

NOTICE INVITING TENDER

Tender No. univ.01/25

Date: 28/8/2025

Sealed tenders are invited up to 15.09.25 till 5.00 PM from registered agencies/firms/companies for Hiring of Manpower supply agency at Munger University, Munger. The details of tender documents along with terms and conditions may be downloaded from website "mungeruniversity.ac.in" that may be submitted upto 15.09.25 till 5.00 PM in person or through registered post/ Speed post. Tender document fee of Rs. 5000/- (Rupees Five thousand only) (Nonrefundable) is required to be deposited by the tenderer along with tender document by D.D/Banker's cheque in favour of Registrar, Munger University, Munger and Payable at Munger. Tender document fee should be kept in EMD envelope. Tender without tender document fee will not be considered. The Notice Inviting Tender is displayed on Munger University Notice Board and university website and Newspaper. Tenders received will be opened on 16.09.25 at 12.00 P.M. in the presence of the authorized representative of Tenderers, if they so desire, at Munger University, Munger.

Terms & Conditions

1. The rates quoted should be net and taxes should be shown separately.
2. TDS as applicable on date will be deducted from the bill.
3. Munger University, Munger reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
4. The agency should be registered with Bihar State Government Agencies/Society Act.
5. Terms of Payment: Bill should be submitted by the agency on monthly basis and payment will be made after due verification of the same.
6. Copies of payment of PF/ESI/Statutory dues should be furnished to the Munger University, Munger, on a monthly basis along with a declaration stating that the PF contribution/ESI deduction pertaining to the personnel engaged in Munger University, Munger have been included in the bill.
7. Postal delay will not be considered and the Tender received late will be rejected.
8. Earnest money of Rs. 20,000/- (Rupees Twenty Thousand only) (refundable) to be enclosed, in the form of Account Payee D.D/Bankers Cheque drawn in favour of the Registrar, Munger University, Munger payable at Munger.
9. Earnest Money can be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by Munger University, Munger.
10. 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 20000.00 (Rupees Twenty Thousand only) is to be paid in the form of Account payee Demand

Sub
29/09/25

pay
28/08/2025

(Dr. Ghanshyam Roy)
Registrar
Munger University, Munger-811201

Draft/Banker's Cheque in favour of Registrar, Munger University, Munger payable at Munger.

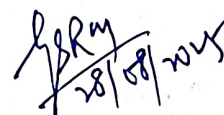
11. Technical bid should contain papers regarding registration of the firm, Bio-data of the firm in prescribed format as Annexure-I, Balance Sheet and minimum annual turnover of the firm should be minimum 50.0(Fifty) Lakhs per annum in the last three Financial Years. Clearance from Service tax, Photocopy of IT PAN card, Proof of ESI registration, Proof of EPF registration, License issued by the Dept. of Labour, Proof of work experience (minimum experience should be of 03 (three) years. 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.
12. Financial bid should contain filled up Annexure II indicating the taxes, if any, for the items stated therein. The bids must be signed & sealed by the bidder in separate cover duly super-scribed Financial bid
13. All signed sealed packets are to be put in a bigger packet which should also be signed & sealed and duly super-scribed. 'Bid for hiring of security guard and manpower supply at Munger University, Munger with Advt. No. univ01/25 dated 28/08/2025
14. Bidder who submits more than one bid shall be disqualified


BID DOCUMENTS

Name of the work: - Hiring of Security guard and Manpower supply agency at Munger University, Munger

I. Instructions to the bidders

- 1.1. Sealed tenders are invited by the undersigned up to 15/09/2025 till 5.00 PM from registered agencies/firms/companies for Hiring of security guard and Manpower supply at Munger University, Munger. 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.
- 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 that in words, the rate in words will be accepted as correct.
- 1.5. The last date for receipt of the bid is 15.09.2025 till 5.00 PM.
- 1.6. The bids may be sent by hand or registered post/speed post so as to reach the Registrar, Munger University, Munger before/on the last date of receipt.


