

Special Instruction to Bidders for e-tendering

1. The Special Instructions (for e-Tendering) supplement “Instructions to Bidders”, as given In the Tender Document. Submission of online Bids is mandatory for this Tender. For conducting electronic tendering; **Central University of Jharkhand** is using the portal <https://mhrd.euniwizarde.com> of M/s ITI Ltd, a Government of India Undertaking.

2. The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to Assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at:
<https://mhrd.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (**URL: <https://mhrd.euniwizarde.com>**) with clicking on the link “Online bidder Registration “on the e-tender Portal by paying the Registration fee of Rs. 2000 +GST /- year charge.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.

6. Bidder has to log into the website through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

7. The scanned copies of all original documents should be uploaded on portal.

TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department's Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the e-tender Portal.

2. Once the bidders have selected the tenders they are interested in, you can pay the Form Fee by DD only and processing fee (**NOT REFUNDABLE**) by net-banking / Debit / Credit card thereafter you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective „requested“ Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / Schedule and generally, they can be in PDF / XLSX / RAR formats. Original Bid documents may be scanned with 100 dpi with collared option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.

5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “DD” to pay the tender fee and EMD as applicable and enter details of the instrument.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details

Available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bid click "Complete "(i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support.

CENTRAL UNIVERSITY OF JHARKHAND
CHERI-MANATU, RANCHI – 835 222



Tender Document
for
Hiring of Services for Engagement of
Manpower for Housekeeping, Gardening, Plumber, Electrician,
Office Attendant, Data Entry Operator and other Services at
Central University of Jharkhand, Ranchi.

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SECTION - I

Ref. No. CUJ/GA/THM/2020/30/456

Dated 22nd February, 2022

NOTICE INVITING TENDER (NIT)

“Hiring of Services for Engagement of Manpower for Housekeeping, Gardening, Plumber, Electrician, Office Attendant, Data Entry Operator and other Services at Central University of Jharkhand, Ranchi.”

1. The Central University of Jharkhand (CUJ) invites e-Tender under Single Stage Two Envelops System (Two Bid System) through e-Procurement Portal of Ministry of Education, GOI (E-wizard) (<https://mhrd.euniwizarde.com/>) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/ agencies/ companies for “Hiring of Services for Engagement of Manpower for Housekeeping, Gardening, Plumber, Electrician, Office Attendant, Data Entry Operator and other Services at Central University of Jharkhand, Ranchi.”
2. The interested bidders/ firms/ agencies/ companies can visit the university website www.cuj.ac.in or E-wizard (<https://mhrd.euniwizarde.com/>) regularly for more details about the closing date of submission of tender for any corrigendum/ addendum/ amendment. After closing date, any notice regarding tender will be publish on University website.
3. Tender document and other details can be obtained from https://mhrd.euniwizarde.com or www.cuj.ac.in Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (If not registered earlier) through https://mhrd.euniwizarde.com for obtaining user-id, by paying a Registration fee and online tender processing fee etc. Bidders are also required to obtain Digital Signature for participating in the e-tender.
4. E-Tender Processing Fee - pay to “ITI LTD. through e-payment gateway.
5. For participating in the e-Tendering process of Central University of Jharkhand (CUJ) the contractor shall have to get them registered on the site https://mhrd.euniwizarde.com by making required payment through only online payment mode so that they will get user ID and Password.
6. This will enable them to access the website, https://mhrd.euniwizarde.com with the help of Digital Signature by which they can participate in e-Tender of Central University of Jharkhand (CUJ).
7. For this intending bidder may contact following e-Wizard Helpdesk numbers.
8. E-Wizard Helpdesk: 301-302, 3rd Floor, The Cloverleaf, Plot no.37, Sector-11, Dwarka, New Delhi – 110075 Tel: 011-49606060/8448288984/8448288981

Sd/
Registrar

SCHEDULE OF TENDER

Name of Works/Services	Hiring of Services for Engagement of Manpower for Housekeeping, Gardening, Plumber, Electrician, Office Attendant, Data Entry Operator and other Services at Central University of Jharkhand, Ranchi.
Type of Tender	Single Stage Two Envelops System (Two Bid System) (Rule 163 GFR 2017)
Tender Fee	Rs. 2500.00 (Rupees Two Thousand Five Hundred Only)
EMD	Rs. 5,00,000.00 (Rupees Five Lakh Only)
Mode of EMD and Tender Fee	The Bidders should send separate NEFT / Online Payment Transfer details for Tender Fee (non-refundable) & EMD to the account of "Central University of Jharkhand, Ranchi". CUJ, Ranchi Bank Details: - Name : Central University of Jharkhand A/C Type : Saving A/C No. : 21525023720 IFSC No.: IDIB000B873 Bank/ Branch : Indian Bank (Allahabad Bank) Brambe Branch, Ranchi
Publication of e-Tender	23 rd February, 2022 (1000 Hrs)
Pre-Bid Meeting	04 th March, 2022 (1500 Hrs)
Last date and time for Submission of online tender documents	19 th March, 2022 (1700 Hrs)
Date and time of Tender Opening	21 st March, 2022 (1100 Hrs)

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

SECTION – II

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website www.cuj.ac.in or e-Procurement Portal of Ministry of Education, GOI (E-wizard) (<https://mhrd.euniwizarde.com/>).
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 ignored**.
4. The agencies/ bidders/ firms are advised to read carefully the tender documents and terms & 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. All offers should be written in the **English** and **price** should be written in both, **figures and words**.
7. 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.
8. The NEFT / Online Payment for Tender Fee must be deposited to the account of “Central University of Jharkhand, Ranchi” **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document.
9. The Bids, for which Tender Fee and EMD 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
Central University of Jharkhand
Village - Cheri-Manatu
P.O. – Kamre, P.S.- Kanke
Dist.- Ranchi - 835 222
(Jharkhand)
 - (b) Name/ designation of the contact personnel : Prof. SL Harikumar, Registrar
 - (c) Telephone/ Mobile numbers : +91-9304953705 (P.S. to Registrar)
 - (d) E-mail ID of contact personnel : registrar@cuj.ac.in

SECTION – III

QUALIFICATION/ ELIGIBILITY CRITERIA

1. The bidder must have experience in the area of providing of **manpower** services in Central/ State Government/PSUs/Nationalised Banks/ Autonomous bodies/ Reputed Organisations for a minimum period of three years ended 31st March, 2021. Service rendered with list of such Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations with duration of service and work value shall be furnished.
2. **Financial Capability:** Average annual financial turnover of the bidder during the last three financial years ended 31st March, 2021 should be at least **Rs. 200.00 lakh** (Rupees Two Hundred Lakh only).
3. **Past Experience:**
 - (a) The bidder must have at least three years experience of providing manpower services to Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations.
 - (b) The bidder must have successfully executed/ completed service, over the last three financial years ended 31st March, 2021:
 - (i) Three similar completed services costing not less than Rs. 80.00 lakh;
or
 - (ii) Two similar completed services costing not less than Rs. 100.00 lakh;
or
 - (iii) One similar completed services costing not less than Rs. 160.00 lakh;
4. Self Attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.
5. Copy of valid license under the relevant Act/ Rules, as applicable, promulgated by Government of India/ Concerned State in which the service is performed.
6. Self attested copy of following additional documents:-
 - (a) Valid labour license under the contract Labour (Regulations & Abolition Act, 1970)
 - (b) GST Registration certificate
 - (c) Registration under EPFO
 - (d) Registration under ESIC
 - (e) PAN Card
 - (f) Registered branch office in Jharkhand
7. Self-attested Copies of work orders and experience with financial value in hiring of manpower services for last three years and names & address of clients who may be contacted for further information on those contracts. **[Format-II (C)]**.
8. Income Tax returns filed for the last three financial years ended 31st March, 2021.

