




Dr RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY
PUSA, SAMSTIPUR, BIHAR- 848125

Tender No. 01/2021/Piprakothi /Job Work

Dated: 18th Sept 2021

*Notice Inviting Tender (NIT) for
Providing Job Work Services of Security & Sanitization*

The University invites tender in two bid system from eligible Private Security Agencies (PSA) registered under Private Security Agencies (Regulation) Act 2005 (PSARA 2005) as applicable in State of Bihar and amended from time to time, having their own Offices in major Cities/Towns for providing job work services of security & sanitization (cleaning/ sweeping/ drainage work etc,) at Pt. Deen Dayal Upadhyay College of Horticulture & Forestry, KVK, COEIB, Piprakothi campus of RPCAU, Pusa". The duly filled NIT must reach to the office of undersigned on or before- 4th October 2021 upto 5.00PM through registered post/ speed post. If last date of submission happens to be holiday the next working day will be the last date of submission. The details of the NIT may be downloaded from the University website www.rpcau.ac.in


Dy. Registrar (Estt.)
DRPCAU, Pusa
Samastipur, Bihar- 848125

No. : 186 /Estt./ DRPCAU, Pusa



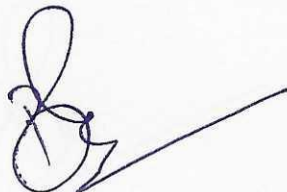
dated: 17 / 9 /2021

Copy forwarded to Consultant (P&I) with a request to publish the above quotation notice (size 8 x 8 cm approx) IN Newspaper as per university norms at the earliest on DAVP rates. The bill in duplicate along with the tear sheet of the advertisement may kindly be sent to the undersigned for payment.


Dy. Registrar (Estt.)

✓ CC to : O/I, ARIS Cell, RPCAU, Pusa (along with the soft copy and hard copy) with a request to place the quotation notice and bidding documents on the University website : www.rpcau.ac.in.


Dy. Registrar (Estt.)

NIT Document

Scope of work:

The university intend to engage service provider which will provide job work services of security & sanitization (cleaning/ sweeping/ drainage work etc.) at Pt. Deen Dayal Upadhyay College of Horticulture & Forestry, KVK, COEIB, Piparakothi Campus of RPCAU, Pusa at the identified places of these campus by the university.

The agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/ service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary and other dues as applicable every month. They shall not be employee of the University and have no claim whatsoever against the University. The persons provided by the agency shall not claim any benefit/ compensation absorption/ regularisation of the services in the University. An undertaking on non judicial stamp of Rs. 100/ from the person/employee to this effect will be required to be submitted by the agency to DRPCAU, Pusa at the time of deployment.

The tentative required manpower will be broadly categorized in four category viz.: unskilled, semi-skilled, skilled and highly skilled or any other position as and when required.

General Terms and Conditions

- I. A demand draft for an amount of Rs. 5000/- (Rupees five thousand only) may be drawn in favor of "Comptroller RPCAU, Pusa" payable at RPCAU, Pusa, Samastipur towards the Security deposit as tender fee, needs to be enclosed along with the quotation. Without Security deposit, the quotation will not be considered.
- II. All conditions and parameters will be evaluated with reference to the supporting documents submitted by the tendering firm along with the Tender Documents. The University reserves the right to reject any/all applications without assigning any reason whatsoever.
- III. **Name of the Work:** *"Hiring Services of Agency for Job Work on Outsourcing basis"*.
- IV. The tender should be submitted in a sealed cover and should reach this office on or before 4th October 2021 upto 5.00PM addressed to the "Deputy Registrar (Estt), RPCAU, Pusa, Samastipur, Bihar-848125".
- V. The envelope consist the rates quoted along with any other documents should be super scribed as "PROVIDING JOB WORK SERVICES OF SECURITY & SANITIZATION (CLEANING/ SWEEPING/ DRAINAGE WORK ETC,) AT Pt. DEEN DAYAL UPADHYAY COLLEGE OF HORTICULTURE & FORESTRY, KVK, CoEIB, PIPRAKOTHI CAMPUS OF RPCAU, PUSA". The quotation without superscription is liable to be rejected.
- VI. The right to accept the rates and bidding the work based on the quality and reputation of the firm rests with the Competent Authority, DRPCAU, Pusa, Samastipur, Bihar-848125 and it cannot be challenged under any circumstances. The Competent Authority reserves the right to accept or reject any one or all the quotations without any reason.

