

# OFFICE OF THE PRINCIPAL

**MAGADH MAHILA COLLEGE, MMC, P.U., PATNA- 800 001**

Phone No.: 0612-2219454, mail:info@magadhmahilacollege.org

TENDER NO.:1/2021-22 (S.No- 6)

DATE: 08/06/2021

## **Notice Inviting Tender for appointment of agency for providing Manpower Services**

Designation of officer inviting tender			Principal, Magadh Mahila College, Magadh Mahila College, P.U., Patna, Patna		
Last date of issue of Tender Paper with Time and place			Office of The Principal, Magadh Mahila College, Magadh Mahila College, P.U., Patna, Patna upto 5.00 pm on 29/06/2021		
Place, Time & Date of receiving of Tender Paper			Office of The Principal, Magadh Mahila College, Magadh Mahila College, P.U., Patna, Patna upto 3.00 pm on 30/06/2021		
Place, Time & Date of opening of Technical bid			Office of The Principal, Magadh Mahila College, Magadh Mahila College, P.U., Patna, Patna upto 3.00 pm on 01/07/2021		
Sr. No.	Description of work	Earnest Money Deposited (EMD)	Manpower Money Deposited at the time of agreement	Cost of Tender Document	Validity of Tender
1	Tender for appointment of agency for providing of manpower services on outsourcing basis in Magadh Mahila College, Magadh Mahila College, P.U., Patna, Patna	30,000/-	70,000/-	5000/-	Six Months

Note:

1. Tender Bids should be placed in a properly sealed envelope addressed to “ **The Principal Magadh Mahila College, Magadh Mahila College, P.U., Patna, North Gandhi Maidan, Patna-800 001**”.
2. Technical bid along with Tender processing Fee be **put up in a separate envelop** and the Financial Bid should be **put in separate sealed another envelope**, clearly indicating “**TECHNICAL BID**” and “**FINANCIAL BID**” with the details of the Bidder. Both sealed Technical & Financial Bid’s envelopes should be **put in one envelope and must be superscribed “Tender for Appointment of agency for providing Manpower Services in M.M.C., Patna”** with the name, address & phone nos. of the Bidder.  
Conditional tender or tenders received After the Due time and date shall not be entertained In any circumstances. M.M.College would not be Responsible For any delay or loss of The tender document, The tender(s) will be opened in The Office undersigned by The constituted committee the 01.07.21 at 03.00 PM in presence of any intending agency Or his/her authorized representative who may wish to be present at the designated Time And place. If the fixed date turns out to be the holiday, the date of opening will be the next day.
3. The sealed tender(s) should also be sent through Courier/Registered/Speed Post. Conditional tender or tenders received after the due time and date shall not be entertained In circumstances. M.M.College would not be responsible For any delay or loss of the tender document, The tender(s) will be opened in the office of the undersigned by the duly constituted committee as per the above mentioned schedule in presence Of any intending supplier or his/her authorized Representative who may wish to be present at the Designated time and place. If the fixed date turns out to be the holiday, the date of opening will be the next day.
4. **Earnest money is to be deposited in the shape of D.D./ Banker’s cheque in favour of “ Principal, Magadh Mahila College, Patna”.**
5. The tender documents can also be downloaded from the website [www.magadhmahilacollege.org](http://www.magadhmahilacollege.org) from intending tenders and will be submitted with cost of tender in the form of demand draft in favour of “Principal Magadh Mahila College, Patna”. Tender submitted without cost of tender in the form of demand draft will be summarily rejected and the last date for downloading the tender document from the website is one day prior to the last day of receipt of tender. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of tender.
6. At the time of opening of tender only participant tenderer or his single authorized representative with authority letter will be allowed to present.

Sd/-

(Prof. Shashi Sharma)

Principal, Magadh Mahila College, Patna.



**MAGADH MAHILA COLLEGE,  
MAGADH MAHILA COLLEGE,  
P.U., PATNA, PATNA  
TENDER DOCUMENT FOR**

**APPOINTMENT OF AGENCY FOR  
PROVIDING MANPOWER  
SERVICES ON OUTSOURCING  
BASIS IN MAGADH MAHILA  
COLLEGE, MAGADH MAHILA  
COLLEGE, P.U., PATNA, PATNA**

**(JUNE 2021)**

**(Tender Sl. No-6)**

# **Tender Document**

## **NOTICE INVITING TENDER FOR MANPOWER SERVICES**

1. Magadh Mahila College, P.U., Patna, Patna invites 'Sealed Bids' for Appointment of agency for Manpower Services at Magadh Mahila College, P.U., Patna, Patna from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-1. The format for Financial Bid at Annexure- 2. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as 'Techno-commercial Bid' giving details in the format as per Annexure-1 and the second sealed envelope superscribed as 'Financial Bid' in the format at Annexure-2. The two sealed envelopes as above will be placed in another sealed envelope superscribed as "BID FOR APPOINTMENT OF AGENCY FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS AT MAGADH MAHILA COLLEGE, P.U., PATNA, PATNA". The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:  
  