9. Certified copies of Audited Annual accounts of the last three financial years ended 31st March, 2021 by CA comprising following :-

- (a) Balance sheet
- (b) Profit and loss Statement
- (c) Income and expenditure account

10. Bank Account details (NEFT Mandate Form) (**Format-IV**)

11. An undertaking on non-judicial stamp paper of **Rs. 100.00** to be furnished as per the **Format - V** of the tender document.

Note: Bidders not complying with above conditions or not providing complete information as described shall not be considered and hence out rightly rejected.

SECTION – IV

ACTIVITY SCHEDULES AND OTHER REQUIREMENTS

1. **Description of Services** Central University of Jharkhand is required services for engagement of manpower for housekeeping, gardening, Plumber, Technician/ Electrician/ Generator Operator, Office Attendant, Data Entry Operator and other Services, as and when required.

2. **Activity Schedule**

a. **Sweeper/ Washroom Cleaner** :- The housekeeping services to provide sweeping & cleaning services in all parts of the both Campus (Permanent & Brambe Campus) which includes building blocks of all Departments, Auditorium, Admin Blocks, Library, Canteens, Girls & Boys Hostels including their rooms, bathrooms, staircases, corridors, roofs and the surrounding areas like lawns, roads and gates etc.

The Housekeeping services shall include:

- (i) General Cleaning Services of rooms to be provided on daily basis.
- (ii) General Cleaning Services of toilets to be provided twice on daily basis.
- (iii) Routine Sanitization of Office/ Class Room/ Hostel and other buildings, as per requirement.
- (iv) Dusting of furniture and fixtures, Computers, Printers, Fans etc., of the entire office before 9.00 AM
- (v) Removal of waste paper and any other garbage from the entire premises/ garbage centre.
- (vi) Dusting of cupboards, telephone equipment etc. first with dry cloth and then if required with detergent spray, such as Colin.
- (vii) Mopping of common areas.
- (vi) Cleaning of grass and leaves.
- (vii) Air freshener spray in all cabins, toilets and corridors, at least twice in a day.
- (viii) Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time.
- (ix) Cleaning / mopping of sitting area and reception area and passages on a continuous basis.
- (x) Cleaning and refilling of water jugs in all Sections / Officers' Rooms.
- (xi) Shifting / adjustments of furniture and other items etc., within the premises.
- (xii) Cleaning and scrubbing of toilets, washbasins, sanitary fittings, glasses and toilet floor
- (xiii) Cleaning of window glasses, fan, frames and grills with Colin or any other good quality detergent;
- (xiv) Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday, as and when required;
- (xv) Cleaning of panels, posters and paintings, wooden cupboards including

adjustments where needed;

- (xvi) Removal of cobwebs;
- (xvii) Window sponging and cleaning;
- (xviii) Cleaning of dustbins and buckets with detergent;
- (xix) Brass polishing of name-plates;
- (xx) Disinfectant spray in rooms/ cabins on requirement basis;
- (xxi) Cleaning of roof-tops;
- (xxii) Vacuuming, Dusting & cleaning of curtains / up holdings etc.
- (xxiii) Cleaning of office towels by weakly.
- (xxiv) Cleaning of drains in the Campus
- (xxv) Any other service required by the competent authority of the University.

b. Office Attendant: - The following works will be look after by the Office Attendant :-

- (i) Keeping files in orderly and organized manner
- (ii) Timely opening and closing of offices
- (iii) Movement of official documents/ files between various departments/ sections
- (iv) Arrangement of all the basic amenities at officers desk
- (v) Making entries of the all incoming and outgoing documents/ letters/ files etc.
- (vi) Arrangement of Refreshment during the meeting
- (vii) To the work in accordance with the instruction issued by the Reporting Officer/Competent Authority.

c. Gardner: - The following works will be look after by the Gardner :-

- (i) Gardener responsibilities for monitoring the health of all plants and greens capes.
- (ii) Doing watering
- (iii) Feeding plants
- (iv) Trimming trees and shrubs
- (v) Fertilizing and mowing lawns
- (vi) Weeding gardens and keeping green spaces
- (vii) Walkways clear of debris and litter
- (viii) Maintain all gardening equipment and machinery, like mowers, trimmers and leaf blowers etc.
- (ix) Maintenance of gardening work in the both campus of the University and as directed by the Competent Authority.

d. Plumber: - The following works will be look after by the Plumber :-

- (i) Carry out valve operation in GI/DI Pipes laid in University for water supply networks.
- (ii) Monitor and control the pressure and all data given in pump operation manual.
- (iii) Maintain daily logbook for duration of feeling in all tanks in each shift.
- (iv) Maintain the prescribed water level in all tank & sump to avoid any shortage.
- (v) Maintain calibration records of all meter fitted at pump house.
- (vi) Rectification of GI/DI Pipes into arrest the leakages/ dislodgement.
- (vii) Cleaning of valves pits, main holes and also apply the grease in valves for easy operation.

- (viii) Repair and rectification as covered in the scope of subject contract.
 - (ix) Alignment of pump sets will be checked & in case if required, rectification should be carried out & reading should be recorded.
 - (x) Coupling brushes, pins, rubber parts will be checked & should be replaced, if required.
 - (xi) Cleaning of water tank on quarterly basis.
 - (xii) Maintenance of plumbing work in the both campus of the University and as directed by the Competent Authority.
- e. Technician/ Electrician/ Generator Operator:** - The following works will be look after by the Technician/ Electrician/ Generator Operator :-
- (i) Take care of switch board operation during routine operation of system.
 - (ii) Record all the data logs and carry out routine maintenance under supervision of shift In-charge.
 - (iii) Attend the routine calls of complaint/ faults as per direction of shift in-charge.
 - (iv) Repair of faults and check of routine complaints
 - (v) Recording of all parameters in Transformer/ 11 kv VCB/ DG sets under supervision of shift in-charge.
 - (vi) Carry out the described preventive maintenance of all instruments, equipments and accessories.
 - (vii) Rectify the fault in minimum breakdown as per guideline and safety code.
 - (viii) Maintenance of electrical work in both campus of the University and as directed by the Competent Authority.
- f. Data Entry Operator/ Clerk:-** The following works will be look after by the Date Entry Operator :-
- (i) Prepares, compiles, and sorts documents for data entry.
 - (ii) Verifies and logs receipt of data.
 - (iii) Transcribes source data into the required electronic format.
 - (iv) Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
 - (v) Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
 - (vi) Verifies integrity of data by comparing it to source documents.
 - (vii) Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
 - (viii) Maintains a filing system and protects confidential official information.
 - (ix) Performs regular backups to ensure data preservation.
 - (x) Responds to requests to retrieve data from the database or electronic filing system.
 - (xi) Uses basic office equipment (photocopy machine etc.)
 - (xii) Movement of official documents/ files between various departments/ sections
 - (xiii) To the work in accordance with the instruction issued by the Reporting Officer / Competent Authority.

g. Supervisor:- The Supervisor is responsible for execute and monitor of the following works:-

- (i) Monitor of work of Sweeper/ washroom cleaner
- (ii) Monitor of work of Office Attendant
- (iii) Monitor of work of Gardner
- (iv) Monitor of work of Plumber
- (v) Monitor of work of Technician/ Electrician/ Generator Operator
- (vi) Monitor of work of Data Entry Operator
- (vii) Maintain the Wage Register, PF Register and Attendance Register etc.
- (viii) To supervise the services for complete scope of work as mentioned in the above and as directed by the Competent Authority.

