

JAI PRAKASH UNIVERSITY, CHAPRA

Rahul Sankrityayan Nagar, Chapra - 841301 (Bihar)

Tender No. 01/JPU/R/Security/2025-2026 Jai Prakash University, Chapra/Security and
Manpower Services Dated: 15.09.2025.

Sealed tenders are invited under two bid systems through registered / speed post/courier services only from reputed and experienced agencies **for providing security, housekeeping and manpower services at Jai Prakash University, Chapra.** The Interested agencies are required to submit their technical and financial bids separately containing full information along with supporting documents, must reach in the office of the undersigned on or before 06-10-2025 Up to 04.00.P.M. and the same will be opened on 07-10-2025 at 01.00 P.M. Details are available on university website: jpv.ac.in from 16-09-2025.

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13/9/2025

Registrar

Jai Prakash University, Chapra

JAI PRAKASH UNIVERSITY, CHAPRA

Rahul Sankrityayan Nagar, Chapra - 841301 (Bihar)

.01./JPU/R./Security/2025-2026



TENDER DOCUMENTS

FOR

“Providing Security, Housekeeping and Manpower Services for the

Jai Prakash University, Chapra

Office Order No ^{3425(R)} 3426(R).... Jai Prakash University, Chapra /Security
Guard, Housekeeping and Manpower Services, Dated: ...15.1.01.2025

NOTICE INVITING TENDER

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

Terms and Conditions:

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked "Technical bid" and "Financial bid" as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as **"Project Proposal" Tender for providing security, housekeeping and manpower services at Jai Prakash University, Chapra and should clearly indicate tender closing date and time.**
2. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: **NIT No. 01/JPU/R/Security, 2025-26** Jai Prakash University, Chapra/Security and Manpower Services, **Dated: 15.1.2025**
3. Cutting/ Over writing will not be accepted. If there are cutting, those should be duly initiated, failing which the bids are liable to be rejected.
4. Any bids received after **04:00 P.M. on 16.1.2025** shall not be considered. Offers received within the stipulated period only will be considered. University shall not be responsible for any postal delay. All tender documents should be sent through courier, speed post or registered post only.

The Postal address for submitting the tenders is:

REGISTRAR
JAI PRAKASH UNIVERSITY
RAHUL SANKRITYAYAN NAGAR, CHAPRA
841301, BIHAR (INDIA)

5. The Technical Bids will be opened on **17.1.2025** at **01:00** P.M. in the presence of duly authorized representative of the firm only. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned above is

declared Government Holiday, the date shall automatically be shifted to next working day.

6. All disputes shall be subject to the territorial Jurisdiction of court of law at Chapra only.
7. Any tender which does not fulfill all the prescribed conditions or any condition put forth by the employer shall be summarily rejected.

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

8. The bidders shall keep their bid valid for minimum 180 days from the date of opening of the technical bid.
9. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.
10. Selected bidder will have to deposit Performance security as the security deposit.

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13/9/2015
Registrar

Jai Prakash University, Chapra

DETAILS ABOUT TENDERER

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

(b) Status of the Tender:-

.....(Company/Proprietorship/NGO)

2. Full Postal Address

.....

.....

.....

3. Telephone No: -----

4. Mobile No: -----

5. Fax No: - -----

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

7. Name of the persons -----

Who are responsible for conduct of business

8. PAN NO -----

9. GST NO -----

10. TAN NO (if applicable) -----

Seal of the Firm

TERMS AND CONDITIONS FOR PROVIDING SERVICES

- a) The Security and Housekeeping personnel should be physically fit and strong, mentally alert and preferably in the age group of 30-50 Years. Minimum 10th Standard education is a must for the guards.
- b) Bidder will be fully responsible for any loss of property/theft on account of negligence of their duty in the campus and the cost of such losses should be borne by the agency.
- c) All security and housekeeping personnel should always wear clean uniforms while they are on duty. The bidder should provide them all necessary uniform as and when required.
- d) Security guards will be responsible to check all incoming and outgoing vehicles at the gates if found any suspicious/doubtful and report to their Security Supervisor and finally inform to the superior Officers of the University.
- e) The security Guards will have to maintain exemplary discipline and be polite always and work for the welfare of the institute and should follow the campus rules.
- f) Security services will be provided for 24 hours in official/residential campus of Jai Prakash University, Chapra as per existing rule. The duty hours of the Security Personnel will be as under.
 - i. First Shift:- 0600 hrs to 1400 hrs
 - ii. Second Shift:- 1400 hrs to 2200 hrs
 - iii. Third Shift:- 2200 hrs to 0600 hrs.
- g) The successful Bidder will have to sign an agreement (MOU) with the University before the commencement of work and have to deposit performance security in form of BG/ DD/ FDR issued by nationalized bank.
- h) The period of contract will be for four (04) years initially which may be extended further subject to efficient and satisfactory performance. Their contract can be foreclosed without assigning any reasons by giving three months advance notice on either side.
- i) The security guards are expected to know the fire fighting and deployed in case the situation demands.
- j) Materials or things should be allowed to move out of the campus only with proper gate pass issued or endorsed by the Security Officer/Supervisor/concerned department HOD of this University. A register must be maintained for the materials movement by the security agency.
- k) Monthly bills will be paid by Cheque/RTGS only to the Agency and the University will not take any responsibility to pay salary to the security, housekeeping and manpower or others. No advance will be paid to the agency by the University under any circumstances.
- l) In case of emergency or on special occasions when more security and housekeeping personnel are required by the University, then additional manpower will be provided by the agency at short notice in addition to the