- VII. Corrigendum or Addendum or Cancellation to this tender, if any, shall be published only on the University Website (www.rpcau.ac.in) and will not be published in the newspapers. Therefore, tenderers' are advised to check the University Website regularly.
- VIII. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the agreement/Job letter, the University reserves the right to modify/cancel /withdraw any communication made to the tenderer.
- IX. **The NIT is in two bid system. Technical Bid and Financial Bid. Both the bid should be kept in two separate envelopes super scribing Technical and Financial Bid. Then both the envelope should be kept in a big envelope superscribing NIT for "PROVIDING JOB WORK SERVICES OF SECURITY & SANITIZATION (CLEANING/ SWEEPING/ DRAINAGE WORK ETC.) AT Pt. DEEN DAYAL UPADHYAY COLLEGE OF HORTICULTURE & FORESTRY, KVK, CoEIB, PIPRAKOTHI CAMPUS OF RPCAU, PUSA".**

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TECHNICAL BID

TERMS & CONDITIONS

1. Initially the period of contract/agreement will be for One year and may be extended on the basis of performance and job satisfaction.
2. Income Tax as per rule will be deducted at sources as TDS.
3. The bid security declaration in place of EMD should be submitted in given format.
4. A demand draft for an amount of Rs.5000/- (**Rupees five thousand only**) may be drawn in favour of "**Comptroller RPCAU, Pusa**" payable at **RPCAU, Pusa, Samastipur** towards the Security deposit and should be enclosed along with the quotation. Without Security deposit, the quotation will not be considered. Back side of draft must be written with for "Providing Job Work Services of Security & Sanitization".
5. Performance guarantee and Interest free Security deposit (3% value of contract as per covid-19 guidelines) has to be deposited on receipt of this office later before commencement of work.
6. The performance guarantee and security deposit (total of 3% value of contract) will be refunded to contractor after the date of completion of contract for job work. No interest will be paid to these deposits.
7. During execution of work any loss/Hazard/mis-happening due to any reason for the men/women and/or materials will be borne by the contractor. The University will not be responsible for any loss or damage /Hazard/mis-happening.
8. *The minimum wages along with all the social security as per Ministry of Labour & Employment Govt. Of India, i.e., EPF/ESIC etc shall be paid by the contractor to engaged personnel in their bank account.*
9. The Contractor/ Agency shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein. Though any such onus shall be the exclusive responsibility of the Contractor/ Agency, and it shall not involve the University in any way whatsoever.
10. While executing the work, the executing agency will be fully responsible for any damage to University materials and the same may be replaced (including materials & labour charges for the replacement) by the Contractor at his own cost.
11. All the safety measures are to be borne by the contractor for men/women and machinery deployed for security/sweeping of all buildings /cleaning of all toilets/drainage. The University will not be responsible to bear the compensation for any hazard during the operation of the cleaning the sewer / drainage lines.
12. The contractor will ensure the sweeping/Cleaning and moping in all buildings within the campus having carpet area **approx.15280 square meter** between **9.00am to 5.00pm** to the satisfaction of the authority concerned.

