



TENDER NOTICE

HIRING SERVICES OF AGENCY

for

DEPLOYMENT OF MANPOWER ON OUTSOURCING BASIS

Schedule for processing of the Tender:

Tender No. and Dated: **NIT No. 02/2018/MGCUB dated 3rd November 2018**

Date of Commencement for issue of Tender: **3rd November 2018 (Saturday)**

Last Date for submission of Tender : **26th November 2018 (Monday) (3:00 PM)**

Date of Opening of **Technical Bid** : **28th November 2018 (Wednesday) (11:00 AM)**

**TENDER NOTICE FOR HIRING SERVICES OF AGENCY FOR
DEPLOYMENT OF MANPOWER ON OUTSOURCING BASIS**

1. **About University:** The Mahatma Gandhi Central University is a new Central University established by an Act of the Parliament. The University became functional w.e.f. 3rd February, 2016 with the assumption of charge by the First Vice-Chancellor. At present, the University is operating from its Temporary Campuses at different locations within the Motihari City.
2. For providing **services of Male & Female Security Guards (Armed & Unarmed Guards), Data Entry Operators (DEO), Plumber, Electrician, Carpenter, Cook, Driver (for Light and Heavy Vehicles), Mali, Painter & Multi-Tasking Staffs (MTS) for House Keeping Services including official jobs etc.** at various locations in Motihari, the University invites offers in sealed envelope under Two-Bid System (**Part - I:** Technical Bid and **Part - II:** Financial Bid) 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.
3. Tender Forms can be downloaded from the University website (www.mgcub.ac.in – **Main Page – Tender**).
4. Demand Draft amounting to **Rs.1,000/- (Non-Refundable)** in favour of “**OSD (Administration), Mahatma Gandhi Central University**” payable at Motihari, as tender fee, needs to be appended along with the Offer. This is exclusive of Earnest Money Deposit (EMD).
5. 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.
6. Name of the Work/Services: “**Hiring Services of Agency for Deployment of Manpower on Outsourcing basis**”.

7. **IMPORTANT DATES:**

Schedule for processing of the Tender:

Date of Commencement for issue of Tender: **3rd November 2018 (Saturday)**

Last Date for submission of Tender: **26th November 2018 (Monday) (3:00 PM)**

Date of Opening of **Technical Bid**: **28th November 2018 (Wednesday) (11:00 AM)**

IMPORTANT NOTE: Any offer received after the schedule date and time shall not be entertained in any circumstances.

Address for submission of tender documents:

OSD (Administration)
Mahatma Gandhi Central University
Camp Office, Near O.P. Thana, Raghunathpur
Motihari – 845 401, District – East Champaran
Bihar (INDIA)

8. **SCOPE OF THE WORK:**

Deployment of approximately 01 Supervisor, 04 Drivers, 04 Cook, 6 Armed Guards, 20 Unarmed Guards (Male & Female), 01 Electrician, 09 Data Entry Operators, 10 Sweepers and 20 Multi-tasking staffs (*Housekeeping staffs, Office Attendant, Mali etc.*) at University Campus/Offices/Hostel (*Boys & Girls*) and other points identified by the authority of the University.

The University reserves the right to increase or decrease the number of Outsourced Staff as per its requirement from time to time.

9. **TWO BID SYSTEM:**

The Tender documents should be submitted in a sealed and signed envelope containing **three sealed and signed envelopes** as per the details given below:

- i. One envelope should contain (a) Processing Fee/Tender Fee (non-refundable) of Rs.1,000/- (Rupees One Thousand) only and (b) Earnest Money Deposit (EMD) of

Rs.1,00,000/- (Rupees One Lakh) only. Both Processing/Tender Fee and EMD should be in the form of separate Demand Drafts drawn in favour of “**OSD (Administration), Mahatma Gandhi Central University**”. The envelope should be super scribed as “**TENDER FEE & EMD**”.

