

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.



Tender No.: **DSPMU/G/565/22**

Dated: **12th September, 2022**

TENDER DOCUMENT
FOR
SUPPLY OF MANPOWER



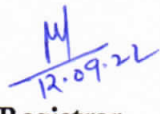
DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.

TENDER NOTICE

Tender No.: **DSPMU/G/565/22**

Dated: **12th September, 2022**

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, 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 at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand”**. The detailed information about the tender document and the tender document can be obtained from the University website using the given URL: **<http://www.dspmuranchi.ac.in>** (w.e.f. 13.09.2022).


Registrar
DSPMU, Ranchi



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.

Email: registrardspmuranchi@gmail.com, Website: www.dspmuranchi.ac.in

Tender No.: DSPMU/G/565/22

Dated: 12th September, 2022

Notice Inviting Tender

**“Supply of Manpower Supply at Dr. Shyama Prasad Mukherjee University,
Ranchi, Jharkhand”**

1. Dr. Shyama Prasad Mukherjee University (DSPMU), Ranchi, 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 at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand”**.
2. The interested bidders can visit the university website www.dspmu.ac.in for details.
3. Interested agencies/firms/companies are advised to visit University website www.dspmu.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**



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.

Email: registrardspmuranchi@gmail.com, Website: www.dspmuranchi.ac.in

SCHEDULE OF TENDER

Name of the Office Inviting Tender	Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi
Nature of Work/Services	Supply of Manpower at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.
Tender No.	DSPMU/G/565/22, Dated: 12.09.2022
Type of Tender	Single Stage Two Envelops System (Two Bid System) (Rule 163 GFR 2017)
Tender Processing Fee (Non-Refundable)	Rs. 10,000.00 (Rupees Ten Thousand Only) - (Non-Refundable)
Earnest Money Deposit (EMD) (Refundable)	Rs. 5,00,000.00 (Rupees Five Lakh 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 "The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand" payable at Ranchi.
Publication of Tender Document on University Website	13.09.2022 from 04:00 PM onwards
Last date and time for Submission of tender documents	08.10.2022 till 04:00 PM
Date and Time for Opening of the Tender	10.10.2022 at 03:00 PM in Jacob Hall, DSPMU, Ranchi.
Place of Tender Opening	Dr. Shyama Prasad Mukherjee University, Ranchi

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 www.dspmu.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 scheduled bank drawn in favour of "**The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**" payable at **Ranchi** 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
Dr. Shyama Prasad Mukherjee University,
Morabadi,
P.O. – Ranchi University,
Dist.- Ranchi - 834008 (Jharkhand)

(b) Name/Designation of the contact personnel: **Dr. Namita Singh, Registrar**

(c) Telephone/Mobile numbers: **+91-98357 46912 (P.S. to Registrar), 0651-2911574.**

(d) E-mail ID of contact personnel: **registrardspmuranchi@gmail.com**

TERMS AND CONDITIONS

1. The tender documents contains **SIXTEEN (16)** 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. Dr. Shyama Prasad University, Ranchi 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 **11 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 Dr. Shyama Prasad University, Ranchi on a monthly basis along with a declaration stating that the **PF contribution/ESI deduction** pertaining to the personnel engaged in Dr. Shyama Prasad Mukherjee University, Ranchi 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 **Rs. 5,00,000/- (Rupees Five Lakhs only) (Refundable)** to be enclosed, in the form of **Account Payee Demand Draft/Bankers Cheque** drawn in favour of the **Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi** payable at **Ranchi**.
10. Earnest Money can be forfeited in case of **non-completion/part completion/delayed completion** of services unless permitted in writing by Dr. Shyama Prasad Mukherjee University, Ranchi.
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 **Rs 5,00,000.00 (Rupees Five Lakhs only)** is to be paid in the form of **Account Payee Demand Draft/Banker's Cheque** in favour of **Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi** payable at **Ranchi**.
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 **minimum annual turnover of the firm should be minimum 03 (Three) Crores per annum** 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 in government organization** 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 at Dr. Shyama Prasad Mukherjee University, Ranchi** vide Tender No.: **DSPMU/G/565/22** Dated: **12.09.2022**.
14. A bidder who **submits more than one bid** shall be **disqualified**.

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI

BID DOCUMENT

Tender No.: DSPMU/G/565/22

Dated: 12.09.2022

Name of the Tender Document - Supply of Manpower at DSPMU, Ranchi.