Note : Any requirement of additional work may be informed as per the requirement of the University.

3. **Manpower Schedule** The no. of person required (Un-skilled, Semi-skilled, Skilled and High Skilled will be **approximately 55 manpower**. This may increase/ decrease as per requirement of the University. The service provider shall depute an experienced and qualified Supervisor to look after the deputed manpower for housekeeping & other purpose and as per direction of the competent authority.

Sl. No.	Post	Category	Required Manpower	Remarks
a.	Sweeper/ Washroom Cleaner	Un-skilled	32	
b.	Office Attendant/ MTS	Un-skilled	06	
c.	Gardner	Semi-Skilled	04	
d.	Plumber	Skilled	03	
e.	Technician/ Electrician/ Generator Operator	Skilled	07	
f.	Data Entry Operator/ Clerk	Skilled	02	
g.	Supervisor	Highly Skilled	01	
	Total		55	

Note: - The actual number of manpower under above categories may increase / decrease as per the requirements of the University from time to time.

4. **Engaging Manpower in Extra Duty** At the time of exigencies and special requirement/ events viz. Official gathering/ VIP Visit/ Conference/ Workshop/ Examination/ festivals, as and when required for any other works related to the University, is assigned time to time the service provider has to supply the required manpower on day to day basis or on lump sum basis for the additional jobs/ works for which the University shall make payments separately on submission of the bills on successful completion of the jobs/ works by the service provider.

5. **Materials Schedule (Bill of Material).**

The service provider has to provide following items/ accessories at it's own cost for carrying out the services to the employed personnel: -

- (a) Photo Identity Cards for constant display and it's loss shall be reported immediately to the Service Provider for replacement.
- (b) 02 pairs of Apron with Gloves and Mask and name talley annually. 01 additional Pair of demo Apron shall always be kept ready for any specific requirement/ special occasions/ VIP movement as directed by the university.
- (c) Any additional item(s) required to execute services more efficiently, as per the Instruction/ direction of University in writing or verbal order by competent authority.

Note :- All above mentioned materials should be supplied to the authorized person of the University for Safe keeping and distribution of the materials to deployed personnel for official uses.

6. **Essential Equipment** For the sweeping & cleaning, all machinery / equipment like vacuum cleaner, mop machine, sanitization machine rickshaw, grass cutter etc. required for the job is to be provided by the service provider. All machinery should be in working condition and it will be kept in University Campus during the contract.

SECTION - V

GENERAL CONDITION OF CONTRACT

1. **Bid Security & Tender Fee** The bidder shall submit NEFT/ Online Payment of **Rs. 5,00,000.00** (Rupees Five Lakhs only) towards Earnest Money Deposits (EMD) and **Rs. 2,500.00** (Rupees Two Thousand Five Hundred only) towards tender fee to the account of “Central University of Jharkhand, Ranchi” **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document as per the following details: -

- (a) The firms/ agencies duly registered with MSME shall be exempted from paying EMD. (Certificate attached)
- (b) The EMD shall be forfeited, if: -
 - (i) The bidder fails to commence the work as per the award letter for undertaking the job/ acceptance of letter of intent, or
 - (ii) In the event of withdrawal of offer during the validity period, or
 - (iii) Non-confirmation of acceptance of the letter of intent/ work order within the stipulated time as per the letter of intent/ work order issued by the University, or
 - (iv) The successful bidder fails to furnish the required Performance Security **within 15 days** on receipt of notification of award of work order from the University,
 - (v) if the Bidder fails to sign the Contract/ Agreement **within 21 days** on receipt of notification of award of work order from the University.
 - (vi) The bidder withdraws or amends its/ his tender or impairs or derogates from the tender in any respect within the period of validity of the tender.
 - (vii) If any information/ documents furnished by the bidder is found to be incorrect/forged/fake at any stage,.
- (c) Bid Security should remain valid for a period of **45 (Forty Five) days** beyond the final bid validity period.
- (d) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period or latest by the 30th day after the award of the contract.
- (e) Bid Security should be refunded to the successful bidder on receipt of a performance security.

2. **Performance Security.** On receipt of notification of award of work order from the University, the successful Bidder **within 15 days** shall furnish the performance security of **Rs. 6,00,000.00** (Rupees Six Lakh only) i.e. 3% of the value of contract, relaxed as per Office Memorandum No. F. 9/4/2020-PPD dated 12.11.2020 & 30.12.2021, Ministry of Finance, in the form of DD/FDR/PBG in favour of “**Central University of Jharkhand payable at Ranchi**” issued from any of commercial bank in India in an acceptable format (**Format VI**).

- (a) Performance security should remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of the contractor/ agreement.
- (b) The Performance Security will be forfeited and credited to the University account in the event of a breach of contract/ agreement by the contractor.
- (c) It will be refunded after 60 days, post successful completion of all contractual obligations and duly performs of all agreed assignments as per agreement.

3. **Contract Period.** **The contract shall be renewed annually on the basis of performance and mutual consent with the same terms and conditions for the maximum period of three years.** The contract shall be terminated by the University giving a notice of **30 days** to this effect. However, the contract can also be terminated by the agency giving a written notice of **90 days**.

4. **Payment Terms & Conditions:** Payment to Service Provider shall be made on monthly basis. Bill/s shall be submitted by the firm/ agency after completion of every month duly enclosing therewith: -

- (a) Ink-signed copy of Commercial invoice
- (b) Attendance certified by an officer authorized in this regard by the University,
- (c) Salary payment sheet of the current month, with bank transaction details duly signed by the disbursing bank authority and the employed personnel. **(Annexure II)**
- (d) A separate challan (Duly signed & stamped by company officials) showing proof of remittance of ESI and EPF in respect of personnel deployed under the contract for previous month to the respective authorities. **(Annexure III)**
- (e) A separate challan of deposit of GST and TDS, as applicable (Duly signed & stamped by company officials) for previous month.
- (f) Enclose NEFT Bank Details with photocopy of cheque to making payment through online mode of transfer.

5. The University will release payment **within 15 working days** from the date of the receipt of bills along with all the above necessary documents, if found in order.

6. The successful bidder/ firm/ agency **shall not be paid any kind of advance** under any circumstances.

7. **Deduction of Income Tax, GST and so on, at source from payment to suppliers:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.

8. **Refund from Supplier:** if the supplier, after claiming and receiving reimbursements for GST or other taxes and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds. Such refunds contain the university's share also (out of the payments already made by the university to that supplier) and that should be **refunded to the University**.

9. The successful bidder shall have to obtain labour license before commencement of work from concerned labour authorities, wherever applicable, under the provisions of contract labour (Regulations & Abolition) Act, 1970 and the rules/ amendments made there under from time to time. The bidder shall also ensure renewal of such license well before it's expiry.

10. The agencies/ bidders/ firms should maintain all the records/ registers / documents which are necessary under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at CUJ at all times. Indicative list of such records is given for example, which has to be put up for signature to nominated officer by the University on monthly basis : -

- (a) Register of workmen
- (b) Employment card
- (c) Muster Roll
- (d) Register of wages
- (e) Wage slips
- (f) Overtime registers etc.

11. **Site Visit.** The bidder, at the bidder's own responsibility, risk and expenses, may be encouraged to visit and examine the site and its surroundings and shall obtain all information that may be necessary for preparing the bid and entering into a contract for the services.

12. **Workmen Safety and Insurance.** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their employed personnel, who are engaged for the services of the university. The service provider shall provide and ensure sufficient protection gears like gloves, mask etc. are being used by their workers while carrying out the work. The University **shall not be liable/ responsible** for any compensation in case of any fatal injury/ death caused to or by engaged personnel while performing/ discharging their duties/ for inspection or otherwise.