- ii. **Part - I (Technical Bid):** The second envelope should contain the required documents (as per ANNEXURE – I & II) and should be super scribed as “**PART - I: TECHNICAL BID**”.
- iii. **PART - II (Financial Bid):** The third envelope should only contain the information as per ANNEXURE - III. The envelope should be super scribed as “**PART - II: FINANCIAL BID**”.

In the Financial Bid, the Service charge, in percentage only, should be clearly mentioned in figures and words. The Service Charge will remain un-changed during the period of Agreement Contract. In case of over-writing the quotation is liable to be rejected. The Service Charges Should be realistic and cost based so as to enable to meet the Salary of Officials (*as per rates approved by the Government of India from time to time*) deputed at University Campus for day to day monitoring of Security Personnel, 2 Sets of Summer Uniform, 2 sets of Winter Uniform, 1 Pair of Shoes, Kits, Torch, Bicycle, proper washing of uniforms, Stationary, incidental expenses related to security personnel and other housekeeping works.

The cover containing all the aforesaid **three sealed and signed envelopes** should be super scribed as “**TENDER FOR HIRING AGENCY FOR DEPLOYMENT OF MANPOWER ON OUTSOURCING BASIS**”. The agency’s name should also be visible on all the sealed covers.

IMPORTANT NOTE: The Tender Documents complete in all respect along with requisite fee should reach the University at its address (*as mentioned at Sl. No. 7 on pre-page*) on or before **26th November 2018 (Monday) (3:00 PM)** positively.

10. **EARNEST MONEY DEPOSIT (EMD):**

EMD of Rs.1,00,000/- (Rupees One Lakh) only in the form of a Demand Draft issued in favour of “**OSD (Administration), Mahatma Gandhi Central University**” payable at

Motihari must be submitted along with the Technical Bid in addition to Tender Fee. Offers not accompanied with EMD of Rs.1,00,000/- will not be entertained/considered under any circumstances. No interest will be payable on the Earnest Money Deposit by the University. Bank Guarantee in place of EMD will not be accepted. The EMD will be refunded to the unsuccessful bidders without any interest after completion of tendering process.

11. **REQUIREMENT FOR TECHNICAL BID:**

The Technical Bid should be completed in all respects and contain all information asked for in this document along with documentary proof. **It should not contain any price information.** The Technical Bid should comprise of the following:

- (i) Private Security Agency (PSA) profile as per **ANNEXURE - I**.
- (ii) Technical Bid (**ANNEXURE - II**).
- (iii) DD of Rs.1,000/- (Rupees One Thousand) only (**Cost of Tender Form**).
- (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 ended 31st March 2018.
- (viii) Certified copies of Annual Reports comprising of Balance sheet and profit and loss account/income and expenditure account of the last three years ending 31st March 2018 i.e. for the period 2015-16, 2016-17 & 2017-18.
- (ix) The contractor/agency shall enclose a **Demand Draft of Rs1.00 lakh (Rupees One Lakh)** only drawn in favour of "**OSD (Administration), Mahatma Gandhi Central University**", payable at **Motihari** towards **Earnest Money Deposit (EMD)**. This EMD shall be forfeited, if the contractor fails to commence the work as per the award letter for undertaking the job or in the event of withdrawal of offer during the validity period of offer or non-confirmation of acceptance of the order within the stipulated time after issue of the work order by the University.

- (x) Incomplete Tenders and Technical Bids received without EMD/Insufficient EMD and after due date for receipt of Tenders shall not be considered and liable to be rejected. Incomplete tenders shall also liable for rejection.

Important Note:

The technical bids which do not meet the pre-qualifying criteria and other information/details required as stated above be liable for rejection.

12. CRITERIA OF SELECTION OF PRIVATE SECURITY AGENCY (PSA):

- i. The committee constituted by the University shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.

All eligibility conditions have to be satisfied as on the date of submission of bid and not later.

- ii. The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.

- iii. Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

- iv. The University may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail rejection of the bid of such bidder.

- v. **To qualify for Financial Bid, firm should obtain at least 50 (Fifty) marks in Technical Bid.** The Technically qualified bids shall only be considered for opening and evaluation of financial bids.

- vi. The Tenderer quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.