1. Instructions to the Bidders

1.1. Sealed tenders are invited by the undersigned up to **08.10.2022** till **04:00 PM** from registered agencies/firms/companies for Hiring of Manpower Supply Agency at Dr. Shyama Prasad Mukherjee University, Ranchi. 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.

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 **08.10.2022** till **04:00 PM**. In case the above date is declared a holiday for Dr. Shyama Prasad Mukherjee University, Ranchi, 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, Dr. Shyama Prasad Mukherjee University, Ranchi** 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 **Rs 5,00,000.00 (Rupees Five Lakhs only)** is to be paid in the form of **Account Payee Demand Draft/Banker's Cheque** in the favour of **Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi** payable at **Ranchi**.

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 minimum annual turnover of the firm should be 03 (Three) crore per annum during the last three Financial Years.

1.9.3. Clearance from Service Tax/GST Certificate and GST Return Certificate 2019-20 and 2020-21.

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. License issued by the Department of Labour under Labour Act 1970 having capacity of 500 men.

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 **08 (eight) years** for providing Manpower in **Government or Semi-Government Organizations**.

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 and there affiliated college in Jharkhand/Bihar.

1.9.14. Experience of providing more than 100 guards in the Educational Institution 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 at Dr. Shyama Prasad Mukherjee University, Ranchi** vide Tender. No DSPMU/G/565/22, Dated: 12.09.2022. **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 Dr. Shyama Prasad Mukherjee University, Ranchi** vide Tender No.: DSPMU/G/565/22, Dated 12.09.2022.

1.13. The bids shall be opened at **Dr. Shyama Prasad Mukherjee University, Ranchi** 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 Dr. Shyama Prasad Mukherjee University, Ranchi, 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 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, 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. Dr. Shyama Prasad Mukherjee University, Ranchi 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 contractor for providing all types of personnel mentioned below.

S. No.	Designation	Work Profile	Qualification	Category
1.	Security Supervisor (01)	Supervisor Without Arms	Having Experience	Semi-Skilled
2.	Security Guards (30)^	Without Arms	Having Experience	Semi-Skilled
3.	Cleaning Staff (22)*^	Should maintain the cleanliness of the University	10th Pass	Semi-Skilled
4.	Mali/Gardener (02)	Experience in Gardening	10th	Skilled
5.	Cook (02)	Should be able to cook all type of Meals and Snacks	Minimum experience 3 yrs.	Skilled

***The total cost of the cleaning material required will be borne by the bidder.**

^ The number of persons required may increase or decrease depending upon the discretion and final decision of the competent authority.

In case, if there is additional manpower requirement for Grade-III and Grade-IV category, then the successful bidder has to provide the same on the ground that the salary will be negotiable.

2. Terms and Conditions of the Bid

2.1. This manpower 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. Dr. Shyama Prasad Mukherjee University, Ranchi 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 Dr. Shyama Prasad Mukherjee University, Ranchi 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 minimum wages applicable for Ranchi as approved under effective Central Minimum Wages Act. All the personnel employed by the agency must open their account in Central Bank of India, Ranchi College Ranchi Branch and their salary will be transferred in their respective accounts through ECS only.

2.4 Dr. Shyama Prasad Mukherjee University, Ranchi 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.

2.5 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 7th 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.

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.

2.7 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.

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

2.9 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. Dr. Shyama Prasad Mukherjee University, Ranchi 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 Dr. Shyama Prasad Mukherjee University, Ranchi.

2.10 A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the agency. Dr. Shyama Prasad Mukherjee University, Ranchi 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 Dr. Shyama Prasad Mukherjee University, Ranchi or elsewhere.

2.11 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 Dr. Shyama Prasad Mukherjee University, Ranchi by the bidder for the purpose of record keeping.

2.12 No personnel can be changed without prior permission from the University after deployment in the campus. Dr. Shyama Prasad Mukherjee University, Ranchi 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.

2.13 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 Dr. Shyama Prasad Mukherjee University, Ranchi, whatsoever it may be.

2.14 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 Dr. Shyama Prasad Mukherjee University, Ranchi. 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 and collecting all proofs or identity like Driving License, Bank Account Details, Previous Work Experience, Proof of Residence, 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 the office for any reasons immediately on receipt of such a request. The agency should ensure that his worker does not smoke, not indulge in drinking alcohol or intoxicants or in gambling.