13. **Registered Branch office in Jharkhand.** The agency/ firm shall have a proper registered branch office in **Jharkhand**. The office shall have effective communication facilities like telephone, fax, e-mail, mobile phones, vehicles etc. and manned control room to ensure quick response. **Documents pertaining to registered branch office** i.e. Registration documents, rent agreement/ property documents etc. Shall be submitted with technical bid.

If due to any reason, registered branch office in Jharkhand is not available, the successful bidder must have to open registered branch office at Ranchi before the commencement of work. **If the successful bidder fails to open registered branch office at Ranchi, EMD/PBG will be forfeited.**

14. **Modification of bids.**

(a) The University reserves the right to alter/modify any or all conditions of this tender document before submission of Technical and Financial bids.

(b) The agencies/ bidders/ firms shall not be permitted to alter or modify their bids after last date of submission of bids.

(c) At any time prior to the deadline for submission of tender, the University may amend the tender documents issuing by addendum/ corrigendum. The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by vendor and accepted by the university in a form of amendment/ modified Order issued and signed by the University.

15. For the purpose of selection of the bidder, a Single Stage Two Envelops System (Two Bid System) process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid & Financial Bid.**

(a) **Technical Bid:** Technical bid should contain information regarding the company/ firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. **(Format II with Format I –Check List)**

(b) **Financial Bid:** Financial bid should contain rate of the service charge required to be supplied along with tender form, duly filled and signed by the authorized

person. Conditional Offer will not be accepted. **(Format III)**

(c) The Technical Bid will be opened on the prescribed tender opening date in the presence of agencies/ bidders/ firms or their authorized representative wishes to participate. The Financial Bid of all technically qualified agencies/ bidders/ firms will be opened as per the intimated/ scheduled date and time of financial bid opening.

16. **Evaluation of bid.**

(a) Technical Bid along with pre-qualification criteria of this tender will be evaluated by an evaluation committee nominated by competent authority to conclude the tender. Financial bids of bidders who are technically qualified as per evaluation committee will only be opened.

(b) L1 (lowest bid) will be decided on lowest reasonable service charge basis (as mentioned in Financial bid).

(c) **Unless otherwise stated in the price bid, it will be construed that the price quoted is inclusive of all taxes and duties. No claim in this regard will be entertained at a later stage.**

(d) The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence.

(e) In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the Reasonableness of the rates quoted by the bidder in the financial bid. **The bidder shall not quote rate less than 01% in Service Charge.** In case the bidder quotes below 01% Service Charge, it will be considered as impracticable/ not feasible to execute the assignment, hence, the committee will reject the bid and next bidder, who is equal or above to threshold value will be considered as per grading/ rate.

(f) **The overall successful bidder/ lowest bidder (L1) will be decided on the basis of lowest reasonably quoted service charge (above the minimum threshold as mentioned above) in Financial Bid. In case of tie to the service charge, the following criteria will applied as tie-breaker: -**

(i) Maximum Average last three years Annual Turn Over of the agency/ firm – if found equal, then;

or

(ii) Maximum years of Experience in supply of manpower of the agency/ firm

17. **Rejection of Bids:**

(a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the **EMD/** Performance Bank Guarantee and cancel the order, if awarded.

(b) **If the technical offer contains any price information the offer will be summarily rejected.**

(c) **If the bidder has quoted the rate of Service Charge less than 01 % (lowest reasonably rate of service charge), the offer will be summarily rejected.**

(d) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.

(e) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection. **All pages of the tender documents have to be duly signed and stamped by the authorised signatory.**

(f) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.

(g) The Tenderer must confirm in their bid acceptance of all the terms and conditions in

this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render /liable the Quotation for rejection.

(h) The University reserves the right to reject any or all the bids without assigning any reason thereof.

(i) Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.

(j) The Technical Bid will not be considered for Bidders who's **Tender Fee** and **EMD** is not found in order.

(k) Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered. Additional sheets, if any added by the Service Provider, before last date of submission of bid should also be numbered by him.

17. **Withdrawal of bids.** No bidder will be allowed to withdraw it's bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's **EMD** and other sanctions.

18. **Bid Validity.** Bids should be valid for a period of **180 days** from the date of opening of bid.

19. **Settlements of disputes.** All the disputes shall be initially settled with mutual discussions or arbitration. Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, if any, with regard to providing services and interpretation of any clause in this agreement, the Hon'ble High Court of Jharkhand at Ranchi shall have the Jurisdiction.

17. **Arbitration.** The arbitration proceedings will be followed as enumerated below: -

(a) All disputes or differences arising out of or in connection with the present contract or any part thereof, should be settled by bilateral discussions.

(b) Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.

(c) Within sixty (60) days of the receipt of the said notice, at least 03 arbitrators shall be nominated in writing by the authority agreed upon by the parties. One of the arbitrator should be an expert of security or concerned field.

(d) The seat of Arbitration shall have be at Ranchi.

(e) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended time to time.

(f) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses there to shall be shared equally by the parties, unless otherwise awarded by the arbitrator.

(g) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.

(h) The language of the arbitration shall be English.

20. **Final decision making authority.** The Vice Chancellor, Central University of Jharkhand, Ranchi reserves the right to accept or reject any bid and to annul the tender process and reject any or all applications at any time, without assigning any reason or incurring any liability to the Bidders.

21. **Assignment/ Subcontracting/ Sublet.** The Firm/Agency shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted/ sublet any obligations or work hereunder without the prior written consent of the University.

22. **Cancellations of tender/ Contract:** The University reserves right to accept or reject any or all Bids. The University also reserves the right to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action. The University may cancel agreement entered with vendor in whole or in part, for no cause, upon written, e-mail, or telex notice to the Vendor, in the event that the vendor: -

- (a) Fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) Appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) Files a voluntary petition in bankruptcy; or
- (d) Has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) Voluntarily ceases trading; or
- (f) Merges with or is acquired by a third party; or
- (g) The delivery of the services is delayed for causes **not attributable to Force Majeure** for more than **15 days** after the scheduled date of delivery. ; or
- (h) The firm/agency is declared bankrupt or becomes insolvent. ; or
- (j) The delivery of services is delayed due to causes of Force Majeure by more than (06 months) provided Force Majeure clause is included in contract. ; or
- (k) The University has noticed that the Service provider has utilised the services of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/company etc. ; or
- (l) As per decision of the Arbitration Tribunal. ; or
- (m) Assigns any of its rights or obligations under the order to a third party without the university's prior written consent ; or
- (n) Not enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 21 days of the issue of letter of Award.**

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material/ services as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material/ service purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

23. **Access to Books of Accounts:** In case it is found to the satisfaction of the University that the firm/agency has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of

undue influence, the firm/agency, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.

24. **Penalty for use of Undue influence:** The firm/ agency undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the University or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the firm/ agency) or the commission of any offers by the firm/ agency or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the University to cancel the contract and all or any other contracts with the firm/ agency and recover from the firm/ agency the amount of any loss arising from such cancellation. A decision of the University or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the firm/ agency. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the firm/ agency towards any officer/ employee of the University or to any other person in a position to influence any officer/ employee of the University for showing any favour in relation to this or any other contract, shall render the firm/ agency to such liability/ penalty as the University may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the University.

25. **Force Majeure clause:**

(a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/ Services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

26. The Agencies/Firms shall perform all the assigned jobs to the satisfaction of the University and shall be liable for any loss or damage to the University as stated herein:

(a) The Agencies/Firms and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the areas of responsibility given to them and not knowingly lend to any person or Agencies/Firms/Agency, any effects or assets of the University under its control.