- vii. In case of more than one firm quoting the same rate of service charge, the firm having more score (out of 100 Marks) in Technical Bid shall be considered for final selection.

13. **OPENING OF OFFERS:**

Technical Bid offers will be opened on **28th November 2018 (Wednesday) at 11:00 AM.** The Tenderers/ their authorized representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the Tenderers for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present. **The Financial Bid of only technically qualified Bidders will be opened. Date of Opening of Financial Bid will be announced later on the University Website.**

14. **PERIOD OF CONTRACT:**

The contract will be initially for a period of **two years** which may be extended for further period of one year on the basis of performance and with mutual consent. However, the University reserves the right to decide initial period for assigning the contract for less than two years without assigning any reason.

If required, the selected Agency shall be liable to continue its services to the University till engagement of new agency even after completion of their contract period.

15. **PERFORMANCE SECURITY:**

The successful bidder shall furnish a **Performance Security Deposit of Rs.5.00 lakh (Rupees Five lakh)** only in the form of an **Account Payee Demand Draft** drawn in favour of **“OSD (Administration), Mahatma Gandhi Central University”**. The Security Deposit shall be forfeited by the University for non-compliance of terms and conditions of the agreement by the service provider or frequent absence from duty/misconduct on the part of man power supplied by the service provider or non-compliance with any of the requirements of the labour laws such as failure to deposit of EPF, ESI etc., amounts with respective statutory authorities within stipulated time. The Security Deposit will be refunded to the Contractor within two months of the expiry of the agreement contract

period only on the satisfactory performance of the Contractor. No interest shall be payable on the said amount of Security Deposit.

16. 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.

17. NO ERASURES OR ALTERATIONS:

Techno-commercial details must be completely filled up. Corrections should be made by cancelling and re-writing and such corrections should be counter-signed by the bidder.

18. PENALTY:

The University will be free to deduct the amount of penalty for any of the violations as shown in the table below:

Sl.	Violation	Amount of Penalty
1.	Payment of wages from 8 th to 10 th day of month.	20% of the payable one month's service charge.
2.	Payment of wages from 11 th to 15 th day of month.	50% of the payable one month's service charge.
3.	Payment of wages after 15 th day of month.	80% of the payable one month's service charge.
4.	Delay/non-payment/under payment of yearly bonus.	100% of the payable one month's service charge.

Sl.	Violation	Amount of Penalty
5.	Non-compliance of any valid written directions of University.	100% of the payable one month's service charge.
6.	Non-payment or under payment of wages or other dues to the workers in their respective accounts including PF and ESI.	Forfeiture of Security Deposit and termination of contract.

19. **OTHER TERMS AND CONDITIONS:**

- 1) 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.
- 2) 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.
- 3) The service provider has to 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.
- 4) All services shall be performed by persons qualified and experienced in performing such services.
- 5) The Service Provider shall replace immediately any of its personnel, if they are found to be unacceptable to the University because of security 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.
- 6) 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.

- 7) **The service provider shall depute a Supervisor to take care of the functional requirements of deputed manpower who will report to the OSD (Administration)/Registrar. The wage of the Supervisor equivalent to that of a Lower Division Clerk of the University, will be borne by the University.**
- 8) The service provider shall not assign, transfer, pledge or sub contract the services to be provided without prior written consent of the University.
- 9) 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/organisational matters as these are confidential/secret in nature.
- 10) 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 to this effect from the personnel engaged shall be submitted by the service provider to the University.**
- 11) 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 photograph and withdraw/remove such employees who are not found suitable by the University for any reasons, immediately on receipt of such request.
- 12) 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.
- 13) 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.
- 14) 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.**