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

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

2.17 Procedure for recruitment and training of personnel with their qualification should be also furnished along with the tender document.

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

2.19 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.

2.20 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 the University and may be extended for one year on satisfactory performance if agreed to by both the parties.

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

2.21.1. Assigns or sub contracts any of the service

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

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

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

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

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

2.21.7 On termination of the contract, it shall be the responsibility of the agency to remove his persons, machinery and materials immediately. Dr. Shyama Prasad Mukherjee University, Ranchi shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.

2.21.8 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.

2.21.9 In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Dr. Shyama Prasad Mukherjee University, Ranchi.

2.22 In case of any change of constitution of the Agency, the rights of Dr. Shyama Prasad Mukherjee University, Ranchi should not suffer.

2.23 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.

2.24 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.

2.25 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.

2.26 Dr. Shyama Prasad Mukherjee University, Ranchi 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.

2.27 The agency shall maintain daily attendance record of the personnel deployed showing their arrival and departure time and submit to Dr. Shyama Prasad Mukherjee University, Ranchi an attested photocopy of the Attendance Record with the monthly bill.

2.28 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 Dr. Shyama Prasad Mukherjee University, Ranchi.

2.29 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.

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

2.31 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.

2.32 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.

2.33 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.

2.34 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.

2.35 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.

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

2.37 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.

2.38 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 provided to the University. The University shall have no liability, whatsoever, with respect to the aforesaid.

2.39 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 Dr. Shyama Prasad Mukherjee University, Ranchi, they shall work under the directives and guidance of Dr. Shyama Prasad Mukherjee University, Ranchi. This will, however, not diminish in any way, the Agency's responsibility under contract to Dr. Shyama Prasad Mukherjee University, Ranchi. At the end of each month, monthly work performance will be reviewed and if work performance will not be satisfactory, contract may be terminated.

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.

2.41 The person deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of Dr. Shyama Prasad Mukherjee University, Ranchi/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.

2.42 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 Dr. Shyama Prasad University, Ranchi it shall be the sole responsibility of the agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to Dr. Shyama Prasad Mukherjee University, Ranchi.

2.43 In case Dr. Shyama Prasad Mukherjee University, Ranchi 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 Dr. Shyama Prasad Mukherjee University, Ranchi.

2.44 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, Dr. Shyama Prasad Mukherjee University, Ranchi 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 Dr. Shyama Prasad University, Ranchi shall be final in regard to all matters arising under this clause.

2.45 The decision of Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.

2.46 The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi 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.

2.47 At the end of contract period/termination of the contract, the agency shall hand over the charge to the new service provider (appointed by Dr. Shyama Prasad Mukherjee University, Ranchi) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.

2.48 No accommodation will be provided by Dr. Shyama Prasad University, Ranchi for the personnel employed by the agency.

2.49 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 Dr. Shyama Prasad Mukherjee University, Ranchi.

2.50 The manpower deputed at Dr. Shyama Prasad University, Ranchi should provide a list of Account Numbers of EPF and ESI of each personnel deployed at Dr. Shyama Prasad University, Ranchi and a copy of EPF/ESI Cards should be submitted to the office of the Registrar.

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI

Tender No.: **DSPMU/G/565/22**

Dated: **12.09.2022**

ANNEXURE: I

FORM FOR BIO-DATA (TECHNICAL BID)

Name of Work: Supply of Manpower at DSPMU, Ranchi.

1. Name of Work: **Supply of Manpower at DSPMU, Ranchi.**

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):

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI

Tender No.: **DSPMU/G/565/22**

Dated: **12.09.2022**

ANNEXURE: II
FINANCIAL BID

Name of Work: Supply of Manpower at DSPMU, Ranchi.

S. No.	Description	Category of Employee	Basic Rate (Jharkhand Minimum Wages)	(HRA @ 16% + Bonus @ 8.33%)	EPF @ 13% of 'D'	ESI @ 3.25% of 'D'	Gross Total (D + F + G)	Service Charge @ 14% of "H"	GST @ 18% of (H + I)	Total	No. of persons	Total Amount
A	B	C	D	E	F	G	H	I	J	K	L	M
1	Security Supervisor	Semi-Skilled									01	
2	Security Guards	Semi-Skilled									30	
3	Cleaning Staff	Semi-Skilled									22	
4	Mali/Gardener	Skilled									02	
5	Cook	Skilled									02	