13. The contractor will ensure the Cleaning/flushing/Moping of all **18 toilets & 48 bathrooms with toilets** between **9.00am to 5.00pm** to the satisfaction of the authority concerned.
14. The contractor will ensure Sanitization and drainage work (Cleaning/Flushing of Sewer Lines, Man holes and Desilting) in all Residential and Non-Residential buildings of three units within the campus between **9.00am to 5.00pm** to the satisfaction of the authority concerned.
15. The contractor will ensure mowing the grass, straw around the roads and buildings of length **approx. 6.00 Km** between **9.00am to 5.00pm** to the satisfaction of the authority concerned.
16. The rates are to be quoted, both in figures and words in the enclosed schedule otherwise it will be rejected.
17. For inspection of site, **ESTATE OFFICER/AE (civil)/JE (civil), Work Section, Piprakothi Campus of DRPCAU, Pusa** may please be contacted between 9.00 hrs to 17.00 hrs on any working day.
18. Payment will be made after completion of the month with satisfactory report from **ESTATE OFFICER/AE (civil)/JE (civil)/Work Section, Piprakothi Campus of DRPCAU, Pusa.**
19. The contractor should furnish/enclose (Registration Certificate and Previous Work Orders) the proof of that he is a Government approved Contractor with a proof of experience in similar field not less than of 3 years.
20. The firm/company should have license for engaging contract labour from labour Commissioner.
21. The firm/company should enclose GST, PAN, EPF, ESI certificate and last three years Annual IT Return along with Annual Turn Over.
22. The agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/ service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary and other dues as applicable every month. They shall not be employee of the University and have no claim whatsoever against the University. The persons provided by the agency shall not claim/demand any benefit/ compensation absorption/regularization /experience certificate of the services in the University. An undertaking from the person on Non-Judicial Stamp of Rs. 100/ to this effect will be required to be submitted by the agency to DRPCAU at the time of deployment.
23. The contractor has to insure that every worker engaged for the said work must bear a proper dress and valid **ID card** of the concerned Firm. Entry of the engaged workers will be restricted without bearing proper dress and valid **Id card**.
24. That on the expiry of agreement, unless extended formally, (for how long) the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues/payments.
25. Either of the party (University or contractor/Agency/Service provider) can terminate the agreement by giving 1 (one) month notice in advance. If the agency fails to give 1 (one) month notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) will be forfeited

26. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the competent authority of DRPCAU, whose decision shall be final and binding on both the parties.
27. The personnel of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent.
28. The successful bidder shall not engage any sub-contractor or transfer the contract to any other person in any manner.
29. The successful bidder will have to provide the details of a single point of contact that should be contactable by the designated person of the University to answer any queries and resolve issues. He should be empowered to take decisions. Preferably they should have an office within a radius of 1 km of the Piprakothi Campus of the University.
30. The University reserves the right to increase or decrease the number of Outsourced Staff as per its requirement from time to time.
31. The security personnel will be deployed for 24 x7 at seven different points at Piprakothi Campus of the University are as bellow:

Sl. No.	Point	No. of Personnel
1	PDDUCH&F Gate	One Man
2	Administrative building of the PDDUCH&F	One Man
3	Boy's Hostel of the PDDUCH&F	One Man
4	Girl's Hostel of the PDDUCH&F	One Women
5	RGM Complex	One Man
6	KVK Office	One Man
7	KVK Gate	One Man

32. All the cleaning and sanitary tools/equipments, chemicals (phenol/bleaching powder etc.) will be provided by the University. *No accommodation will be provided to any of your personnel/Contractor by the University.*

33. In case of any blockage is happen in any lines of drainage/Man holes/Toilets etc, the same has to be attended/ rectified/cleaned anon without any extra charges.
34. Working time for cleaning/sanitization/mowing personnel will be of 9.00am to 5.00 pm and for security Guards 24x7.
35. The agency should have successfully completed at least three contracts of providing manpower to Departments / Universities / Institutes / Central and State Autonomous Organizations / Public Sector Undertakings of Government of India and / or State Government during the last five (5) years (i.e. between April 2015 to March 2020) for similar nature of work.
36. The agency must have sound financial stability with an average annual turnover of Rs. 5 crores in preceding three financial years.
37. The solvency certificate of minimum of Rs 20 lakh issued by the Nationalized / Scheduled Commercial Bank in favor of the concerned agency must be submitted.
38. The agency must mark page number on each page of its technical documents and put signature of authorized signatory on each page.

