

VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802301

CORRIGENDUM/ADDENDUM TO Tender No. 03/2022 Noffied on 11.08.2022

For

**Providing Manpower and Housekeeping Services, Veer Kunwar Singh University,
Ara, Bhojpur**

Sealed tenders are invited under two bid systems through registered / speed post / courier services only from reputed and experienced agencies **for providing, manpower and housekeeping services** at Veer Kunwar Singh University, Ara,Bhojpur. The Interested agencies are required to submit their technical and financial bids separately containing full information along with supporting documents, which must reach in the office of the undersigned on or before 02.09.2022 Up 1:00 P.M. and the same will be opened on 02.09.2022 at 3:00 P.M. Details are available on www.vksu.ac.in

Registrar

A/Kumar

16.08.22

VEER KUNWAR SINGH UNIVERSITY

Ara, Bhojpur, Bihar-802301

FOR TENDER DOCUMENTS FOR

“Providing, Manpower and Housekeeping Services for the

Veer Kunwar Singh University, Ara, Bhojpur

Office Order No.242/Estab/2022 Veer Kunwar Singh University, Ara,
Bhojpur/Manpower and Housekeeping Services

Dated: 16.08.2022

NOTICE INVITING TENDER/ QUOTATION

Sealed tenders/quotations are invited in 2-Bid Systems (Technical Bid & Financial Bid) from reputed and experienced agencies for **providing manpower and housekeeping services** at Veer Kunwar Singh University, Ara, Bhojpur. The bidders are required to read the tender documents carefully and ensure compliance with all instructions herein. Noncompliance with instructions in these documents may disqualify the bidders from the tender exercise. Veer Kunwar Singh University, Ara, Bhojpur reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason thereof. Incomplete tenders, amendments and additions to tender after submission or tenders received after due date are liable to be ignored and rejected.

Terms and Conditions:

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked “Technical bid” and “Financial bid” as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as **“Project Proposal” Tender for providing manpower and housekeeping services** at Veer Kunwar Singh University, Ara, Bhojpur and should clearly indicate tender closing date and time.
2. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: **NIT No.**
..... Veer Kunwar Singh University,
Ara, Bhojpur/Manpower and Housekeeping Services, **Dated:**

3. Cutting/ Over writing will not be accepted. If there are cutting, those should be duly initial, failing which the bids are liable to be rejected.
4. Any bids received after 1:00 P.M. on 02.09.2022 shall not be considered. Offers received within the stipulated period only will be considered. University shall not be responsible for any postal delay. All tender documents should be sent through courier, speed post or registered post only.

The Postal address for submitting the tenders is:

**Veer Kunwar Singh University,
Ara, Bhojpur - 802301**

5. The Technical Bids will be opened on 02.09.2022 at 3:00 P.M. in the presence of representative of the firm duly authorized only. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned above is declared Government Holiday, the date shall automatically be shifted to next working day.
6. All disputes shall be subject to the territorial Jurisdiction of court of law at Ara, Bhojpur only.
7. Any tender which does not fulfil all the prescribed conditions or any condition put forth by the employer shall be summarily rejected.

Note: Price bids of only those bidders will be opened whose Technical bids are found suitable as per terms and conditions of the tender by the committee constituted for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated only to the technically qualified bidders.

8. The bidders shall keep their bid valid for minimum 90 days from the date of opening of the financial bid.
9. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.

Registrar

Veer Kunwar Singh University,

Ara, Bhojpur

Akumar

16.08.22

DETAILS ABOUT TENDERER

1.(a) Name of the Tender.....

(b)Status of the Tender:-..... (Company/Proprietorship/NGO)

2.Full Postal Address

.....
.....
.....