The Principal,  
Magadh Mahila College, P.U., Patna  
North Gandhi Maidan,  
Patna 800 001, Bihar
3. The sealed bids will be received by MMC, P.U up to 3.00 PM on 30/06/2021. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date at 3:00 PM in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed techno- commercial criteria will be notified separately.
4. Earnest Money (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) should accompany the techno-commercial bid document. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Principal, Magadh Mahila College, P.U., Patna, Patna. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by Magadh Mahila College, P.U., Patna.
5. The EMD shall be forfeited:
  - a) If the bidder withdraws his bid during the period of bid validity.
  - b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the Manpower for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
7. The bid shall remain valid for a period of 6 (Six) months from the date of receipt of the bid.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9. Manpower Personnel will be deputed at Magadh Mahila College, Magadh Mahila College, P.U., Patna Office. The final allocation of workers will be provided with work order.

This is a techno-commercial bid. Details regarding the NIT for Manpower services can be downloaded from the website [www.magadhmahilacollege.org](http://www.magadhmahilacollege.org) or from the notice board of Magadh Mahila College, P.U., Patna, Patna. The schedule of dates are as follows:-

- (i) Sale of Tender Document: upto 5:00 P.M. on 29/06/2021
- (ii) Receipt of Tender Paper : upto 3:00 P.M. on 30/06/2021
- (ii) Opening of Technical Bid : At 3:00 P.M. on 01/07/2021
- (iv) Opening of Financial bid : To be informed after Technical Bid Evaluation.

10. Tender has to be submitted in two parts:

A. The first part i.e. "Technical bid" constituting minimum eligibility criteria is to contain self- attested photocopies/Original of the documents/papers in spiral binding with Index and page numbers of all documents as follows:

- (i) The intending bidders shall have to deposit an amount of Rs. 30,000/- (Thirty Thousand) refundable Earnest Money in the shape of Bank Draft /Bankers Cheque from any Nationalized/commercial Bank Payable To Principal, Magadh Mahila College, P.U., Patna, Patna.
- (ii) The bidders should have a minimum annual turnover of Rs. 50.00 lacs In each of the three F/Y: 2021-20, 2020-19 & 2019-18 duly supported by Annual Audit Report containing balance sheet & P .L. Account for each of the year certified by the Chartered Accountant.
- (iii) The agency should have atleast 3 running contracts for continually three years in Govt./Semi Govt./Sector with minimum contract value of Rupees Fifty Lac. Also the agency should have one running contract with minimum 30 manpower services.
- (iv) The bidder shall furnish a notarized affidavit (original & Valid) of non-blacklisting (by any Govt./ Private institution) certificate containing a declaration to the effect of non-pendency of vigilance/CBI case against it.

- (v) Application should include copies TAN (Optional), PAN and Services TAX numbers. Bidders are responsible for employee insurance including medical coverage. Patna University has no liability in this connection. Application Should be accompanied by copies of Income Tax returns of the last three years.
- (vi) Agencies/Organization should preferably have been incorporated in Bihar. If incorporated elsewhere, should have necessary permission/license to operate in Bihar and at least 50% of staff deployed for these service should be from Bihar recognized.
- (vii) The agency should have experience in Manpower services in Govt. Universities/Institutions for minimum one year.
- (viii) Prior experience of services to Government, PSU's will be an advantage. All applications should include the following information:  
Name and address of Client in the last 3(three) years  
Details of work order including value, duration and description of services.
- (ix) Manpower Agency will have to give undertaking for fulfilling following requirements regarding Manpower Services:-
1. Uniform:- 2 set per person per year
  2. Health Check up:- Once in a year

**B. The second part i.e. Financial Bid' is to contain:**

- (a) Price-Bid (Financial bid) properly sealed separately without cutting, folding and overwriting, even with signature of the bidder is not admissible.**
- (b) The page of 'Financial Bid' is to be duly marked, signed, and sealed. Rates quoted must be inclusive of all taxes and shall be valid for one year from the date of signing of agreement. Further extension for one year will be given on successful and satisfactory completion of work. However, in the event of revision of minimum wages by the state Govt., the minimum wages so revised will be paid. The rate should be quoted in the format as per Annexure -2 and breakup of rate should be submitted in separate sheet.**
- (c) Minimum Statutory compliance as per various orders of Bihar Government should be followed.**