regular manpower on additional payment at the agreed rates man-day basis.

- m) Security, housekeeping and all other types of manpower deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.
- n) All types of manpower deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty.
- o) The Agency has to provide manpower as per the following details.
(Residential as well as official campus of the University): -
 - 1. Security Services
 - i) Security Supervisor (Ex-Serviceman) -----
 - ii) Security Guard with arms (Ex-Serviceman)-----
 - iii) Security Guard without arms (Ex-Serviceman)-----
 - iv) Security Guard without arms, Skilled (civilian male)-----
 - v) Security Guard without arms, Skilled (civilian female)-----
 - 2. Housekeeping Services
 - i) Housekeeping supervisor (Highly skilled)-----
 - ii) Housekeeping personnel (semi skilled)-----
 - 3. Manpower Services
 - i) Highly Skilled Manpower
 - ii) Skilled Manpower
 - iii) Semi - Skilled Manpower
 - iv) Un - Skilled Manpower
- p) The deployed firm will have to bear all the losses covered by the security lapses.
- q) The applying firm has to provide documents regarding the average turnover of Rs. Twenty-Five Crore during last three financial years i.e. FY 2021-2022, FY 2022-2023 and FY 2023-2024.
- r) The applying firm will quotes the ESI, EPF, Bonus, Uniform, Uniform washing and HRA rate in the column Daily wages Rate **on the Current rate as per the Govt. norms** as quoted in the Part A and Part B of the Financial Bid (Statutory wages and deduction should be as per norms). Bidders not quoting rates in accordance with the prescribed format will be outrightly rejected.
- s) The tenderer should quote only for the rate percentage (3.85% - 7%) of administrative charges / service charges in the Financial Bid as per letter no 2988 dated 23.03.2023 of finance dept GOB in financial. bid format.
- t) The applying company/firm will also have to provide the Character certificate if applicable otherwise self-declaration non blacklisting certificate on non-judicial stamp paper may be submitted.
- u) University reserves the right to increase/decrease the manpower as per actual requirement.
- v) The duly approved firm after the finalization of rate will have to maintain proper liaison and contact with the local police/civil administration etc. for smooth and peaceful day to day working of the Jai Prakash University, Chapra. The agency shall be fully responsible for taking follow up action

and for pursuing the case after lodging the First Information Reports in the police station/the police department.

- w) University reserves the right to increase or decrease the no. of security personnel and other manpower, or it may cancel the tender at any stage without assuring any reason thereof by giving three months advance notice.
- x) If more than one bidder quoted same rate then the preference will be given to the bidder having experience of providing manpower related services to maximum Universities.
- y) In case there are more than one bidder at the same position, then to arrive at a decision for award of tender, the bidder having single larger annual work order value (supported by the experience certificate) for providing manpower services in Government sector will be preferred to break the tie.
- z) The Selected agencies of Jai Prakash University, Chapra have to do patrolling continuously both in the residential area and as well as official area. For this, Vehicle and the cost of fuel will be borne by the deployed security agency.
- aa) Preference will be given to provide the maximum years of security & manpower services to the experienced agencies.

Agencies should submit the tender document by paying **non-refundable D.D. of Rs. 5000/- as Tender fee and EMD Amount of Rs. 10,00,000=00 (Rupees Ten Lakh) only in favor of Registrar, Jai Prakash University, Chapra payable at Chapra.** The tender document may be downloaded from the website: The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the Tender documents. Failure to submit the required EMD, Tender fee and furnish complete information as mentioned in the Tender documents are liable to be rejected and declared unresponsive.

Detailed proposal in two sealed envelopes boldly mentioned for technical bid and financial bid complying with above requirements is to be submitted and duly super scribed **"Project Proposal Tender for providing security, housekeeping and manpower services at Jai Prakash University, Chapra."** The technical competence shall include the following terms and conditions.

