7 Proof of EPF registration and latest contribution of more than 150 persons in a month.
  - 4.10.8 License issued by the Dept. of Labour under Labour Act 1970 having capacity of 500 men.
  - 4.10.9 Shop & Establishment Licence
  - 4.10.10 License issued by Home Dept. PASARA & ISO Certificate of the Firm.
  - 4.10.11 Proof of work experience (minimum experience should be of 05 (Five) years for providing of manpower in **government or semi government organization** for the required posts as mentioned in this advertisement (**Annexure-I**).
  - 4.10.12 The firm should have GST Registration Certificate.
  - 4.10.13 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.
  - 4.10.14 Currently working with minimum 5 Govt. Depts. /Semi Govt./ Govt. Educational Institution in Bihar.
  - 4.10.15 Experience of providing more than 100 guards in the educational Institution in Bihar/India.
- 4.11 **Financial bid**
- 4.11.1 Financial bid should contain filled up Annexure III of the enquiry indicating Service Charges for all categories of personnel.
  - 4.11.2 The above bids should be signed & 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 & sealed and duly super-scribed. 'Bid for hiring of manpower supply agency at Purnea University, Purnea vide Advt.No. **RO/PU/Manpower (Outsourcing)/2024-01**. A bidder who submits more than one bid shall be disqualified.
- 4.12 Self-undertaking to be provided regarding information submitted in the Bid is correct and if found false in future also, contract may be terminated.
- 4.13 The cover containing the bid must be signed sealed and super-scribed "Bid for hiring of manpower supply agency at Purnea University, Purnea vide Advt.No **RO/PU/Manpower (Outsourcing)/2024-01 dated 20.01.2024**
- 4.14 The bids shall be opened in Purnea University, Purnea campus on the date and time given in the tender. The bidders 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 Purnea University, Purnea, the bids will be opened at the given time and place on the next working day.
- 4.15 Only the technically qualified bidders as selected by the committee shall participate in the Financial Bid which may be opened on the same day or on the date fixed by committee.
- 4.16 In case the bid being submitted by a firm it must be signed separately by each partner thereof or in the event of the absence of any partner, 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, a tender 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 authorised signatures.
- 4.17 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

  
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authorised signatory as token of acceptance of terms and conditions. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/ authorisation may be enclosed along with tender.

- 4.18 Any changes in this tender will be notified on notice board and university website only.  
4.19 The work would be awarded to a single contractor for providing all types of personnel mentioned below. The awarded tender is non transferrable.

**5. Terms & Conditions**

- 5.1 The agency should be registered from Central Govt. Agency/State Govt. Agency  
5.2 This manpower is to be provided as per requirement for 8 hours a day. The number of persons required may vary from time to time and as per requirement. Purnea University, Purnea 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  
5.3 Any discrepancies or disputes arising out on account of non-adherence to statutory & Labour laws would be the responsibility of the manpower agency & Purnea University, Purnea shall not be responsible for the same.  
5.4 The wage portion of the personnel shall be decided by the university which shall normally be the minimum wages applicable for Purnia as approved under effective Central/Bihar Minimum Wages Act. The wages/salary of employed outsourcing person may depend on Govt guideline. All the personnel employed by the agency must open their account in the Purnea University tie-up bank branch, and their salary must be transferred to their account through ECS only.  
5.5 Purnea University, Purnea 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.  
5.6 **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 the concerned officer.  
5.7 Before submission of the bill, the agency shall ensure that the payment of persons deployed by the agency have been made for the billed period. The agency must ensure the payment to staff by 7<sup>th</sup> of each month from his own resources through ECS in account of the workers and proof of credited amount should be produced before the coming month bill.  
5.8 The rates quoted should be net and taxes should be shown separately.  
5.9 TDS and other taxes as applicable will be deducted from the agency's bill as per Govt. 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.  
5.10 The agency shall provide proof for having deposited the statutory deductions towards EPF and ESI including Employer's contribution towards them should be provided along with the bill to be submitted for the succeeding month.  
5.11 The staff employed by the agency will always keep Identity Card with them for verification while working.  
5.12 Summer and winter uniforms, identity card and safety items to his employees, as required under the law may be provided to grade IV type staff at his own cost. All personnel of the Agency will wear the uniforms in clean condition while on duty. Purnea University, Purnea 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 Purnea University, Purnea authority. Such Employees without complete uniform will be treated as absent.