3.Telephone No: -----

4.Mobile No: -----

5.Fax No: - -----

6. E-mail Address: - -----

7. Name of the persons -----

Who are responsible for conduct of business

8. PAN NO -----

9. GST NO -----

Seal of the Firm

TERMS AND CONDITIONS FOR PROVIDING SERVICES

1. a.) The Man Power and Housekeeping personnel should be physically fit and strong, mentally alert and preferably in the age group of 20-55 Years.
- b.) All Man Power and housekeeping personnel should always wear clean uniforms while they are on duty. The bidder should provide them all necessary uniform as and when required.
- c.) Housekeeping will be provided 8 hours in official/residential campus of Veer Kunwar Singh University, Ara, and Bhojpur as per existing rule. The duty hours of the Housekeeping Personnel will be as under.
- d.) The Bidder should sign an agreement (MOU).
- e.) 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 terminated without assigning any reasons by giving three months' notice on either side.
- f.) Materials or things should be allowed to move out of the campus only with proper gate pass issued or endorsed by the Housekeeping Officer/Supervisor/concerned department HOD of this University. A register must be maintained for the materials movement by the Housekeeping agency.
- g.) Monthly bills will be paid by Cheque/RTGS only to the Agency and the University will not take any responsibility to pay salary to the, housekeeping and manpower or others. No advance will be paid to the agency by the University under any circumstances.
- h.) In case of emergency or on special occasions when more housekeeping personnel are required by the University, then additional manpower will be provided by the agency at short notice in addition to the regular manpower on additional payment at the agreed rates man-day basis.
- i.) Housekeeping and all other types of manpower deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.
- j.) All types of manpower deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty.
- k.) The Agency has to provide manpower as per the following details.
(Residential as well as official campus of the University): -

Sl. No.	Designation	Work Profile	Qualification	Category
1.	Computer Operator cum Office Assistant	English & Hindi Typing to look after front office works like receiving /dispatching the letter.	Bachelor's degree (Having Computer Knowledge)	Highly Skilled
2.	Supervisor of manpower	Supervision of all manpower.	Intermediate	Highly Skilled
3.	Multi-Tasking Staff / Office Boy	Its work will be decided by the officer of the university or According to the rules of State Govt.	10 th Pass	Skilled
4.	Mali/ Gardener	Experience in gardening	Literate	Semi Skilled
5.	Electrician	To maintain electrical installation of the Building	ITI in Electrician with two years' experience	Highly Skilled
6.	Plumber	To maintain water supply and sanitation of the Building	ITI in Plumber with 2 years' experience	Highly Skilled
7.	Driver	Drive the vehicles properly	10 th pass with driving license & 5yrs Experience	Highly Skilled
8.	Cook	Should be able to cook Indian Food	Literate and having experience min-3 yrs.	Highly Skilled
9.	Janitor	Office cleaning/Sweeping	Literate	Semi Skilled

- l.) The deployed firm will have to bear all the losses covered by the Housekeeping lapses.
- m.) The applying firm has to provide documents regarding the Annual Average turnover of Rs. Nine Crore during last three financial years. ie. 21-22,20-21,19-20
- n.) The applying firm will quote the ESI, EPF, Bonus rate in the column Daily wages **Rate on the Current rate as per the Bihar Govt. norms** as quoted in the Part A of the Financial Bid (Statutory wages and deduction should be as per norms). Bidders not quoting rates in accordance with the prescribed format will be out rightly rejected.

- o.) The applying company/firm/Director/Proprietor will also have to provide their Character certificate and affidavit to the effect that company is not blacklisted first class magistrate to be submitted.
- p.) University reserves the right to increase/decrease the manpower as per actual requirement.
- q.) The duly approved firm after the finalization of rate will have to maintain proper liaison and contact with the local police/civil administration etc. for smooth and peaceful day to day working of the Veer Kunwar Singh University, Ara, Bhojpur.
- r.) University reserves the right to increase or decrease the number of Housekeeping personnel and other manpower, or it may cancel the tender at any stage without assigning any reason thereof by giving three months' notice.
- s.) Preference will be given to the experienced agencies who have experience in Universities.