- 15) Any statutory requirement in respect of each personnel of the service provider will be the sole responsibility of the Service Provider.
- 16) Working hours would be normally 08 hours per day during working days excluding half an hour lunch break. However, the concerned person may have to work beyond office hours, in the exigencies of work.
- 17) The deputed personnel may be called on Sundays and other Gazetted holidays, if required.
- 18) 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.
- 19) 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 notifications issued by Regional Labour Commissioner 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 by the contractor every month along with the monthly bill to the University.**
- 20) 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.
- 21) The Service Provider has to maintain EPF account of his personnel deployed under the contract.
- 22) The Service Provider shall assist the new workers in the opening of EPF/ESI account and bank account.
- 23) The Service Provider shall be responsible for any queries from the Regional/Assistant Labour Commissioner on issues related to EPF/ESI etc.
- 24) The Service Provider shall submit the challan and documentary evidence in support of proof of deposit of EPF/ESI amounts, both employee's and employer's share, in respect of individual workers engaged for the University and shall entertain queries

in this regard from workers. Any non-compliance by the Service Provider with regard to the above provisions may lead to termination of the contract and forfeiture of security deposit/performance guarantee.

- 25) 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. 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.
- 26) In case, the Service Provider fails to make payment of minimum wages to his personnel deployed under the contract, the Security Deposit/other dues and the amounts running bills under the contract shall be utilized by the University to discharge primary liability of the Service Provider.
- 27) The Service Provider shall ensure adherence to all laws especially including Contract Labour (Regulations & Abolition) Act 1970, Payment of Wages Act 1936, Workmen Compensation Act 1923, Minimum Wages Act 1948, ESI Act 1948 and Provident Fund Act 1952 as amended from time to time.
- 28) In case, the Service Provider does not execute the work as per the terms and conditions of the Work Order/Agreement, the University reserved the right to get execute the work from some other contractor/agency and the expenditure, 'if any', incurred in this regard shall be recovered from the Service Provider's Security Deposit/Pending bills.
- 29) Disputes, grievances, if any, between the Service Provider and personnel deployed by him have to be placed before the higher authority of the Agency and finally to Registrar/OSD (Administration) of the University whose decision will be final in this regard.
- 30) The personnel deployed shall not be below the age of 18 (Eighteen) years and above the age of 60 (Sixty) years. In case of Supervisor, maximum age will be 65 (Sixty Five) years.**
- 31) The Service Provider shall ensure to provide ESI cards to all the Outsourced Employees within three months of commencement of work under this contract to enable them to avail of the entitled medical facilities.

- 32) In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation/legal or any other liability solely rests with the service provider.
- 33) The minimum wages as per the notifications issued by the Government of India from time to time shall be applicable.
- 34) Canvassing, in any form is prohibited and the tenders submitted by the Contractor who resort to canvassing is liable for rejection.
- 35) **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 final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
- 36) Settlements of disputes, if any, with regard to providing services and interpretation of any clause in this agreement, the decision of the Competent Authority of the University shall be final and binding.
- 37) Generally, Mahatma Gandhi Central University Bihar is exempted from payment of certain taxes, if found applicable, later on the same shall be reimbursed at actual basis.
- 38) The rates in Financial bid shall be quoted in Indian rupees, both in figures and words. In case of discrepancy in the two, price quoted in words will be taken as valid.
- 39) The Service Charges quoted by bidders in Financial Bid shall be firm and fixed throughout currency the coverage period of the contract.
- 40) In case if it is required to engage guard personnel on extra duty/overtime, it shall not exceed 100 hours or 1/3 of the salary, whichever is less per month per guard, subject to approval of the University.
- 41) Service Charges per month per person shall be submitted by the Service Provider in the prescribed given format.

20. **TERMINATION OF CONTRACT:**

- 1) The Contract-Agreement can be terminated by either of the party at any point of time and without assigning any reasons thereof. However, notice period for such termination of Contract Agreement will be two months in advance.
- 2) Any violations of these terms and conditions will lead to termination of the contract with the Service Provider/Agency, forfeiture of the security amount and blacklisting of the agency for future jobs.
- 3) Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favourable to the University will be considered applicable at the time of dispute. Any legal dispute arising out of the Job contract will be settled in District Court at Motihari or at the Judicature of High Court at Patna only.