(b) In event of any loss being caused to the University that is prime-facie on account of the negligence and/or dereliction of duties by the Agencies/Firms or its staff, a Joint Committee comprising of a representative of the University and Agencies/Firms shall determine whether the loss is on account of unsatisfactory performance of the Agencies/Firms and in that case it will also determine the compensation to be paid to the University by the Agencies/Firms. The recommendations of the Joint committee will subject to the approval of the Vice Chancellor, Central University of Jharkhand or his nominee.

(c) The liabilities are met by the Agencies/Firms. For the liabilities the Agencies/ Firms may make good such a loss by compensating to the University due to negligence or poor performance by the Agencies/Firms.

(d) However the Agencies/Firms will not be held responsible for the damages caused due to Force Majeure circumstances.

27. In case, the bidder awarded contract for services, fail to execute the work/ services as per work order, the University shall award the work to the next higher responsive bidder at the rates offered by lowest responsive bidder. (Rule 173(xvi) of GFR 2017).

28. In case, the Service Provider **does not execute the work** as per the terms and conditions of the work order/ Agreement, the same shall be **executed through** the some **other firm/ agency** and the **expenditure**, 'if any', incurred in this regard shall be **recovered** from the Service Provider's Security Deposit and Pending bills.

29. Disputes, grievances, if any, between the Service Provider and personnel deployed by it or between deployed personnel, has to be settled/ resolved by the Service Provider only.

30. **Other terms & conditions.**

(a) Central University of Jharkhand reserves the right to verify/ seek confirmation of all original documentary evidence submitted by bidders in support of above mentioned specification for eligibility criterion. In case any information furnished by the bidder is found to be false/ incorrect at any stage, the bid shall be summarily rejected and no correspondence on the same shall be entertained.

(b) If any information furnished by the bidder is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in Central University of Jharkhand. The Central University of Jharkhand reserves the right to verify the particulars furnished by the Bidder independently.

(c) The Central University of Jharkhand reserves the right to reject any or all prospective Bidders without assigning any reason and to restrict the list of tendered contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.

(d) The Bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the University.

(e) After issuance of acceptance of the contract, you shall deploy the requisite no. of personnel and commence the services at the earliest as per the terms & conditions of the contract and the directives of the authorities of the university.

31. **Letter of transmittal.** The bidder should submit the letter of transmittal along with tender document.

SECTION - VI

SPECIAL CONDITION OF CONTRACT

1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work.
2. The employed personnel action shall promote goodwill and enhance the image of the University.
3. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him.
4. **The University shall reserve the right to decide and final screening of the candidates to be deployed considering the age, qualification and experience etc.**
5. The University may require the service provider to dismiss or remove and immediately replace the employed personnel from the site of work, as per following service conditions, if: -
 - (a) He/ She observed to be incompetent to discharge the assigned duties.
 - (b) His/ She misconducts with the university officials or students.
 - (c) His/ Her services being not required by the university.
 - (d) He/ She observed to be involved in activities which are considered as threat to the security of university.
 - (e) He/ She observed to be involved in any unlawful activities within the premises or outside of the university.
 - (f) He/ She founded intoxicated.
 - (g) He/ She observed in Security risk.
 - (h) He/ She observed in incompetence.
 - (j) He/ She founded in conflict of interest.
 - (k) He/ She founded breach of confidentiality.
 - (l) Instruction/ direction received from University in writing or verbal order by competent authority.
6. The service provider has to provide following items/ accessories at it's own cost for carrying out the services to the employed personnel: -
 - (a) Photo Identity Cards for constant display and it's loss shall be reported immediately to the Service Provider for replacement.
 - (b) 02 pairs of Apron with Gloves and Mask and name talley annually. 01 additional Pair of demo Apron shall always be kept ready for any specific requirement/ special occasions/ VIP movement as directed by the university.
 - (c) Any additional item(s) required to execute services more efficiently, as per the Instruction/ direction of University in writing or verbal order by competent authority.

Note :- All above mentioned materials should be supplied to the authorized person of the University for Safe keeping and distribution of the materials to deployed personnel for official uses.

7. The University **shall not allow** any employee of the Agencies/ Firms to work inside the University without Apron with Gloves and Mask except in cases wherein specifically asked for.

8. If during the period of contract the Apron is torn, it shall be the responsibility of the Agencies/ Firms to supply another apron to the employed personnel and ensure that the persons wear apron while they are on duty in the University.
9. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc.
10. All services shall be performed by persons qualified and experienced in performing such services.
11. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.
12. The service provider shall depute an experienced and qualified Supervisor for seamless management of employed personnel.
13. The service provider's employed staffs, in any circumstances, **shall not** divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
14. The service provider's employed staffs, in any circumstances, **shall not claim** any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University. **(Format V)**
15. The service provider shall ensure deployment of suitable personnel post collection and diligent verification of following documents **(Pre-requisites):** -
- (a) Certified/ proper background/ character verification certificate by the local police
 - (b) Proof of identity as per document issued from Govt. of India/ Jharkhand.
 - (c) Proof of residence as per document issued from Govt. of India/ Jharkhand.
 - (d) Proof of Age/ DOB as per document issued from Govt. of India/ Jharkhand.
 - (e) Adhaar Card
 - (f) Driving license, as applicable
 - (g) PAN Card
 - (h) Recent Coloured Photographs (02)
 - (j) Bank account details
 - (k) Certified previous work experience certificate
 - (l) Education qualification certificate
 - (m) Resume with all standard/ required details as per format **(Annexure - I)**
 - (n) Any other relevant documents/ certificate as directed by the university.
16. The character and antecedents along with all the above documents of each employed personnel has to be verified by the agency/ service provider before their deployment and a certification with copy of all above supporting documents to this effect, is to be submitted to the University within 01 month of deployment of personnel.
17. The service provider shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their wages every month as per the Minimum Wages Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, Payment of Wages Act, 1936 **by the Seventh (07) day of the following month without**

linking to payment to be received from the University. In case of delayed payment, the Service Provider is liable to pay the penalty as decided by the competent authority which shall be binding upon the service provider. **(Format V)**

18. The agencies/bidders/firms shall be wholly and exclusively responsible for payment of wages, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970 etc., and CUJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.

19. Working hours would be normally 08 hours per day during working days.

20. The service provider shall provide the required personnel for a shorter period also, in case of any service exigencies as per the requirement of the University during various occasions like VIP visits, culture/ sports programmes etc.

21. The service provider shall provide a substitute, well in advance, if there is any probability of a engaged personnel leaving the job due to his /her own personal reasons. The agency shall ensure of providing **ESI cards** to all the employed personnel **within one month** of commencement work under this contract to enable them to avail of the entitled medical facilities

22. **The minimum wages as per the notifications by the Ministry of Labour & Employment, Govt. of India or the State Government / Union Territory Administration, whichever is higher, as per the Minimum Wages Act, 1948, , revised from time to time shall be applicable for the engaged personnel.** The Service Provider shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through **e-transfer only** as per the **minimum wages notified by the Ministry of Labour & Employment, Govt. of India or the State Government / Union Territory Administration, whichever is higher, as per the Minimum Wages Act, 1948,** revised from time to time. **Payment in cash is totally prohibited.** A certificate that the wages have been paid in accordance with the said notification should invariably be furnished along with bank transfer details/ bank manager certificate **(Annexure II)** by the service provider every month along with the monthly bill to the University.

23. The Service Provider shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.

24. The Service Provider has to maintain EPF account of each person employed.

25. It will be **sole responsibility of the Service Provider** to maintain/ open EPF/ ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.