1. Certificate of Registration & Memorandum under Companies Act 1956.
2. Shop and Establishment registration for 1000 persons.
3. License issued by Dept. of Home Govt. of Bihar.
4. EPF Registration of the firm.
5. Copy of challan and paid receipt for more than 1500 Nos. of security & manpower personal enrolled in EPF Department in last three month should be submitted.
6. ESIC Registration of the Firm.
7. Copy of challan and paid receipt for more than 1500 Nos. of security & manpower personal enrolled in ESIC Department in last last three month should be submitted.
8. ISO Certificate No. (Latest)
9. OHSAS Certificate No.(Latest)

10. GST Registration Certificate for Bihar with paid challan copy of last FY: 2023-24. Annual GST Return must be in accordance with the turnover of the agency.
11. PAN Card of the firm.
12. Copy of I.T. return audited by CA firm for last three financial years (FY:- 2021-22, 2022-23 & 2023-24).
13. TAN No. and GST No.
14. Character certificate of all the directors/Proprietor/Partners.
15. Average turnover Rs. 25 (Twenty Five) Crore during last three financial years (FY:- 2021-22, 2022-23 & 2023-24).
16. The Net worth of the agency must be positive during last three financial years i.e. FY:- 2021-22, 2022-23 & 2023-24 and should be more than one crore in all the three consecutive financial years. Networth certificate having UDIN must be attached along with the technical bid.
17. Self declaration that currently company is not blacklisted on non judicial stamp paper of Rs 100.
18. Copy of Labour License for providing 500 manpower's.
19. Copy of 10 (Ten) crore solvency certificate, issue date should not be older than 6 months from the publication of this tender.
20. Bidder must have an experience of providing similar nature of works for more than 15 years supported by work order/ work agreement. Only experience of State Government/ PSU's/Central Government organization will be taken in to account while evaluation of the tender documents.
21. Copy of experience certificate in which it is clearly mentioned about number of persons, nature of work, contract value, duration of work must be attached.
22. Agency/Firm must submit an affidavit that the name, style of firm/company has never changed.
23. Signed copy of tender documents and corrigendum (if issued) must be attached along with the technical bid as a token of acceptance of all terms and conditions laid down in this tender.

FINANCIAL.BID

(To be put in a separate sealed Envelope)

1. Name and full address of the Agency/Firms (With Email Id & Tel. Mobile No.)

Part-A

Statutory wages and dedication should be as per norms						
Daily wages rate including VDA		As per minimum wages act, of DGR Rate and Bihar Govt. as revised from time to time.				
Particulars		Security Supervisor (Ex-man)	Security Guard with arms (Ex-man)	Security Guard without arms (Ex-man)	Security Guard without arms (civilian male) Skilled	Security Guard without arms (civilian female) Skilled
Per day (A)						
ESI (B)	3.25% of A					
EPF (C)	13% of A					
Bonus (D)	8.33% of A					
Uniform (E)	5% of A					
Uniform Washing (F)	3% of A					
HRA (G)	8% of A					
Gratuity (H)	4.81% of A					
Total (I)	Sum of A to H					
Relieving (J)	1/6 th of I					
Total (K)	Sum of I to J					
Service Charge (L)	(3.85%-7%) of K					
Sum Total	Sum (K to L)					

1. The rates mentioned above, will be revised as per the DGR and Bihar Govt. notification, issued from time to time.
2. GST shall be charged as per prevailing Govt. rules.
3. Above rates are being quoted for 8 hours daily.

Signature of the Tenderer

FINANCIAL.BID

(To be put in a separate sealed Envelope)

1. Name and full address of the Agency/Firms (With Email Id & Tel. Mobile No.)

Part-B

Statutory wages and dedication should be as per norms						
Daily wages rate including VDA		As per minimum wages act, of Bihar Govt. as revised from time to time.				
Particulars	Programmer	P.S to V.C/Pro V.C/F.A/ Registrar	Computer Operator cum Office Assistant	Highly Skilled/ Supervisory	Skilled	OTHER TYPES OF MANPOWER
Per day (A)	35,000/-	20,000/-	18,000/-			
ESI (B)*	3.25% of A					Housekeeping staff Un-skilled
EPF (C)*	13% of A					
Bonus (D)*	8.33% of A					
Uniform (E)	5% of A					
Uniform Washing (F)	3% of A					
HRA (G)	8% of A					
Gratuity (H)	4.81% of A					
Total (I)	Sum of A to H					
Relieving (J)	1/6 th of I					
Total (K)	Sum of I to J					
Service Charge (L)	(3.85%-7%) of I					
Sum Total	Sum (K to L)					

1. The rates mentioned above will be revised as per the Bihar State Govt. notification, issued from time to time.
2. GST Shall be charged as per prevailing Govt. rules.
3. Above rates are being quoted for 8 hours daily.
4. * Bonus, EPF and ESIC should be quoted according to the norms set by the Government.
5. Cost of housekeeping materials will be reimbursed after submission of the purchase bill.

Signature of Tenderer