**11. RATES AND PRICE**

- 11.1 Bidder should quote the rates in the format given at Annexure-2. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in fully by the Bidder with date. No crossing or over writings are permissible.**
- 11.2 All statutory duties and taxes (Like Service Tax EPF, ESIC, Bonus, Leave and Gratuity if applicable) should be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.**
- 11.3 No additional freight or any other charges, etc, would be payable.**
- 11.4 In case of additional manpower is required for any other place or same place (for any other purpose, as per requirement), payment for additional manpower shall be made as per Part (B) of Annexure- 2 .**
- 11.5 Any reduction/increase in total manpower shall lead to proportional reduction/increase as provided in sub para 11.4 above.**

## **12. TERMS OF PAYMENT**

Payment will be released on monthly basis within a fortnight receipt after of bill and Approval by Administration Wing that services provided the during the month are satisfactory.

## **13. DEDUCTIONS FOR EXCEPTIONS**

**13.1** If at any stage it is felt by the Magadh Mahila College, P.U., Patna that input Manpower personnel are not of good quality, adequate quantity, best workmanship is not used or deployed, the Magadh Mahila College, P.U., Patna reserves the right to order suitable reduction payment .

**13.2** The deductions shall be made at the rate of 2% of total monthly payable amount for each case if missed as exception. Such exceptions will duly conveyed to the contractor by Magadh Mahila College, P.U., Patna in writing.

## **14. Note (Grounds of Outright Rejection of Bid)**

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- (i) The EMD and the self-attested copies of all the required are mandatorily to be furnished along with the bid. documents
- (ii) It should be ensured that every page of tender document is duly marked and signed with seal without cuttings/over writings.
- (iii) In no case any opportunity shall be provided to any bidder to correct the bid or submit documents not originally submitted.

**15** All disputes will be settled within the region of Patna jurisdiction.

## **16 Period of validity of the Bids**

The bids shall be valid for 60 days from the date of opening of bids. A bid valid for shorter period may be rejected by MMC, P.U.. as non – responsive.

## **17. Extension of Bid Validity period**

In exceptional circumstances, prior to expiry of the original Bid Validity Period, MMC, P.U.. may request the Bidders to extend the period of validity of the Bid and the EMD for a specified additional period. The request and the Bidders' responses shall be made in writing. MMC, P.U.. reserves the right to reject the Bid submitted by any Bidder who fails to extend the period of validity of its Bid in line with the provisions of this clause.

**18. Any clarification on the documents may be obtained from:-**

- 19. After award of LOA, the Contractor is required to enter into a Contract with MMC, P.U.. on the terms and conditions as detailed in the tender document.**
- 20. Reservation: Agency should must follow the rules and regulations of Reservation Policy of Bihar Govt. for deployed Manpower Services in Magadh Mahila College, P.U., Patna, Patna.**

**Sd/-  
PRINCIPAL  
MAGADH MAHILA COLLEGE, P.U.,  
PATNA, PATNA**



## **MANPOWER SERVICES - TECHNICAL BID**

**“MANPOWER SERVICES AT MAGADH MAHILA COLLEGE, MMC, P.U., PATNA.”**

	Description Tender Response( Number, Valid upto etc.)	Page no.	
1	Name of Tenderer		
2.	Name of Name of Proprietor/Partners/Directors of the Organization/Firm.		
3	Full Address with telephone/Fax		
	(A) Head Office		
	(B) Branch/local Office		
	(C) Training Centre Address		
	Telegraphic Address with name of contact person		
	E mail Address		
4	Agencies/Organization have been incorporated in Bihar. If incorporated elsewhere, should have necessary permission/ license to operate in Bihar and at least 50% of staff deployed for these service should be from Bihar recognized.		
5	Registration with GST , Bihar		
6.	Registered under the Bihar Labour Department( If not found Form V will be issued)		

7.	Is your firm registered under the Indian Partnership Act 1932 If so, give the Name and address of the partners along with the Registration No.		
8	Is your concern a Proprietary concern if so, give Name and address of the proprietor		
9	Is your concern incorporated under the companies Act or any other law in India		
10	Have your concern changed its name at any time. Is so when and the reasons there of		
11	Date of commencement of Business		
13	Details of registration no. etc without statutory authorities, (Must Enclosed certified copy of registration and latest return files for followings)		
	(a) PF	No.:	
	(b) ESI	No.:	
	(c)	No.:	
14	PAN : (Must enclose certified copy of Income tax Assessment certificate for the last three years)	PAN:	
		F.Y.	Gross Income
		2020-21	Tax paid
		2019-20	
		2018-19	
15	Name and address of Principal bankers (Submit solvency certificates)		
16	Cash credit limit if any, sanctioned by banker		