26. The Service Provider shall be **solely responsible** for any query raised from the office of Regional/ Assistant Labour Commissioner on issues related to EPF/ESI, minimum wages, bonus etc to the employed personnel.

27. The successful bidder shall enter into an Agreement with the University on **Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days** of the issue of letter of Award. **Non-fulfilment of this condition** of executing an agreement/ contract document by the

contractor would constitute **sufficient ground for annulment of the award of the contract** and forfeiture of EMD, **as per GFR – 225 (vi)**.

28. **In case, the Service Provider fails to make payment of minimum wages to his personnel deployed under the contract, the performance guarantee and the amounts payable by the university to the Service Provider, shall be utilized by the University to discharge primary liability of the Service Provider towards various services/ personnel and also liable to terminate the agreement.**

29. The Service Provider shall ensure adherence to all relevant acts/ laws including (as amended time to time): -

- (a) The Contract Labour (Regulations & Abolition) Act, 1970
- (b) The Payment of Wages Act, 1936
- (c) The Workmen Compensation Act, 1923
- (d) Minimum Wages Act, 1948
- (e) ESI Act 1948
- (f) The Employee’s Provident Fund and Miscellaneous Provisions Act, 1952
- (g) The Industrial Disputes Act, 1947
- (h) The Payment of Bonus Act, 1965
- (j) The Payment of Gratuity Act, 1972
- (k) The Equal Remuneration Act, 1976
- (l) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979

30. **Eligibility criteria:** The Agencies/ Firms shall have provided proper standard and trained Manpower. The University will be select Un-skilled, Semi-skilled, Skilled and High Skilled manpower from trained Manpower, as per following conditions: -

- (a) The agency shall not employ or engage any person as a employee, unless he/ she -
 - (i) Is a citizen of India or a citizen of such other country as the Central Government may, by notification in the Official Gazette, specify;
 - (ii) Has completed eighteen years of age but has not attained the age of fifty-five years;
 - (iii) Satisfies the agency about his character and antecedents in such manner as may be prescribed;
 - (iv) Fulfils such physical, educational and experience standards as may be prescribed below: -

Sl. No.	Staff Category	Minimum Qualification	Category
a.	Sweeper/ Washroom Cleaner	<ul style="list-style-type: none"> • 08th Pass 	Un-skilled
b.	Office Attendant/ MTS	<ul style="list-style-type: none"> • 10th Pass • Working knowledge of Computer 	Un-skilled
c.	Gardner	<ul style="list-style-type: none"> • 10th Pass • Should have minimum 03 years experience in carrying out operation and maintenance work for gardening. 	Semi-Skilled

d.	Plumber	<ul style="list-style-type: none"> • 10th Pass • Should have minimum 05 years experience in carrying out operation and maintenance of pumps, motors, pipe line, valves, MCC etc. • Should have licence issued by competent authority for plumbing work. 	Skilled
e.	Technician/ Electrician/ Generator Operator	<ul style="list-style-type: none"> • 10th Pass • Should have minimum 05 years experience in operation, maintenance and troubleshooting of electrical sub-station (upto 11 KV) • Should possess a valid Electrical License issued by competent authority. • Should have knowledge of Electrical Safety Code and Central Electrical Act. 	Skilled
f.	Data Entry Operator/ Clerk	<ul style="list-style-type: none"> • Graduation • Typing Speed 35 wpm in English • Diploma in Computer Application • Knowledge of Hindi typing 	Skilled
g.	Supervisor	<ul style="list-style-type: none"> • Graduation • Diploma in Computer Application • Should have minimum 05 years experience in supervisory work in reputed institution/ organization. 	Highly Skilled

Note: - The above mentioned minimum qualifications can be modified by the university as & when required.

(v) Satisfies such other conditions as may be prescribed.

(b) No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any other agency shall be employed or engaged.

31. The Agencies/ Firms shall have a proper system for checking the engaged employees on duty. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted to the authorized Officer of the University. The Agencies/ Firms should maintain daily work Register with counter signed by user.

32. For every 06 (six) days of duty of employed personnel, 01 (one) day off will be given. The Service Provider must ensure that it's engaged personnel must get **01 (one) day rest/ off in a week** and also he/she **should not work more than 26 days in a month**. The Service Provider shall submit copy of attendance register duly countersigned by the controlling officer authorized by the University for Payment.

33. **Penalty:** - The service provider shall provide immediate replacement in case the employee of the Agency/ Firm is proceeding on leave or leaving the agency. The agency will inform well in advance to Controlling Officer designated by the University time to time. In case of failure to provide requisite strength of Manpower and services during the contractual period, following amount will be imposed as penalty: -

Sl. No.	Reason of Penalty	Amount (in rupees)	Remarks
(a)	Absence of Un-Skilled Manpower	300.00	Per person/ day
(b)	Absence of Semi-Skilled and Skilled Manpower	400.00	Per person/ day
(c)	Absence of Highly Skilled Manpower	500.00	Per person/ day
(d)	Any employed personnel found under influence of intoxicants/ drugs/ liquor	500.00	per person/ incident
(e)	Misbehave/ misconduct with students/ employees of University by employed personnel	500.00	per person/ incident
(f)	If found sleeping on duty	500.00	per person/ incident
(g)	Delay /Non-payment of wages in time i.e. within 07 days of every month	1000.00	Per day
(h)	Less/ Non-payment of ESI/ EPF/ Bonus to any engaged personnel	5000.00	Per month

Note: - *If any personnel employed by the agency found to be involved in repeated offence (as mentioned above) twice or found involved in any of the two or more offences at a time, the total penalty will be double the above mentioned penalty amount. The concerned involved personnel should be removed from service immediately and university may review the performance of the agency for termination of contract.*

Provided, that such cancellation shall be only on issuance of notice to show cause as to why in view of the default the contract be not cancelled and provided further that it would be open to the University to impose a penalty for forfeiting security deposit in lieu of the cancellation. However, neither the cancellation nor penalty shall be imposed without giving opportunity to show cause against either of the proposed actions and the failure of the service provider to give a satisfactory reply in response thereto within the time allowed for filing reply.

34. The Service Provider shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.

35. The Service Provider shall provide health check up facility of all deployed/ engaged personnel on quarterly basis.

36. **Warning:** - The Campus of Central University of Jharkhand is NO SMOKING ZONE hence, no Staff of the Agencies/Firms should be found smoking, eating pan, gutka or intoxicants/drugs.

SECTION - VII

FORMATS

Format – I

CHECK LIST

(To be filled by the bidder and submit supporting documents along with the Technical Bid.)

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

S. No.	Document details	Yes/ No	Page No. of Supporting documents
1	Signed copy of Tender documents		
2	Tender Fee		
3	EMD		
4	Valid MSME Certificate, if applicable		
5	Company/ Firm registration details		
6	Authorization details		
7	Registered branch office in Jharkhand . (Attached Copy of. Registration documents/ rent agreement/ property documents etc.)		
8	PAN No.		
9	GST No.		
10	Bank accounts details for NEFT payment		
11	EPFO		
12	ESIC		
13	Valid Registered License under Contract Labour Act(Attach copy)		
14	Attach copy of completion certificate for successfully executing/ completed work orders for providing hiring of manpower services to Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations at least three years experience.		
15	Income Tax Return (Last three years)		
16	Certified copies of CA Audited Annual accounts of the last three years by comprising following :- (a) Balance sheet (b) Profit and loss Statement (c) Income and expenditure account		
17	Client list and work done list of the similar orders executed during the last three years.		
18	No. of years of experience in Supply of Manpower		

	(Attach supporting documents)		
19	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.		
20	Declaration of Non-Black Listing of firm, No family member/ relative at CUJ and other terms & conditions on Non-Judicial Paper (as per Format V)		
21	Signed Un-priced copy of Financial Bid (BOQ) with "Nil" written in Rate and amount Column.		
22	Signed copies of any other documents as mentioned in tender		
23	Any other supporting documents/ certificate/ information supplied by bidder		

Note : The tender shall be submitted online in two parts (Technical Bid and Financial Bid).The offers submitted by Post/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.