PAYMENT OF BILLS:

Payment to Service Provider shall be made on monthly basis. Bill shall be submitted by the contractor after completion of every month duly enclosing therewith:

- (i) Pay slips of all the personnel deployed under the contract.
- (ii) Attendance certified by an officer authorized in this regard by the University.
- (iii) A separate challan showing proof of remittance of ESI and EPF in respect of personnel deployed under the contract for previous month to the respective authorities.
- (iv) Quarterly/half yearly and yearly returns required under various Acts. The University will release payment within 15 days from the date of the receipt of bills along with all the above necessary documents

OTHER TERMS AND CONDITIONS:

- I. The service provider's personnel deployed should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this University. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him. The University shall reserve the right to decide and final screening of the candidates to be deployed considering the age, qualification, and experience etc.
- II. The University may require the service provider to dismiss or remove from the site of work, any persons deployed by the service provider, who may be incompetent or for his/her/their misconduct or services being not required and service provider shall forthwith comply with such requirements/directions.
- III. The service provider must provide Photo Identity Cards to the persons employed for carrying out the work. These cards are to be constantly displayed and their loss shall be reported immediately to the Service Provider for replacement.
- IV. All services shall be performed by persons qualified and experienced in performing such services.
- V. The Service Provider shall replace immediately any of its personnel, if they are found to be unacceptable to the University because of security risk, health risk incompetence, conflict of interest and breach of confidentiality, improper conduct, or any other reason upon receiving instructions from the University in writing or oral. The University shall not be liable for any loss,

damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.

- VI. The service provider shall not assign, transfer, pledge or subcontract the services to be provided without prior written consent of the University.
- VII. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as these are confidential /secret in nature.
- VIII. The service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services with the University under the provisions of Industrial Disputes Act, 1947 and Contract Labour (Regulation & Abolition) Act, 1970. An undertaking (on stamp paper of Rs. 100/-) to this effect from the personnel engaged shall be submitted by the service provider to the University.
- IX. The service provider shall ensure deployment of suitable personnel with proper background after verification by the local police, collecting proof of identity like driving license, bank account details, previous work experience, proof of residence and recent coloured photograph and withdraw/remove such employees who are not found suitable by the University for any reasons, immediately on receipt of such request.
- X. The character and antecedents of each personnel of the service provider shall be got verified by the service provider before their deployment and the whole responsibility in the matter will rest with the Service Provider.
- XI. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.
- XII. The personnel deployed 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 (as per rates approved by the Government of India from time to time) by the Seventh day of the following month without linking the payment to be received from the University.
- XIII. Any statutory requirement in respect of each personnel of the service provider will be the sole responsibility of the Service Provider.
- XIV. The deputed personnel may be called on Sundays and other Gazetted holidays, if required.
- XV. The service provider shall provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the University. The service provider shall provide a substitute well in advance, if there is any probability of a person leaving the job due to his/her own personal reasons.
- XVI. The Service Provider shall be available for contacting at all times. Message sent by E-Mail/Fax from University to the service provider shall be acknowledged immediately on receipt on the same day.
- XVII. The successful bidder shall enter into an Agreement with the University on Non Judicial Stamp Paper of Rs.1,000/- (Rupees One Thousand) only within 21 days of the issue of letter of Acceptance.
- XVIII. **ARBITRATION:** In event of any question, dispute/difference arising under this contract/agreement the same shall be referred to sole arbitrator, the Vice-Chancellor of University, or his nominee. The award of the arbitrator appointed by Vice-Chancellor shall be

Bid-Security Declaration

To,

DY. Registrar (Estt.)
RPCAU, Pusa

Ref: Tender Inquiry No.-----

I/We , irrevocably declare as under:

I/We understand that, as per Clauseof Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revise, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature: Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: _____ (complete name of Bidder) Dated on _____ day of _____ month, _____ year