*(Signature)*  
22/01/2024

**(Dr. Ghanshyam Roy)**  
**Registrar**

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- 5.13 A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the agency. Purnea University, Purnea 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 Purnea University, Purnea or elsewhere. The agency/service provider's personnel shall not claim any benefit/ compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- 5.14 The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office
- 5.15 The details of the persons deployed by the agency with bio data, attested proof of identity, the latest photographs of all the persons shall be supplied to Purnea University, Purnea for the record under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
- 5.16 No personnel can be changed without prior permission from the university after deployment in the campus. Purnea University, Purnea 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.
- 5.17 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 regulation in force from time to time whether of Central or State Govt. as applicable to him or this contract without any liability and responsibility to Purnea University, Purnea, whatsoever it may be.
- 5.18 The personnel of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of Purnea University, Purnea
- 5.19 The persons supplied by the Agency should not have any Police Records/Criminal cases against them, Agency will be required to produce antecedents duly verified by police of the personnel deployed at Purnea University, Purnea. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the Local Police & collecting proofs or identity like Driving License, Bank Account Details, Previous Work Experience, Proof of Residence and recent photograph and a certification to this effect submitted to the university. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request. The agency should ensure that his worker does not smoke, not eat paan, not indulge in loitering, not indulge in drinking alcohol or intoxicants or in gambling or any unlawful activities.
- 5.20 Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in Purnea and only courts in Purnea shall have jurisdiction to determine/decide the same.
- 5.21 List of Director, consultant and top executives (with name, address, phone number etc.) should be furnished with the tender.
- 5.22 Procedure for recruitment and training of personnel with their qualification should be also furnished along with tender document.
- 5.23 Statutory Requirement / obligation: - All statutory rules, like Central Govt. Minimum Wages Act, ESI Act + PF Act, etc. as applicable for engagement of manpower on daily wages are to be followed strictly.
- 5.24 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 agreement.

  
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- 5.25 The period of contract will be for one year from the date of commencement of services/work subject to quarterly appraisal and review by concerned officer of this University and may be extended for next one year on satisfactory performance if agreed to by both the parties.
- 5.26 **Termination** — The contract may be terminated by giving one month's notice, in case the agency
- 5.26.1 Assigns or sub contracts any of the service.
  - 5.26.2 Violation / contravention of any of the terms and condition mentioned herein.
  - 5.26.3 Performance of services is not found satisfactory and does not improve the performance of the services in spite of instruction.
  - 5.26.4 Any violation of instruction / agreement or suppression of fact.
  - 5.26.5 Contractor being declared insolvent by competent court of law.
  - 5.26.6 If agency willing to exit this contract, a two months' notice, in advance should be produced by the agency.
  - 5.26.7 On termination of the contract, it shall be the responsibility of the agency to remove his persons, machinery and materials immediately. Purnea University, Purnea shall not identify any loss caused by the agency by such terminations, whatsoever it may be.
  - 5.26.8 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.
  - 5.26.9 In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Purnea University, Purnea.
- 5.27 All the manpower/security person should be well conversant in English, Hindi & Local language, should have pleasant personality and good behaviour/ etiquettes & good communication skill along with good command in the field of expertise.
- 5.28 On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Demand Draft/ Bankers Cheque of **Rs 10,00,000/-** (Rupees Ten Lakhs only) in addition to EMD (**Rs 10,00,000 /-** (Rupees Ten Lakhs only) already deposited along with the tender documents to Purnea University, Purnea within seven days of the award of the contract which will be refundable without interest after successful completion of the contract and no liabilities from the agency or its employees. In case of any complaint, the security deposit shall be discharged only after adjusting all dues, liabilities of the worker etc.
- 5.29 In case of any change of constitution of the Agency, the rights of Purnea University, Purnea should not suffer.
- 5.30 The scope of work & 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.
- 5.31 Number of personnel to be deployed at the University may increase or decrease as per the requirement. The exact number of personnel required on a particular department/section of the university will be communicated by the university and the payment will be made accordingly.
- 5.32 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 concerned officer
- 5.33 Purnea University, Purnea 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.
- 5.34 The agency shall be liable for full fidelity of the personnel to lie 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