17 Financial Turnover(Rs. 50 lacs in each of the three financial year) of Firm for 3 years(Enclose certified copy of balance sheet)	F.Y.	Asset/ Liability	Gross Turnover/ Profit
	2020-21		
	2019-20		
	2018-19		

- 18 Ernest Money Rs. 30,000/-.
1. Demand/Bank Draft No.& Date :  
Details(Enclose Original Bank/Demand Draft)
2. Bank and Branch Name :

3. Amount: Rs.: 30,000/-

- 19 Details of atleast 3 running contracts for continually three years in Govt./Semi Govt./Sector with minimum contract value of Rupees Fifty Lac. Also the agency should have one running contract with minimum 30 Manpower services

S.N.	Order Ref or agreement no.	Organization Name	Value	Contact person of such Organization	Contract valid upto	Nature of Job (Manpower or other)
1						
2						
3						
4						

**Experience in Manpower service in Govt. Universities/Institutions for minimum one year**

S.N.	Order Ref or agreement no.	Organization Name	Value	Contact person of such Organization	Contract valid upto	Nature of Job
1						

- 21 A notarized affidavit (original & Valid)
- 22 Undertaking (Original) for fulfilling following requirements regarding Manpower Services:
- (a) Uniform: 2 set per person per year, (b) Health Check up Once in a year, (c) Fire/ Emergency Drill: Once in a year.

**23. Any other relevant information related to Manpower services, you would like to submit: (Enclose Extra sheet if required)**

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.....  
.....

**24. Declaration : I/We declare that, the information given above is correct. In case it is found false/incorrect, at any stage, MMC, Patna may terminate the contract or take suitable action against me/us. I We have read/gone through the terms, conditions, rules, guidelines etc. of the tender/Manpower work, and agree to follow the same.**

**Date: ..... (Signature/s of the tenderer/Authorized person)**

**Place: ..... Full Name/s :**

**Designation:**

**Stamp:**

**(Please put Signature and name on every page of Bid Document and Enclosures.)**

**Manpower Services (Minimum wages as per Bihar Govt. applicable)**

**FINANCIAL BID FOR**

1. The minimum wage rate of manpower should be as per State Labour Rules and shall vary according to the amendments/increment enforceable by Govt. from time to time.
2. This manpower is to be provided for eight hours a day and 26 days a month.

**APPOINTMENT OF AGENCY FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS IN MAGADH MAHILA COLLEGE, MMC, P.U., PATNA**

Agency service charge quoted as percentage of billing amount:- .....

**Declaration:** I/We declare that, the information given above is correct. In case it is found false/incorrect, at any stage, Magadh Mahila College, Magadh Mahila College, P.U., Patna may terminate the contract to take suitable action against me/us. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender/Manpower Services.

**Date:-** (Signature's of the tenderer/Authorized person)

**Place:-** Full Name's :.....

Designation :.....

**Stamp:**

(Please put signature and name on every page of Bid Document and Enclosures.)

## **TERMS & CONDITIONS OF TENDER**

- a. Agency must follow the provisions contained in Bihar Minimum Wages Act & the labour rules.
- b. Rates quoted must be inclusive of all taxes and shall be valid for one year from the date of signing of agreement. Further extension for one year will be given on successful and satisfactory completion of work. However, in the event of revision of minimum wages by the state Govt., the minimum wages so revised will be paid. The rate should be quoted in the format as per Annexure II and breakup of rate should be submitted in separate sheet.
- c. The quoted rate must be as per the rate notified under Minimum wages Act of the labour department of the Bihar Govt., as the agency is statutorily bound to pay to the personnel not less than minimum wages.
- d. The quoted rate shall stand revised with the date of revision by the Labour department during the terms of the agency.
- e. Other taxes and commission to be claimed by the agency may be quoted in separate column.
- f. An amount of Rs. 70,000/-(SeventyThousand only) will be required to be submitted by the selected agency in the form of Bank Guarantee which shall serve as Performance guarantee(Manpower Service Deposit) and shall be valid for forty five days beyond the period of the contract.
- g. Uniform (Summer, Winter, Rainy Season) to IV grade workers will be provided by the agency for which no payment will be made. All Manpower personnel must carry a proper photo identity card. The uniform shall be designed in consultation with Magadh Mahila College, P.U., Patna, Patna.
- i, The number of person may increase or decrease depending upon need of the Magadh Mahila College, P.U., Patna.
- j. TDS and other taxes as per Bihar Government rule will be deducted as per approved rates under the applicable laws.
- k. Magadh Mahila College, P.U., Patna reserves the right to accept or reject any offer/all offers, without assigning any reason.
- l. The agency shall have to execute a agreement after award of the contract.

Sd/-  
PRINCIPAL  
MAGADH MAHILA COLLEGE, P.U.,  
PATNA, PATNA