OSD (ADMINISTRATION)

ANNEXURE – I

PRIVATE SECURITY 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 <i>(Whether Pvt. Ltd. Company/Public Ltd. Company/Registered Partnership Firm)</i>		
4.	Name of the Chairman/Managing Director / CEO / Partners along with their contact details <i>(as the case may be)</i>		
5.	Whether Agency registered with the Registrar of Companies / Registrar of Firms in India. <i>(If so, mention Registration Number and date and enclose Registration Certificate copy)</i>		
6.	Bank details <i>(Account Number, Branch Name, IFSC Code etc.)</i>		
7.	Turnover of the Company / Firm for the following years: <i>(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years as documentary proof)</i>	2015-16	
		2016-17	
		2017-18	
8.	Whether Agency registered for GST purposes. <i>(If yes, mention number, date & attach self-attested copy of the same)</i>		
9	Mention PAN/GIR No. & furnish copies of Income Tax clearance certificate.		

Sl.	Particulars	Information to be provided by Agency
10.	EPF Registration No. <i>(attach self-attested copy)</i>	
11.	ESI Registration No. <i>(attach self-attested copy)</i>	
12.	Is the Company / Firm a supplier of Security Guards Services? <i>(If yes, mention the addresses and phone numbers of the Company's offices in Patna/Motihari/Muzaffarpur)</i>	
13.	Whether the firm has defaulted from payment to Govt. / Workers dues at any point of time or Black listed by a Govt. Department/ PSU etc. <i>(If Yes, please give details)</i>	
14.	Attach an Affidavit duly certified by Notary that (i) the sole proprietor or the partners of the firm/company is/are not involved 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.	

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Seal of the Company

ANNEXURE – II

(Technical Bid)

Name of the Company / Agency: _____

<p style="text-align: center;">(To be put in a separate sealed cover marked 'TECHNICAL BID')</p> <p style="text-align: center;"><i>Questionnaire to be filled by the company/Agency applying for tender for security & other services Contract in MGCUB, Motihari (Each response document must be given with proper reference in the following tender document)</i></p>	<p>EMD Details</p> <p>D.D. No.: _____ Date: _____</p> <p>Bank Name: _____</p>
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Sl.	Evaluation Criteria	Scoring Criteria	Supporting Documents to be submitted by the Bidder	Marks claimed by Company Agency	Marks awarded by Committee after scrutiny of documents
1.	Bidders Average Turnover in the Last 3 Financial Years (2015-16, 2016-17 & 2017-18):	Maximum 20 Marks	Balance Sheet of the last three financial years duly certified by the statutory auditor of the bidder		
	(i) Bidder Turnover is more than 131 crores	20 Marks			
	(ii) Bidders Turnover is more than 108 crores up to 131 crores	16 Marks			
	(iii) Bidders Turnover is more than 86 crores up to 108 crores	12 Marks			
	(iv) Bidders Turnover is more than 64 crores up to 86 crores	8 Marks			
	(v) Bidders Turnover is more than 10 crores up to 64 crores	4 Marks			
2.	PSARA Registered Training Facility:	Maximum 15 Marks	PSARA Registration for training facility clearly showing affiliation with PSARA for the bidders training facility.		
	(i) Bidder having experience of running 5 or more training centres	15 Marks			
	(ii) Bidder having experience of running 3 to 4 training centres	10 Marks			
	(iii) Bidder having experience of running 1 to 2 training centres	5 Marks			