2. **2000/-as Tender fee and EMD Amount of Rs. 2,00,000=00(Rupees Two Lakh) only in the form of Demand Draft in favor of Registrar, Veer Kunwar Singh University, Ara, Bhojpur, payable at Ara, Bhojpur.** The tender document may be downloaded from the website: www.vksu.ac.in The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the Tender documents. Failure to furnish complete information as mentioned in the Tender documents or submission of a proposal not substantially responsive to the Tender documents in every respect will be at bidders risk and may result in rejection of the proposal.
3. **Performance Security Deposit:-** The successful bidder has to deposit an amount of Rs.3.00 Lakh (Three Lakh only) against P.S.D. before signing the agreement.
4. **Earnest Money deposit of unsuccessful bidder will be refunded only after issue of LOA (Letter of Acceptance).**
5. **Earnest Money deposit of Rs. 2.00 Lakh of successful bidder will be converted into PSD, rest amount of Rs. 1.00 Lakh shall be deposited by the tenderer before signing the MOU/Agreement.**
6. **Detailed proposal in two sealed envelopes boldly mentioned for technical bid and financial bid complying with above requirements is to be submitted and duly super scribed "Project Proposal Tender for providing, manpower and housekeeping services at Veer Kunwar Singh University, Ara, Bhojpur.**

The technical competence shall include the following terms and conditions.

1. Certificate of Registration & Memorandum under Companies Act 1956.
2. Shop and Establishment registration & Commercial Electricity Bill of recent/ previous month of BIHAR

3. EPF Registration of the firm.
4. Copy of ECR of previous 3 month having more than 500 Nos. of Manpower personal enrolled in EPF & ESIC Department should be submitted.
5. ESIC Registration of the Firm.
6. ISO Certificate No. (Latest) ISO 45001: 2018
7. OHSAS Certificate No.(Latest) ISO 9001 : 2015
8. GST Registration Certificate with RETURN and paid challan copy of previous 3 months.
9. PAN Card of the firm.
10. Copy of I.T. return audited by CA firm for last three years.
11. TAN No. /GST No.
12. Experience certificate of the firm.
13. Average turnover certificate of Rs. Nine Crore during last three financial years.
14. Affidavit of non-blacklisting certificate issued by first class magistrate.
15. Copy of 50 Lakh (Fifty Lakh) latest solvency certificate in nationalised bank.
16. Copy of experience certificate of last 5 years (Central Govt./State Govt., Semi Govt., Universities, etc.) **and** firm should have minimum Rs.9 crore work value in housekeeping & administrative manpower service for last 3 financial years (21-22, 20-21, 19-20) in three work order.
17. Character Certificate issued by the Deptt. of Police.

FORMAT FOR FINANCIAL BID

(To be put in a separate sealed Envelope)

Statutory wages and deduction should be as per norms

As per minimum wages act, of Govt. of Bihar as revised from time to time.

Daily Wages Rate Including VDA/ month	Computer Operator cum Office Assistant	Manpower Supervisor	MTS	Mali	Electrician	Plumber	Driver	Cook	Janitor
Category	Highly Skilled	Highly Skilled	Skilled	Semi Skilled	Highly Skilled	Highly skilled	Highly Skilled	Highly Skilled	Semi Skilled
Per Month (A)									
ESI (B)									
EPF (C)									
Bonus (D)									
Total (E) (Sum of A to D)									
Service Charge (F) @ 14 % to 20 %									
Grand Total Sum of (E to F)									

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

Signature of Tenderer

DRAFT AGREEMENT FORMAT OF MOU

TO BE MADE ON NON-JUDICIAL STATMP PAPER OF Rs.1000/-

This agreement number..... is made at on theday of.

Between Registrar, Veer Kunwar Singh University, Ara, Bhojpur acting through, having its office at Veer Kunwar Singh University, Ara, Bhojpur, (hereinafter called First party which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns of the First party.