(Dr. Ghanshyam Roy)
Registrar
Munger University, Munger-811201


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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 200000/- (Rupees Twenty Thousand only) is to be paid in the form of Account payee Demand Draft/Banker's Cheque in favour of Registrar, Munger University, Munger payable at Munger

1.9. Technical bid should contain papers regarding

1.9.1. Registration of the firm,

1.9.2. Bio-data of the firm in prescribed format as Annexure _ 1

1.9.3. Balance Sheet for the last 3 years and minimum annual turnover of the firm should be 50.0(Fifty) Lakhs per annum in the last three Financial Years Photocopy

1.9.4. Clearance from Service tax/ GST certificate

1.9.5. of IT PAN card

1.9.6. Proof of ESI registration

1.9.7. Proof of EPF registration

1.9.8. License issued by the Dept. of Labour under Labour Act 1970 of 200 men.

1.9.9. Shop & Establishment Licence

1.9.10. License issued by Home Dept PASARA.

1.9.11. Proof of work experience (minimum experience should be of 03 providing of Manpower in government or semi government /univ the required posts as mentioned in this Advertisement

1.9.12. The firm should have GST Registration Certificate.

1.9.13. There should be no case pending with the police/court proprietor/firm/partner or the company (Bidder), affidavit in provided.

Financial

BID

1.10. 1. Financial bid should be submitted in Annexure II indicate Service Charges for all categories of personnel.


1.10.2. The above bids should be signed & sealed by the bidder in super-scribed Financial bid and all signed.


1.10.3 sealed covers are to be put in a bigger cover which should also be signed & sealed and duly super-scribed. 'FINANCIAL BID for hiring of SECURITY GUARD & MANPOWER. supply

A bidder who submits more than one bid shall be disqualified.

1.11. Self undertaking to be provided regarding information submitted in the Bid is correct and if found false in future, contract may be terminated.

1.12. The cover containing the bid must be signed sealed and super-scribed "Bid for hiring of security guard and manpower supply at Munger University, Munger vide Tender no. univ01//25 dt. 2808/2025


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1.13. 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.

1.14 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.

1.15 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 terms and conditions. In case the tenders are not signed by the authorised signatory, a copy of the power of attorney/ authorisation may be enclosed along with tender.

1.16. Any changes w.r.t. to this tender will be notified on notice board/website only.

1.17. Munger University, Munger reserves the right to accept or reject any or all the tenders without assigning any reason.

1.18. The work would be awarded to a single contractor for providing all types of personnel mentioned below.

- a. Computer Operator -
- b. Office Supporting staff
- c. Office Attendant (Peon)
- d. Gardener -
- e. Liftman -
- f. Sweeper -
- g. Security Guard

2. Terms & Conditions of the bid

2.1 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. Munger University, Munger 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 & Labour laws would be the responsibility of the manpower agency & Munger University, Munger will not be responsible for the same.

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Munger University, Munger-811201

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- 2.3 The wage portion of the personnel shall be decided by the university which shall normally be the minimum wages applicable for Munger as approved under Bihar State Minimum Wages Act. All the personnel employed by the agency must open their account in Bank, Munger University, Munger and their honorarium must be transferred to their account through ECS only.
- 2.4 Munger University, Munger 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
- 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.
- 2.6 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.
- 2.7 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.
- 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 at his own cost. All personnel of the Agency will wear the uniforms in clean condition while on duty. Munger University, Munger 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 Munger University, Munger authority.
- 2.10 The agency should certify that the personnel deployed by the agency are all employees of the agency. Munger University, Munger shall not have any liability/responsibility

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to absorb the persons engaged by the agency and/or to extend any type of recommendation etc. for obtaining any job in Munger University, Munger or elsewhere.

- 2.11 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 Munger University, Munger for the record.
- 2.12 No personnel can be changed without prior permission from the University after deployment in the campus. Munger University, Munger 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 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 Munger University, Munger, 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 Munger University, Munger. 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 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 Munger/Patna and only courts in Munger/Patna shall have 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.