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- recoverable, the agency shall deposit the same within 15 days from service of notice by Purnea University, Purnea.
- 5.35 The Service Provider/Agency must have proper mechanism for intake, verification of candidates' character and antecedents, management and placement of the skilled manpower. The service provider shall be responsible for getting the character and antecedents of the persons verified from the police authorities before putting any person to work and that person should be free from any communicable disease.
- 5.36 Work experience along with work /job orders of the Service Provider/Agency for providing manpower during the last three years may be furnished.
- 5.37 Break-up of monthly payment details to each category of outsourced staff as per approved rate by the university to be submitted for every month to the Office of Registrar of the University.
- 5.38 The Service Provider/Agency will supply manpower of the specified standards only in terms of qualifications and skill requirements, for each category of manpower as required by the university.
- 5.39 The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/ secret nature.
- 5.40 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.
- 5.41 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.
- 5.42 The persons deputed shall not be below the age of 18 years and should be physically fit, healthy for performing manual and assigned duties.
- 5.43 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 09.30 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.
- 5.44 The service 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 provided to the university. The University shall have no liability, whatsoever, with respect to the aforesaid.
- 5.45 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 Purnea University, Purnea, they shall work under the directives and guidance of Purnea University, Purnea. This will, however, not diminish in any way, the Agency's responsibility under contract to Purnea University, Purnea. At the end of each month, monthly work performance will be reviewed and if work performance will not be satisfactory, contract may be terminated.
- 5.46 The agency will not change the personnel once deployed by it in the University without prior permission of the university. Similarly, before deploying new personnel, consent of concerned office must be taken.
- 5.47 The person deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of Purnea University, Purnea / Govt. 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.
- 5.48 In case in personnel of the agency implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for Purnea University, Purnea it shall be the sole responsibility of the agency to defend its personnel in the

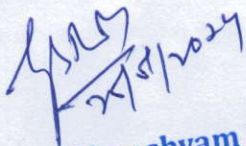
  
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- court of law or to extend all medical and financial help etc. without charging any cost to Purnea University, Purnea.
- 5.49 In case Purnea University, Purnea is implicated in any law/suit on account of not fulfilling of any or all obligations under 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 Purnea University, Purnea.
- 5.50 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, Purnea University, Purnea 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 Registrar/Proctor of Purnea University, Purnea shall be final in regard to all matters arising under this clause.
- 5.51 The decision of Registrar, Purnea University, Purnea in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.
- 5.52 The Proctor/Registrar, Purnea University, Purnea 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.
- 5.53 At the end of contract period / termination of the contract, the agency shall hand over the charge to the new service provider (appointed by Purnea University, Purnea) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.
- 5.54 No accommodation will be provided by Purnea University, Purnea for the personnel employed by the agency.
- 5.55 The lowest bidder may not be necessarily awarded the work. 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 Purnea University, Purnea.
- 5.56 The manpower deputed at Purnea University, Purnea should provide a list of Account Numbers of EPF and ESI of each personnel deployed at Purnea University, Purnea and a copy of EPF/ESI Cards should be submitted to the office of the Registrar on monthly basis along with a declaration stating that the PF contribution/ESI deduction pertaining to the personnel engaged in Purnea University, Purnea have been included in the respective challans.
- 5.57 The calculation of the payment security/manpower will be on per day basis with all charges.
- 5.58 The agency will bear the payment of all outsourced persons up to three months in the case of non-payment by the university to the agency concerned.
- 5.59 The period of contract will be for three years initially which may be extended further for one year subject to efficient and effective performance. Their contract can be foreclosed without assigning any reasons by giving two months notice on either side.

  
(Dr. Ghanshyam Roy)  
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ANNEXURE-I

Details of Manpower/Security person requirement at Purnea University, Purnea

Table - 1

S.N.	Position	Number of Position	Minimum Qualification / Experience	Work Profile	Category
1	Computer Programmer	2	B.Tech. (Preferable in CS/IT/ M.C.A.) Minimum 2 - years' experience	To develop and maintain university website and all IT related work in the university.	Highly Skilled

Table - 2

S.N.	Position	Number of Position	Minimum Qualification / Experience	Work Profile	Category
1	Security	1	Ex-Army	Supervisor	Highly Skilled
		8	Ex-Army	With Arms	Highly Skilled
		31	Ex-Army/10 <sup>th</sup> passed with minimum 3 years' experience	Without Arms / Civilian	Skilled
		Total = 40			

Table - 3

SN	Category	Number of Position	Desirable Qualification	Work Profile
1	Highly Skilled	36	Bachelor's degree with computer course certificate. Experience of minimum 3 years.  Knowledge of computer operation (Word, Excel, Power Point)  For Driver/Electrician/Cook 10 <sup>th</sup> pass and experience of minimum 3 years.	1 Office Supervisor Office Assistant Driver Electrician Cook
2	Skilled	9	Bachelor's degree/ITI with computer course certificate.  Knowledge of computer operation (Word, Excel, Power Point)	Office Assistant Lab Work Library Work Plumber Carpenter Mali
3	Semi-Skilled	35	10+2 passed Or 10 <sup>th</sup> passed with 5 years' experience	Peon
4	Unskilled	10	8 <sup>th</sup> pass / preferable 10 <sup>th</sup> Pass	Keeping office clean
		Total = 90		

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ANNEXURE-II  
(FORMAT OF TECHNICAL BID)

(To be submitted on letterhead of the firm)

To,

Registrar,  
Purnea University, Purnia  
Bihar – 854301

Sub: Submission of technical bid for providing manpower services on outsourcing basis.

Ref: Your tender no. RO/PU/Manpower (Outsourcing)/2024-01 dated: 20.01.2024.

Sir,

With response to your tender mentioned above, the technical bid of our firm to provide manpower service on outsourcing basis at **Purnea University** is submitted herewith along with the following mandatory documents as mentioned in the tender documents.

S.N	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (Write YES/NO)	Ref. Page No.	RELEVANT DETAILS	REMARKS
1	Tender Document fee			DD No: Date: Bank Name: Amount: Rs. 10,000/- In Favour of: Registrar, Purnea University, Purnea Payable at Purnia	
2	Earnest Money Deposit (EMD)			DD No: Date: Bank Name: Amount: Rs. 10,00,000/- In Favour of: Registrar, Purnea University, Purnea Payable at Purnia	
3	Satisfactory completion certificate of 3 (three) similar work done.				
4	Certificate of Registration firm				
5	Proof of office address (telephone bill, electricity bill etc.)				
6	Trade license.				
7	Labour license.				
8	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.				
9	PAN Card Number				
10	Service Tax Registration Number.				

  
**Ghanshyam Roy**  
Registrar  
Purnea University, Purnia  
Bihar-854301



**PURNEA UNIVERSITY, PURNEA**  
**TENDER FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

11	Provident Fund (EPF) Registration Number.				
12	ESI Registration Number.				
13	Professional Tax Registration Number.				
14	Annual turnover certificate of last three financial year duly certified by the Chartered Accountants				
15	Current number of manpower working with agency				
16	Income Tax Return and Audited Balance Sheet of the last three financial year				
17	Non-relation certificate with the employees of <b>Purnea University</b> on the letterhead of the firm				
18	Not blacklisted certificate in the form of affidavit.				
19	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.				

Thanking you,

Yours faithfully,

Name and Signature of authorised signatory

Date: -

(Seal of the firm)

  
**(Dr. Ghanshyam Roy)**  
 Registrar  
 Purnea University, Purnia  
 Bihar-854301



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PURNEA UNIVERSITY, PURNEA  
TENDER FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

ANNEXURE-III

(FORMAT OF FINANCIAL BID)

(To be submitted on letterhead of the firm)

(To be put in separate sealed envelope)

To,

Registrar,  
Purnea University, Purnia  
Bihar – 854301

Sub: Submission of financial bid for providing manpower services on outsourcing basis.

Ref: Your tender no. RO/PU/Manpower (Outsourcing)/2024-01 dated: 20.01.2024.

Sir,

With response to your tender mentioned above, our firm will be pleased to provide the manpower service on outsourcing basis at Purnea University. Our quote for % of Commission is as under.

% of Service Charge (in both figure and words)	Remarks
	% of commission should be same for all categories of manpower

Thanking you,

Yours faithfully,

Name and Signature of authorised signatory

Date: -

(Seal of the firm)

**Note:** Please provide the complete salary structure i.e. rate per day & per month, Deduction, Gross total, service charge, GST, Net Payable Amount in separate sheet in this envelope.

  
**(Dr. Ghanshyam Roy)**  
Registrar  
Purnea University, Purnia  
Bihar-854301



TENDER FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

Annexure – III(A)

Purnea University, Purnea

Statutory wages and deduction should be as per norms  
As per minimum wages Act of Govt. of Bihar/DGR rate as revised from time to time  
(Put this along with Financial Bid in sealed envelope)

Daily Wages Rate	Programmer	Office Supervisor Office Assistant Driver Electrician Cook	Office Assistant Lab Work Library Work Plumber Carpenter Mali	Peon	office cleaner/ Sweeper	Security Supervisor (Ex- Army)	Security Guard (Ex- Army with Arms)	Security Guard (Ex- Army without Arms)	Security Guard (Civil)
1	2	3	4	5	6	7	8	9	10
Category	Highly Skilled	Highly Skilled	Skilled	Semi-Skilled	Unskilled	Highly Skilled	Highly Skilled	Skilled	Skilled
Rate per day (A)									
ESI									
EPF									
Bonus									
HRA									
Gratuity									
Gross Total									
Relieving									
Service Charge									
Total									
GST									
Net Payable by university									

(Ignore/write zero/ which is not applicable in your part)

1. The rate mentioned above will be revised as per the DGR and Govt. of Bihar notification, issued from time to time
2. GST shall be charged as per prevailing Govt. rules
3. Above rates are being quoted for 8hrs daily
4. Cost of housekeeping materials will be reimbursed after submission of the purchase bill.

Name and Signature of authorised signatory

Date: -

(Seal of the firm)

Mobile:

Email:

(Dr. Chanshyam Roy)  
Registrar

Purnea University, Purnea of 1  
Bihar-854301

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