(Signature of the Tenderer with stamp of firm with Date)

TECHNICAL BID
(A) GENERAL INFORMATION

Sl. No.	Particular	Details
1	Name of the firm/ contractors/ agency	
2	Address of the firm/ contractors/ agency	
3	Address of Registered branch office in Jharkhand	
4	Mobile No.	
5	E-mail	
6	Registration Number and date of registration of company / cooperative / agency / SHG / Society, if any	
7	Year of Establishment	
8	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the Bidder is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	
9	GST Registration no.	
10	PAN Card no.	
11	Bank Accounts Details	
12	EPFO Registration No.	
13	ESIC Registration No.	
14	Valid Registered License under Contract Labour Act	
15	Annual Turnover (Rs. in Lakh) for last three Financial years.	FY 2018-19 Rs..... FY 2019-20 Rs..... FY 2020-21 Rs.....
16	Income Tax Return for last three Financial years	FY 2018-19 YES / NO FY 2019-20 YES / NO FY 2020-21 YES / NO
17	Performance certificates from previous clients with contact no. from 2017-18 to till date separately in respect of works.	
18	Have you satisfactorily completion certificate for successfully executing/ completed work orders at least three years experience of providing hiring of manpower services to Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations ?	
19	No. of years of experience in Supply of Manpower	
20	Any other relevant information important in the opinion of the tenderer.	
21	Name and Mobile Number of senior executives, who can be contacted at any time.	

Note: Attach supporting documents for all the above mentioned details. Tenderer may use separate / additional sheet wherever required)

(Signature of the Tenderer with stamp of firm with Date)

TECHNICAL BID
(B) FINANCIAL INFORMATION

Financial Analysis: Furnished following financial details, duly supported by certified copy of audited balance sheet, profit & loss statement for the last three years : -

Financial Year	Annual Turn over	Profit / Loss	Remarks
FY 2018-19			
FY 2019-20			
FY 2020-21			
Gross Total			
Average Annual Turnover of three years			

(Signature of the bidder with stamp of firm with Date)

Details of certifying Charter Accountant

Name:-

Reg. No.-

Membership No.-

Address with Mobile no. and E-mail -

Certified by Charter Accountant (ink signed with stamp)

TECHNICAL BID

(C) DETAILS OF SIMILAR WORKS COMPLETED DURING LAST THREE (03) YEARS.

Sl. No.	Name of the project and location	Name of the organization	Cost of work in Lakh	Date of Commencement as per the contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details *
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

*Indicate gross amount claimed and amount awarded by the Arbitrator

Notes: -

1. Submit the relevant supporting documents.
2. Please mention all works executed equal to or above the qualifying amount.
3. For stipulated date of completion, submit copy of work order.
4. For actual date of completion, submit copy of completion certificate from the purchaser.
5. Please clearly indicate the works (in the above form) on the basis of which pre-qualification is being sought.

(Signature of the Tenderer with stamp of firm with Date)

FINANCIAL BID / BOQ

Scope of work: *“Hiring of Services for Engagement of Manpower for Housekeeping, Gardening, Plumber, Electrician, Office Attendant, Data Entry Operator and other Services at Central University of Jharkhand, Ranchi.”*

1. Name and full address of the Agencies/Firms: (with Email Id & Tel./Mobile No.)

Part- A

Particulars	Statutory wages and deduction should be as per norms	
Daily wages rate	Not to be quoted	As per minimum wages notified by the Ministry of Labour & Employment, Govt. of India or the State Government / Union Territory Administration, whichever is higher, as per the Minimum Wages Act, 1948, , revised from time to time.
ESI		As per the Government notifications and revised from time to time.
EPF		
Bonus		

Part- B

Particulars		Rate	Ramarks
Service Charge	Percentage per personnel	_____ %	Service Provider has to quote Service charge in % of Daily wages as notified by the Ministry of Labour & Employment, Govt. of India or the State Government / Union Territory Administration, whichever is higher, as per the Minimum Wages Act, 1948, , revised from time to time.

Note: - Wages of Un-skilled, Semi-Skilled, Skilled and High Skilled will be fixed on the basis of Minimum Wages, **as per the notifications by the Ministry of Labour & Employment, Govt. of India or the State Government / Union Territory Administration, whichever is higher, as per the Minimum Wages Act, 1948, , revised from time to time shall be applicable for the engaged personnel.** Comparative Chart will be prepared on the basis of Para 16 of GCC of tender document.

(Signature of the Tenderer with stamp of firm with Date)

NATIONAL ELECTRONIC FUNDS TRANSFER (NEFT) – MANDATE FORM

- (1) Name of Account holder: _____
- (2) Bank Name: _____
- (3) Bank Branch Address: _____
- (4) Account Type: Savings/Current/Cash Credit/NRI _____
- (5) Account No. _____
(Bank account number should be written from left to right)
- (6) IFS Code: _____
- (7) MICR Code. : _____
- (8) Bank Registered Mobile number: _____
- (9) Bank Registered E-Mail Id: _____

Signature of the Account holder

Date:

Enclosure:-

(a) Cancelled cheque leaf

Or

(b) if cheque is not having the name of bank holder then Photo copy of the page of Bank pass book containing details of Bank accounts number, IFS code etc.

DECLARATION BY THE BIDDER

(To be executed & attested by Public Notary / Executive Magistrate on Non-Judicial Stamp paper of Rs. 100/- by the bidder)

I / We _____ Proprietor of M/s. _____
do hereby declare following, that : -

1. The firm/ company namely M/s. _____ **has not been blacklisted or debarred** in the past by Union / State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the Central University of Jharkhand.
3. I/ We do accept all the terms and conditions of the tender documents towards "Tender for hiring of Services for Engagement of Manpower for Housekeeping, Gardening, Plumber, Electrician, Office Attendant, Data Entry Operator and other Services at Central University of Jharkhand, Ranchi".
4. I/We have not involved any litigation, current or during the last five years, the parties concerned and disputed amount.
5. All services shall be performed by persons qualified and experienced in performing such services.
7. In any circumstances, I or our engaged personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
9. In any circumstances, the engaged personnel by our agency shall not claim any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
10. I/We shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their wages every month as per the Minimum Wages Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, Payment of Wages Act, 1936 **by the Seventh (07) day of the following month without linking to payment to be received from the University.** In case of delayed payment, I/We are liable to pay the penalty as decided by the competent authority which shall be binding with us.
11. I/ We shall be wholly and exclusively responsible for payment of wages, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970 etc., and CUJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.
12. I/We shall provide a substitute, well in advance, if there is any probability of a engaged personnel leaving the job due to his /her own personal reasons. The service provider shall ensure of providing ESI cards to all the employed personnel within one month of commencement work

under this contract to enable them to avail of the entitled medical facilities.

13. I/We shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e-transfer only as per the minimum wages notifications issued by Govt. of Jharkhand from time to time. Payment in cash is totally prohibited.

14. I/We shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.

15. I/We will be sole responsibility of the Service Provider to maintain/ open EPF/ ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.

16. I/We shall replace immediately any of its personnel, if they are found to be unacceptable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.

17. I/We shall not engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the firm/agency, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.

18. I/We shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.

19. I/We shall enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 21 days of the issue of letter of Award**. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.