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Munger University, Munger-811201


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- 2.17 Procedure for recruitment and training of personnel with their qualification should also be furnished along with tender document.
- 2.18 Statutory Requirement / obligation: - All statutory rules, like Bihar Govt Minimum Wages Act, ESI Act+ EPF 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 100/- for signing of agreement.
- 2.20 The period of contract will be for three 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 two 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:
- 2.2.1 assigns or sub contracts any of the service
- 2.2.2 Violation /contravention of any of the terms and condition mentioned herein.
- 2.2.3 performance of services is not found satisfactory and does not improve the performance of the services in spite of instruction
- 2.2.4 Any violation of instruction /agreement or suppression of fact
- 2.2.5 Contractor being declared insolvent by competent court of law.
- 2.2.6 If agency willing to exit this contract, a two month's notice, in advance should be produced by the agency.
- 2.2.7 On termination of the contract, it shall be the responsibility of the agency to remove his persons, machinery and materials immediately. Munger University, Munger shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.
- 2.2.8 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.
- 2.2.9 In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Munger University, Munger.
- 2.2.10 Number of personnel to be deployed at the Munger University, Munger may increase or decrease as per the requirement. The exact number of personnel required

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Ghanshyam Roy)
Registrar
Munger University, Munger-811201

on a particular department/section of the Munger University, Munger will be communicated by the university and the payment will be made accordingly.

- 2.2.11 The agency will maintain a daily attendance Register of the personnel along with their deployment position at the Munger University, Munger to be produced with the monthly bill of the agency for monthly payment to be made duly countersigned by concerned officer.
- 2.2.12 Munger University, Munger 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.
- 2.2.13 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 Munger University, Munger 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 Munger University, Munger
- 2.2.14 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.
- 2.2.15 Work experience along with work /job orders of the Service Provider/Agency for providing manpower during the last three years may be furnished.
- 2.2.16 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 the Registrar.
- 2.2.17 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 Munger University, Munger.
- 2.2.18 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.

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(Dr. Ghanshyam Roy)
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2.2.19 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.

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

2.2.21 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.

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

2.2.23 The person deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of Munger University, Munger/ Govt. of India/ state. 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 Munger University, Munger, shall immediately withdraw such person(s) from the premises of the Munger University, Munger.

2.2.24 In case 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 Munger University, Munger 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 Munger University, Munger

2.2.25 In case Munger University, Munger 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 Munger University, Munger.

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(Dr. Shashyam Roy)
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- 2.2.26 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 Munger University, Munger 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, of Munger University, Munger shall be final in regard to all matters arising under this clause.
- 2.2.27 The decision of Registrar, Munger University, Munger in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.
- 2.2.28 The Registrar, Munger University, Munger 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.
- 2.2.29 At the end of contract period/termination of the contract, the agency shall hand over the charge to the new service provider (appointed by Munger University, Munger) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.
- 2.2.30 No accommodation will be provided by Munger University, Munger for the personnel employed by the agency.
- 2.2.31 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 Munger University, Munger.
- 2.2.32 The manpower and security agency deputed at Munger University, Munger should provide a list of Account Numbers of EPF and ESI of each personnel deployed at Munger University, Munger and a copy of EPF/ESI Cards should be submitted to the office of the Registrar.

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MNGER UNIVERSITY, MUNGER


Administrative Block, Shastrinagar, Muger-

811201

Tender No. univ 01/25

Date

28/08/2025


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(Dr. Ghanshyam Roy)
Registrar
Munger University, Munger-811201


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ANNEXURI : 1

FORM FOR TECHNICAL BID

Name of Work: Hiring of Manpower supply agency at Munger University,
Munger

1. Name of Agency/Service Provider/firm
2. Address:

3. Name of the Authorized Signatory:

4. Details E.M.D. 500,00/-):

Draft No. : Dated ..
Issuing Bank :

5. Registration (Enclose Photocopy)

6. Service Tax No. : (Enclose Photocopy)

7. ESI No. : (Enclose Photocopy)

8. EPF No.: (Proof enclose)

9. Manpower Working with Agency:

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

S. Duration / Period

Organization Details of work experience of similar nature From T

(If required enclose separate sheet)

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

Year Turn Over (In rupees)

Document (Attach Photocopy)

Dated:

(Signature of Tenderer) Name:

Designation:

Address:

Phone(O):

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MUNGER UNIVERSITY, MUNGER
Administrative Block, Shastrinagar, Muger-811201

Tender No. univ 01/25

dated 28/08/2025

Annexure II

FINANCIAL BID

s	Designation	Required	Rate/	EPF	ESI	Sub Toal	Agency Charge	Total	G
Total		No.	Manpower				Commission (in %)		
No.									

1. Computer Operator
2. Office Supporting staff
3. Office Attendant (Peon)
4. Gardener
5. Liftman
6. Security guard Lathi party
7. Security guard gunman
8. Sweeper