Sl.	Evaluation Criteria	Scoring Criteria	Supporting Documents to be submitted by the Bidder	Marks claimed by Company Agency	Marks awarded by Committee after scrutiny of documents
3.	Experience in managing security/other required service contracts with minimum 100 trained personnel deployed under one single contract with Central University / Autonomous Bodies / Institutions for a minimum duration of 2 years in the last 5 years:	Maximum 15 Marks	Agreement / Work Order for provision of security/other services and a satisfactory performance letter from each client. The satisfactory performance letter should clearly mention the duration for which the services have been provided and the total number of personnel deployed.		
	(i) More than or equal to 10 services contracts	15 Marks			
	(ii) 8 to 9 services contracts	12 Marks			
	(iii) 6 to 7 services contracts	9 Marks			
	(iv) 5 to 4 services contracts	6 Marks			
(v) 2 to 3 services contracts	3 Marks				
4.	Experience of managing security and other services contract under one single contract in the last 5 years in Central or State Government / Central or State Universities / PSU / Institutions:	Maximum 20 Marks	Agreement / Work Order for provision of security & other services and a satisfactory performance letter from each client having clearly mention the duration for which the services have been provided and the total of multiple locations spread across a single city.		
	(i) 8 or more Work Orders	20 Marks			
	(ii) 6 to 7 Work Orders	16 Marks			
	(iii) 4 to 5 Work Orders	12 Marks			
	(iv) 2 to 3 Work Orders	8 Marks			
(v) 1 Work Order	4 Marks				
5.	Infrastructure available for logistical support in the State of Bihar:	Maximum 10 Marks	Shops and Establishment Registration Certificate.		
	(i) 5 or more Operational Offices in the name of Bidder	10 Marks			
	(ii) 4 Operational Offices in the name of the Bidder	8 Marks			
	(iii) 3 Operational Offices in the name of the Bidder	6 Marks			

Sl.	Evaluation Criteria	Scoring Criteria	Supporting Documents to be submitted by the Bidder	Marks claimed by Company Agency	Marks awarded by Committee after scrutiny of documents
	(iv) 2 Operational Offices in the name of the Bidder	4 Marks			
	(v) 1 Operational Offices in the name of the Bidder	2 Marks			
6.	Availability of ISO Certificate (ISO 9001:2015)	10 Marks	ISO 9001:2005 Certificate.		
7.	Permanent Employee Strength:	Maximum 10 Marks	Latest EPF Challan for minimum 999 employees or maximum 2200 employees.		
	(i) 2100 or more employees	10 Marks			
	(ii) 1750 to 2099 employees	8 Marks			
	(iii) 1400 to 1749 employees	6 Marks			
	(iv) 1000 to 1399 employees	4 Marks			
	(v) Up to 999 employees	2 Marks			
TOTAL		Maximum 100 Marks			

Declarations:

- (a) I/We have read the instructions and I/We understand that if any false information, furnished in Technical Bid and Agency Profile, is detected at a later date, any contract made between ourselves and Mahatma Gandhi Central University Bihar, on the basis of the information given by me/us can be treated as invalid by the Mahatma Gandhi Central University Bihar and I/We will be solely responsible for the consequences. The declaration shall be signed by an authorized representative of the bidder with seal.
- (b) I/We agree that the decision of Mahatma Gandhi Central University Bihar, in selection of PSAs will be final and binding to me/us.
- (c) I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

**Signature of the Contractor or his
Authorized signatory with seal
of the Agency/Company**

ANNEXURE - III

(FINANCIAL BID)

DETAILS OF RATES TO BE QUOTED BY THE TENDERERS FOR THE AWARD OF CONTRACT FOR PROVIDING MANPOWER ON OUTSOURCING BASIS

Sl.	Particulars	Rate Quoted
1.	Service charges per month to be claimed by the agency <i>(% charges to be charged by the firm on the consolidated amount as worked out in Note 1 & 2 below).</i>	_____ % In words _____ _____ percent.

Note:

1. Minimum monthly wages as prescribed by the Government of India/Mahatma Gandhi Central University 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. Service Tax & Education Cess will be paid extra on Serial No.1 & 2 above.
4. The Service Charges should only be realistic to meet the 2% TDS (as per IT), Salary of Security Service Officials deputed at University Campus for day to day monitoring of Security Personnel & multi-tasking staffs & others, 2 Sets of Summer Uniform, 2 sets of Winter Uniform, 1 Pair of Shoes, Kits, Torch, Bicycle, proper washing of uniforms, Stationary, incidental expenses related to security personnel, multi-tasking staffs and other housekeeping workers.

Date: _____

Place: _____

(Signature of Authorized person)

Name: _____

Designation: _____

Office Address: _____

Phone (Office): _____

Seal of the Company/Firm/Agency/Contractor