20. I/We shall ensure adherence to following relevant acts/ laws including (as amended time to time): -

- (a) The Contract Labour (Regulations & Abolition) Act, 1970
- (b) The Payment of Wages Act, 1936
- (c) The Workmen Compensation Act, 1923
- (d) Minimum Wages Act, 1948
- (e) ESI Act 1948
- (f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
- (g) The Industrial Disputes Act, 1947
- (j) The Payment of Bonus Act, 1965
- (k) The Payment of Gratuity Act, 1972
- (l) The Equal Remuneration Act, 1976
- (m) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979

21. The information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof shall be given.

21. In case the above information found false, I / We are fully aware that the tender/ contract will be rejected / cancelled by the Central University of Jharkhand, Bid Security / Performance Security shall be forfeited and will be debarred from any future tendering process. Pay the penalty as fixed by the University in addition to forfeiture of the performance guarantee for causing administrative inconvenience to the University. The University may also initiate the process of blacklisting our firm/agency for the breach of contract. In addition to the above, Central University of Jharkhand, will not be responsible to pay the bills for any completed / partially completed work.

Deponent

Witness:-

1.
2.

Name _____

Address _____

Attested: _____

(Public Notary / Executive Magistrate)

FORMAT OF BANK GUARANTEE FORM

- This guarantee should be furnished by a Nationalized Bank / Scheduled Bank, authorized by RBI to issue a Bank Guarantee.
- This bank guarantee should be furnished on **stamp paper of Rs. 100/-**
- The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.
- In the case of foreign bidder, the B.G may be furnished by an international reputed bank acceptable to the Purchaser countersigned by any Nationalized / Scheduled Bank in India authorized by Reserve Bank of India.

PERFORMANCE BANK GUARANTEE

1. Whereas M/s, having its registered office at..... hereinafter called "the service provider" for the, in consideration of the Central University of Jharkhand, Ranchi (hereinafter called "CUJ") P.O. No. CUJ / dt. placed an order for the due fulfilment by the said supplier of the terms and conditions in the work order, on production of a Bank Guarantee for Rs.....(Rupees..... only). We Bank,(Rein after referred to as "the Bank") at the request of supplier do hereby undertake to pay to the CUJ an amount on exceeding to Rs..... (Rupees.....only).

2 We Bank do hereby undertake to pay CUJ, the amounts due and payable under this guarantee without any demur, merely on a demand from CUJ stating that the amount claimed is required to meet the recoveries due or likely to be due from the said supplier. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding to Rs.....(Rupees..... only).

3 We undertake to pay to the CUJ any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid and discharge of our liability for payment there under and the Supplier shall have no claim against us for making such payment.

4 We the Bank further agree that the guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the CUJ under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the CUJ certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said and accordingly discharges this guarantee.

5 We, the Bank further agreed that the CUJ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Work Order or to extend the time of performance by the said service provider from time to time or to postpone for any time or from time to time any of the powers exercisable by the CUJ against the said supplier and to forbear or enforce any of the Terms and Conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier or for any forbearance act or omission on the part of the CUJ or any indulgence by the CUJ to the said supplier or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6 This guarantee will not be discharged due to change in the constitution of the bank or the supplier.

7 We, the Bank lastly undertakes not to revoke this guarantee except with the previous consent of the CUJ in writing.

8. This guarantee shall be valid upto unless extended on demand by CUJ. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).

Notwithstanding anything contained herein

1. Our liability under this bank guarantee shall not exceed Rs.....Rupees..... (.....only)
2. Bank guarantee shall be valid up to.....
3. We are liable to pay the guaranteed amount or part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before

Dated:

Signature & Seal of the Bank

Note: The above format contains specific clauses and expressions. These clauses and expressions can vary depending upon the nature / type of agreement and situation. Basic aspect to be kept in mind is that interest of CUJ is fully protected.

पूर्ववृत्त का फॉर्मट / FORMAT-RESUME

1. नाम / Name : _____
2. पिता का नाम / Father's Name : _____
3. जन्म तिथि / Date of Birth* : _____
4. लिंग / Sex : _____
5. आरक्षण श्रेणी *(यदि कोई हो) : _____
Reservation Category *, if applicable
6. धर्म / Religion : _____
7. राष्ट्रियता /Nationality : _____
8. वैवाहिक स्थिति /Marital Status : _____
9. उँचाई /Height : _____
10. वजन /Weight : _____
11. भाषा ज्ञान /Language Known : _____
12. दूरभाष सं./Contact No. (Mobile) : _____
13. ई-मेल /Email : _____
14. पता /Address : _____
: _____
: _____

स्वयं
अभिप्रमाणित
फोटो /Self
Attested
Photo

15. शैक्षणिक योग्यता / Educational Qualification*:

परीक्षा / Examination	बोर्ड / विश्वविद्यालय Board/University	वर्ष /Year	श्रेणी /Division	प्रतिशत /Percentage

16. तकनीकी योग्यता, यदि कोई हो : _____
Technical Qualification, if available*
17. कार्य अनुभव /Working Experience* : _____
18. आधार सं./Aadhar No*. : _____
19. पैन कार्ड सं. /PAN Card No*. : _____
20. बैंक खाता सं. /Bank A/c No*. : _____
(प्रमाण संलग्न /*Attach Proof)

वचनबंध / UNDERTAKING

- a) मैं....., एतद्वारा यह घोषणा करता / करती हूँ कि कार्यालय का कोई भी विवरण या संचालन प्रक्रिया, तकनीकी जानकारी, सुरक्षा व्यवस्था और प्रशासनिक/ संगठनात्मक मामलों आदि जो गोपनीय/गुप्त प्रकृति के हैं, किसी भी परिस्थिति में किसी भी व्यक्ति को प्रकट नहीं करूँगी / करूँगा ।
I _____, do hereby declare that I shall not divulge or disclose, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as these are confidential / secret in nature, in any circumstances to any person.
- b) मैं....., एतद्वारा यह घोषणा करती / करता हूँ कि अपनी पूरी जानकारी और पूरे विश्वास के साथ उपर दी गई सूचना सही है, मैं यह भी मानती/मानता हूँ कि किसी भी सूचना को किसी भी स्तर पर झूठ या गलत पाये जाने की स्थिति में, बिना किसी नोटिस के या किसी मुआवजे के, मेरी उम्मीदवारी रद्द/समाप्त कर दी जाएगी/जाएगा ।
I _____, do hereby declare that the information furnished as above is true and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false any stage, my candidature shall be liable to be cancelled/ terminated without any notice or compensation in lieu thereof shall be given.

स्थान / Place :

दिनांक / Date :

हस्ताक्षर / Signature

Format

Bank Transaction Details of Deployed Personnel

Sl. No.	Name of deployed Personnel	Account No.	IFSC Code	Amount Transfer from Agency	Bank Transaction ref. no.	Remarks/ Signature of deployed personnel

Signature and stamp of Bank*

* Attached the Bank Account Statement having transaction details with UTR No. received directly through Bank.

(On Company Letter Head)

Employee's/ Employer's EPF/ ESIC contribution details at CUJ, Ranchi.

Sl. No.	Name of employees	Category (Semi-Skilled/ Skilled/ Highly Skilled)	No. of working days	Total Wages	EPF Details			ESIC Details			Employee Signature
					EPF No.	Employee's Contribution	Employer's Contribution	ESIC No.	Employee's Contribution	Employer's Contribution	

Undertaking: - New Employees, whose contribution has been received from CUJ but could not be remitted to the account of individual employees due to non-availability of selected documents, will be deposited by next month positively.

Signature of the Company

Note:- Attached the contribution details of employees generated through EPFO and ESIC official web portal.