AGENCY PROFILE

Sl.	Particulars	Information to be provided by Agency	
1	Name & address of the Organization		
2	Year of Establishment		
3	Status of the Firm(Pvt.Ltd./Public Ltd./Registered partnership Firm)		
4	Name of the Chairman/MD/CEO/Partners along with their contact details		
5	Whether Agency Registered with the Registrar of Companies/Registrar of Firms in India. (Mention registration NO. and Date enclose Registration Certificate)		
6	Bank Details (Account No. IFSC code, Bank and Branch name)		
7	Turnover of the Agency/Firm/Company for the following years. (Attach copy of audited balance sheet and Profit and Loss account for the years as documentary proof)	2018-19	
2019-20			
2020-21			
8	Whether the Agency registered for GST purpose (Attach GST Registration certificate)		

9	Mention PAN/GIR No.& furnish copies of Income Tax Clearance Certificate	
10	EPF Registration NO. (Attach self attested copy)	
11	ESI Registration NO. (Attach self attested copy)	
12	Is the Agency/Company/Firm a supplier of Security Guards Services? (If yes mention the office addresses of the company in Patna/Muzaffarpur/Samastipur/Motihari)	
13	Whether the firm has defaulted from payment to Government/Workers dues at any point of time or Black listed by the Government/PSU etc. (If yes Provide Details)	
14	Attach an affidavit duly certified by the Notary that (i)the sole proprietor or the partners of the firm/company are not involve in any Police case and have never been punished by any court of Law; and (ii)that the sole proprietor or the Partners of the firm /company has never been black listed or changed the name of the firm	

Note; All the information sought in this tender must be submitted with documentary support duly signed and seal by the bidder.

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FINANCIAL BID (B) to be kept in separate envelope

Sl.	Particular	Unit	Quantity	Rate Quoted per/month	Amount(Rs.)
1	Sweeping/ Cleaning and moping in all Residential and Non-Residential buildings of three units within the campus having carpet area approx.15280 square meter.	One Job complete	One Job		
2	Cleaning/flushing/Moping of all 18 toilets & 48 bathrooms with attached toilets.	One Job complete	One Job		
3	Sanitization and drainage work (Cleaning/Flushing of Sewer Lines, Man holes and Desilting) in all Residential and Non-Residential buildings of three units within the campus(as per pollution control board/Govt of India guidelines) and disposal of silt rubbish outside the campus and ensuring free flow of water complete	One Job complete	One Job		
4	Mowing the grass, straw around the roads and buildings of length approx. 6 Km.	One Job complete	One Job		
5	24x7 Security of all the seven points as mentioned in the Scope of work for buildings and belongings of three units within the campus.	One Job complete	One Job		
6	Total Amount				

(b)

Sl.	Particulars	Rate Quoted
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1.	Service Charges per month to be claimed by the agency (% charge to be charged by the firm on the consolidated amount as worked out in 1 and 2 below)	-----% In words ----- ----- ----- percent.
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(c)

Sl.	Particulars	Amount
1.	G. Total=[Total amount in(a)+(b)x100]	

Note:

- 1. Minimum monthly wages as prescribed by the Government of India/RPCAU, Pusa Samastipur, Bihar as amended/revised from time to time will be paid by the University.**
- 2. ESIC, EPF & Bonus may be charged extra by the service provider as per rates applicable from time to time.**
- 3. The taxes to be paid and TDS (IT/ GST) as per govt. norms.**
- 4. I agree to undertake the work at above quoted rates and complete the work within the stipulated time everyday and the terms and conditions lay down in your letter.**

Sign and seal of Bidder

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Checklist

- (i) Private Security Agency (PSA) profile.
- (iii) Bid security declaration.
- (iv) Self-attested copy of the Registration under EPFO.
- (v) Self-attested copy of the registration under ESIC.
- (vi) List of the clients and certificates issued by various clients towards proof of successful performance of the work.
- (vii) Copy of PAN/TAN card/GST Registration Certificate and Income Tax returns filed for the last three years.
- (viii) Certified copies of Annual Reports comprising of Balance sheet and profit and loss account/income and expenditure account of the last three years.

Incomplete Tenders and Technical Bids received without Bid declaration and after due date for receipt of Tenders shall not be considered and liable to be rejected. Incomplete tenders shall also be liable for rejection.

Dy. Registrar (Estt.)