And..... having its registered office at.....(here in after called the 'agency' which expression unless repugnant to the context shall mean and include its successors its interest assigns etc.) of the Second Party

WHEREAS, the First Party is desirous to engage the Second Party for providing housekeeping and manpower services at Veer Kunwar Singh University, Ara, Bhojpur and its location within Bihar in the terms and conditions stated below including any other relevant position mentioned anywhere in this tender document. **[In case of any duality or discrepancy or contradiction between different provisions/expressions in this tender document, interpretation/decision made by the First Party will be held supreme and unchallengeable and binding upon the Agency.]**

1. The Second Party shall be primarily responsible for compliance to provisions of various Labour and any other laws applicable and all statutory obligations such as Wages, EPF, Bonus, ESI etc. relating to manpower deployed at Veer Kunwar Singh University, Ara, Bhojpur and it locations within Bihar. The First Party shall have only liability in this regards as Principal Deployer as per provisions of concerned laws.
2. The Second Party shall be solely responsible for any accident/medical health related liability compensation for the personnel deployed by it at Veer Kunwar Singh University, Ara, Bhojpur and its locations within Bihar as per provisions under ESI Corporation. The First Party shall have non-liability in this regard.
3. Veer Kunwar Singh University, Ara, Bhojpur as Principal employer is committed to pay the amount for each Housekeeping supervisor/manpower engaged through the agency [Immediate Employer] as the statutory wages like minimum Wages Act etc. in favor of employee in a manner deemed fit to ensure compliance of these laws as per contract herein mentioned between the parties i.e. the First Party and the Second party.
4. Licenses if any required for Housekeeping and Manpower Services at the site will be made available by the Second Party.

5. The Second Party shall submit the bills by the 1st day of the preceding month and the same shall be disbursed to the second party by the fifth day of the month for paying the wages to Housekeeping before the 7th day of the month as per Minimum Wages Labour Regulations.
6. Any deliberate violation of this clause of contract or any terms and conditions mentioned any- where in this tender document or suppression of facts will attract termination of contract without any reference or any notice period.
7. In normal circumstances if any party wants to discontinue the contract at their sweet will, the same can be terminated by giving one-month notice on either side.
8. The Housekeeping personnel and manpower provided by the 'Second Party' will not claim to become the employees of Veer Kunwar Singh University, Ara, Bhojpur and there will be no Employee and Employer relationship between the personnel engaged by the 'Second party' for deployment Veer Kunwar Singh University, Ara, Bhojpur site.
9. There would be no increase in commission rates payable to the Second party' during the contact period.
10. The 'Second party' also agrees to comply with annexed Terms and Conditions and amendments there to from time to time.
11. The 'Second party' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Second Party' shall keep 'First party, fully indemnified against liability of tax, interest, penalty etc. Of the 'Second Party in respect thereof, which may arise.
12. In case of any dispute between the 'Second Party' and First party shall have the right to decided However, all matters of jurisdiction shall be at local courts located at Ara, Bhojpur.
13. The payment will be made as per existing wages declared by Government of Bihar/Central Government as per applicability.
14. In case of any dispute between both parties, before going to court channel of arbitration will be exhausted first as per Arbitration and conciliation act 1996. For the purpose arbitration process will be carried out through sole arbitrator appointed by the First party.

This Agreement will be valid for 3 years with effect from2022 to and shall be extended in quantum of 01 year after mutual consent on the basis of performance.

IN WITNESS WHERE OF both the parties herein to set and subscribe their respective hands and seals on the Day, Month and year first above written.

For, and on behalf of VKSU, Ara, Bhojpur.
(.....)

For, and on behalf of Second Party
(.....)

Signature of the authorized official
Name of the official

Signature of the authorized official.
Name of the official

Stamp/Seal of VKSU, Ara, Bhojpur

Stamp/Seal of Second Party

Witness:

On behalf of "First party"

On behalf of "Second Party"

Name: -

Name.....

Address:-.....

Address:.....

Signature:-.....

Signature: