

# **PURNEA UNIVERSITY, PURNIA**



## **HIRING AGENCY FOR PROVIDING MANPOWER FOR DIFFERENT TASKS**

# **Purnea University, Purnia**

## **HIRING AGENCY FOR PROVIDING MANPOWER FOR DIFFERENT TASKS**

Sealed Tenders in prescribed format are invited from reputed Security Agencies for “Providing manpower for different task at the different locations of Purnea University, Purnia” in Bihar.

The interested agencies may participate in the bidding process by sending the bid in a big sized envelope with cover super scribed as “Tender for manpower for different task (Annexure-“A”) of Purnea University, Purnia” The envelope should contain two envelopes containing “technical bid” and “price bid” in the prescribed forms super scribed as “Tender for manpower for different task (Annexure – “A”) at locations of Purnea University, Purnia – Technical Bid” and “Tender for manpower for different task (Annexure – “A”) at locations of Purnea University, Purnia – Price Bid” respectively.

Tender addressed to the “Registrar”, Purnea University, Purnia should reach the office on or before 27/01/2019 through Courier/Registered / Speed Post or by hand. Conditional or late tenders (tender received after due date and time) shall not be entertained in any circumstances, neither Purnea University, Purnia will be responsible for any delay or loss of the tender document.

Technical bids will be opened on 02/02/2019 in the university head office by a duly constituted committee in the presence of any bidder of his/her authorised representative who may wish to be present at the designated time and place. Financial bids of only those bidders will be opened whose technical bids are found suitably by the committee appointed for the purpose. If the date fixed for opening of bids turns out to be the holiday, the date will be decided on the date of opening technical date, the date of opening will be the next day. Tender document can be downloaded from the Purnea University, Purnia web site: [www.purneauniversity.ac.in](http://www.purneauniversity.ac.in)

### **SCHEDULE OF EVENTS**

|                                      |                    |
|--------------------------------------|--------------------|
| Pre-bid meeting with the bidders*    | 25.01.2019 2PM     |
| Last date/ time of submission of Bid | 27.01.2019         |
| Opening of Technical bids*           | 02.02.2019 12 Noon |
| Opening of Price bids(tentative)*    | 02.02.2019 04PM    |
| Issue of Work Order(tentative)       | Notified later on. |

- The venue – committee room of administrative office of Purnea University, Purnia  
Contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on satisfactory

performance. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of requisite amount as applicable in Bihar State. In the event of bidder backing out before actual award or execution of agreement, Purnea University, Purnia will have right to forfeit the earnest money in full.

Purnea University, Purnia reserves the right to reject all the applications/bids without assigning any reasons whatsoever.

Registrar, Purnea University, Purnia.

#### General Instructions to Bidders

##### 1. Scope of work:

The scope of work includes providing manpower for different task in Purnea University, who will require to be paid directly by the service provider, for which agency shall be reimbursed as per the prescribed rate. However, the Scope of work may be modified during the period of the contract by mutual consent. In this context, it is specifically clarified that Security Services will include:

- Providing manpower as demanded within three clear days from such demand.
- Ensuring that the provided manpower maintain discipline and decorum of the university.
- Recording attendance and duly hour of manpower.
- Ensuring performance of the manpower.
- Providing monthly salary slip mentioning gross payment (with different heads and amount of payments), deductions (with different heads and amount of deductions) made out of gross payment and net payment made.
- Ensuring different statutory payments and observing different legal provisions.
- Indemnify Purnea University, Purnia against any liability with respect to manpower provided by the agency for different tasks. It will be presumed that the agency has included all expenses and charges in its bid amount.

##### 2. Qualification Criteria:

Followings are qualification criteria. Interested firm is required to enclose document/ certificate and affidavit (as applicable in this regard).

1. The bidder shall deposit an amount of Rs. 5,00,000.00/- (Rupees five lakh only) as Earnest Money in the shape of Bank Draft/Bankers

Cheque from Nationalized or commercial Bank payable to Registrar, Purnea University, Purnia.

2. The agency must have registration certificate under the Company's Act, 1956 or under other suitable provision for Security job.
3. The agency must have Registration under Contract Labour (Regulation and Abolition) Act 1970. 4. The agency must have ISO 9001:2008 or/ and ISO 9001:2015 certificate.
4. The agency must have ISO 9001:2008 or/ and ISO 9001:2015 certificate.
5. The agency must have certificate (with a list of clients) of experience of five years and above in providing manpower for different task to the reputed Govt. organizations / companies in India.'In case non micro and small enterprises will not meet out prior turnover and experience criteria, the same may be relaxed for micro and small enterprises.
6. Agency is to be registered under Bihar Private Security Agencies Rules 2011 (read with PSARA Act 2005), and must furnish either Copy of Registration with the bid.
7. Agency must have annual turnover not less than 5 crores in Security Service for each of the three Financial Years of 2015-16, 2016-17 and 2017-18 (provisional) supported by Audit Report containing balance sheet and profit and loss account.'In case non micro and small enterprises will not meet out prior turnover and experience criteria, the same may be relaxed for micro and small enterprises.
8. Agency must have minimum two hundred security manpower on its pay-roll as per duly certified documents.
9. There should be no case pending with the police against the Company and should not be blacklisted by any State/Central/PSU/Private organization etc. corroborated by a notarized affidavit to the effect.
10. Self-certificate should be provided that agency will follow the circular No 11/on 1-05/2017 GA 13876 dated 03.11.2017 of general administration department, Govt. of Bihar regarding reservation in manpower.
11. All pages of the bid document must be submitted duly signed and stamped by the firm as a confirmation of acceptance of terms and conditions.

### 3. Earnest Money Deposit:

The bidder shall deposit an amount of Rs. 5,00,000.00/- (Rupees five lakh only) as earnest money in the shape of Bank Draft/Bankers Cheque from Nationalized or commercial Bank payable to Comptroller, Purnea University, Purnia,. The Earnest money deposit will be refunded to bidders whose offers have not been accepted within 120 days of opening of tenders. Earnest Money Deposit of the bidder whose offer is accepted will be returned once the performance guarantee @ 10% of the monthly size of the contract or Rs. 5,00,000/- (whichever is higher) is furnished by the bidder.

#### 4. Tender Procedure:

(i) The interested agencies may participate in the bidding process by sending the bid in a big sized envelope with cover super scribed as per different category of Annexure – “A” for Purnea University, Purnia” The envelope should contain two envelopes containing “technical bid” and “price bid” in the prescribed forms super scribed as “Tender for manpower for different task as per Annexure – “A” at locations of Purnea University, Purnia – Technical Bid” and “Tender for Security Services for Purnea University, Purnia – Price Bid” respectively.

(ii) Technical Bid: Bidders must produce the photo-copies of the documents (originals to be submitted for verification when asked for) enumerated in qualification criteria along with demand draft of EMD. The technical bids, which are not accompanied with documents prescribed above, EMD and tender fee, are liable for rejection forthwith.

(iii) Price Bid: All statutory duties and taxes (e.g. GST, EPF, ESIC, Bonus, Leave and Gratuity, if applicable) should be clearly specified. If the minimum wage of the state crosses these wage structure suggested by Purnea University, Purnia, the agency will pay the minimum wages and the same will be reimbursed by Purnea University, Purnia.

1. The bidders will be responsible for all other obligations like PF, ESI, Training & Supervision, Bonus, Uniform, Leaves, Reliever Cost, Any Special Allowances, Any other Statutory obligations, taxes, Administrative Charges if any, Overheads and Profits.

2. The tender documents should be signed on every page by the bidder and enclosed with technical bid as an unconditional acceptance of the terms and conditions mentioned therein.

3. Anyone or more of the following action / commission / omission are likely to cause summary rejection of bid.

(i) If received late

- (ii) If not accompanied by required Earnest Money Deposit (EMD) / proposal fee
- (iii) If received unsealed or improperly sealed.
- (iv) If the same is conditional or offering rebate.
- (v) If rates not quoted in the prescribed formats.
- (vi) If cutting, overwriting or fluiding has been done even with signature there over.

#### 4. Evaluation criteria

- I. Evaluation will be carried on the basis of selection of lowest evaluated technically responsive bidder.
- II. Firm meeting of technical qualification criteria will be considered technically responsive.
- III. Financial bid of technically responsive bidders (only) will be opened.
- IV. The firm which will have quoted lowest price in its financial bid will be considered the firm successful for placing the order.
- V. In case of L-1 is more than one, then the successful bidder will be decided by lottery system among all such L-1's.
- VI. In case there is a single L1 bidder and the firm can't supply the whole requirement of Purnea University, Purnia, then Purnea University, Purnia shall have liberty to distribute work amongst more than one bidder at L1 rate depending upon the requirement of number of persons required.
- VII. Purnea University, Purnia does not bind itself to accept lowest or any other bid, and reserves the right to accept or reject any bid, and to cancel the tender document process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected persons on the grounds of Purnea University, Purnia action.

#### 5. General conditions

- I. The successful bidder shall have to execute an agreement with Purnea University, Purnia on a nonjudicial stamp paper of requisite amount as applicable in Bihar State and commence the work within week from

the date of award, failing which Purnea University, Purnia shall at liberty to forfeit the earnest money and proceed to appoint another agency as it may deem fit.

II. The successful bidder shall have to furnish bank Guarantee amounting to Rs. five lakh or 10% of monthly payment (whichever is higher) as performance guarantee.

III. The award of work order, when issued to the successful bidder, constitutes the contract with collateral support from terms and conditions of the tender as well as formal agreement on stamped paper affixed with non-judicial stamps, all of which finally form the contractual obligations to be adhered to and performed by the bidder and the non-performance of any of such obligations make him liable for consequential effects.

IV. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies and statutory liabilities, the wages of the personnel and incentives if any.

## 6.Special Terms and Conditions

The selected firm will have to:-

(a) ensure personnel who are smart and turn out properly with boots / shoes, belt, caps, badge, whistle etc. and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards along with computer data shall be given to the Purnea University, Purnia for record verification etc.

(b) provide proper uniform (two sets per person) including shoes, caps, canes / stick, torch, jerseys (woollen sweaters) & rain coat etc. to every personnel deployed by the agency in the Purnea University, Purnia premises at their own costs and expenses.

(c) ensure compulsory health check-up and fire/emergency drill once a year to all the deployed security men.

(d) ensure personnel to remain on duty for 8 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever takes his duty. Deserting the place of duty/ duty point by the security personnel without having been properly relieved will attract penalty on the agency.

(e) ensure that deputed each security man should have at least one year of security work experience in security agencies and must conform to the requirements of the prevailing law.

(f) ensure that staff employed by the Agency does not join any union of the Purnea University, Purnia nor do they make any claim on service or other matter, which will never be entertained. They shall also not form any union associated with the Purnea University, Purnia.

(g) Ensure any payment, required to be made by the Security Agency to its personnel, in compliance with any of the laws of the land. This would include specific responsibility with regard to the provision of the minimum wages act and / or any other law, which may be applicable in the instant case.

(h) maintain proper liaison and contact with the local police / civil administration etc. for smooth and peaceful day-to-day working of the Purnea University, Purnia. The security agency shall be fully responsible for taking follow up action and for pursuing the First Information Reports (FIRs) lodged by SFC with the police department.

(i) establish a regular system of training the Guards before mounting them on duty. The Security Agency shall have proper training facility and profession syllabi for the training.

(j) establish a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.

(k) maintain a log-book for Purnea University, Purnia transport vehicles as well as vehicles hired from the transport contractor for each tour undertaken, name of the officer/faculty using the transport facility, meter readings, place visited etc.

(l) maintain attendance and wages registers for all guards engaged under the contract at Purnea University, Purnia and will also take out Workmen's Compensation Insurance Policy. The Contractor must make the payment of wages to guards by 7th of every month in the presence of Purnea University, Purnia authority, who shall certify that wages were paid in his presence. The wages of labour engaged for providing security services shall be as per



minimum wages notified by the Labour Resource Department of the State Government from time to time.

(m) apply to the Labour Resource Department for obtaining a labour license within a week and will submit a copy of the license to the security officer of the Purnea University, Purnia within two months.

(n) ensure maintenance of record of major/minor incidents on daily basis and report the same to the official authorized in this regard. The Agency will also enquire about any incidents, like theft, indiscipline, disobedience or any unauthorized activities/ criminal activities happening in the Purnea University, Purnia locations.

(o) ensure deputation of literate personnel for non-supervisory staff.

(p) place a local representative as In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. He shall be equipped with latest communication system (Walkie-Talkie)/mobile. Night Guards shall be equipped with proper protection and lighting devices. While working at the Purnea University, Purnia premises, they shall work under directives and guidance of Purnea University, Purnia administration.

(q) deploy requested number of guards which may varies depending upon the requirements. Additional guard required for any place, will be paid additionally.

(r) comply with all statutory requirements existing as well as those promulgated from time to time viz. the payment of Wages Act, Provident Fund Act, Employee State Insurance Scheme etc. whichever is/are applicable to the organization of security agency and shall be held responsible, accountable, answerable, explainable, in whatever form as the case may be, for any lapses committed by them in this regard. Further, security agency shall not involve Purnea University, Purnia in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the security agency shall be solely responsible. In case due to violation of any law, including labour laws etc., any liability is put upon Purnea University, Purnia the security agency hereby indemnifies Purnea University, Purnia immediately and completely.

(s) Removed the personnel deployed if Purnea University, Purnia considers such removal necessary on administrative grounds. The security agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him

with substitute personnel either on its own or on the demand of Purnea University, Purnia and only after approval of the security officer. In case of removal of such personnel, no claim shall be maintainable against Purnea University, Purnia.

(t) If Purnea University, Purnia incurs any expenses or any liability is put on them in connection with the deployment of the employee of security agency, the same shall be adjusted from the bill of security agency.

(u) The responsibility for taking appropriate security measures shall be entirely that of the security agency. Purnea University, Purnia will be entitled for compensation against the security agency, in case a proper joint inquiry establishes that the theft of loss or damage has been caused due to negligence of the security agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by security agency will be limited to inspection and supervision charges payable to Security for the month on which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the security agency or if the personnel of the security agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission Purnea University, Purnia or its employees to whom loss is caused, shall be indemnified/compensated by the security agency on actual basis. If agency fails to compensate/ indemnify the loss amount within reasonable time after adjustment from forfeiture of bank guarantee in the form of performance security, it shall be recoverable from the firm.

(v) submit a certificate along with the monthly bills certifying that the personnel employed by them in the Purnea University, Purnia premises have been paid at wages, as enforce from time to time, in accordance with the provisions of the Minimum Wages Act and that all other statutory requirements in this regard have been compiled with. Wages shall be paid through direct credit to the account of the security guards. Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. Purnea University, Purnia may also proceed against the defaulting agency as per the provisions of the relevant law.

(w) take into consideration all levies and statutory taxes while quoting the tender. However, if any fresh taxes, charges etc. are levied by the Local / State / Central govt., subsequent to the date of opening of tender the same shall be

reimbursed by Purnea University, Purnia against proof of production of payment.

(x) claim payment for service under this agreement on monthly basis, through RTGS. The bill shall be paid within 30 working days of receipt of the bill for each calendar month, duly supported with the requisite details of the daily attendance and other records, which shall be open for inspection by Purnea University, Purnia. The final payment shall, however, be made only after adjustment all the dues/claims of Purnea University, Purnia. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source. (y) All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at , Bihar.

(z) At any time, prior to the date of submission of bids, Purnea University, Purnia may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment and published in Purnea University, Purnia website. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, Purnea University, Purnia may, at its discretion, extend the deadline for the submission of bids suitably.

(aa) None of the employees of the Agency shall enter into any kind of private work within or outside Purnea University, Purnia Premises. Non-compliance with this provision will be deemed to be violation of the contract inviting penal action.

(bb) Agency shall ensure protection of all properties and personnel of Purnea University, Purnia premises, whether on its Purnea University, Purnia premises or in transit, against trespass and wilful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.

(cc) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before / after completion or abandonment of work or during extended period, hereinafter arises between the parties, as to the meaning, operation or effect of the contract or out of relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by mutual understating of both the parties. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the director of Purnea University, Purnia to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to

proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the arbitrator shall be entitled to precede de-novo. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also term of the contract that the cost of arbitration shall be borne by the parties themselves. The venue of arbitration shall invariably be at Purnea. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or reenactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

(dd) Force Majeure: If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such nonperformance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of Purnea University, Purnia as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided also that if the contract is terminated under this clause, Purnea University, Purnia shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

(ee) Penalty: Forcomplaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of security services a penalty of up to Rs. 5,000/- will be levied after the approval of competent authority. For Unsatisfactory level of security services noticed during the inspection by Purnea University, Purnia authorized Officials, a penalty of uptoRs. 5,000/- will be levied after the approval of competent authority.

(ff) The successful firm will require to maintain and produce the records (digitally or in hard form) of deployment of security personal in the manner as desired by Purnea University, Purnia.

(gg) The firm will provide payslip to the security personnel every month.

## 6. Legal obligations

1. All manpower employed by Service provider shall be engaged by him as his own employees in all respect i.e. expressed or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the country, shall be that of the Service provider. The service provider shall specifically ensure compliance with the following Laws/ Acts and their Enactments/ Amendments: -

- a. The Contract Labour (Regulation & Abolition) Act, 1970
- b. The Contract Labour (Regulation & Abolition) Central Rules, 1971
- c. The Minimum Wages Act, 1948
- d. The Payment of Wages Act, 1936
- e. The Manpower's Compensation Act, 1923
- f. The Employees' Provident Funds and Misc. Provisions Act, 1952
- g. The ESI Act, 1948
- h. The Payment of Bonus Act, 1965 i. The Payment of Gratuity Act, 1976

Service provider shall abide by provisions of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the manpower employed by the service provider shall be sole responsibility of the service provider. If penalized for non-compliance of any of the legal requirements, the service provider shall be responsible for the same and deal with them at its own level and costs, in no way putting any liability on the Purnea University, Purnia

2. Service provider shall fully indemnify Purnea University, Purnia against all the payments, claims and liabilities whatsoever, incidental arising out of or for compliance with or enforcement of the provisions of any of the Laws/acts in relation to the Contract.

3. The Contract Labour (Regulation & Abolition) Act, 1970, and Rules, 1971 there under and the Central/ State Rules as modified from time to time are applicable to this Contract. The service provider shall comply with these and take steps for getting the agreement registered under the Act. He shall also

indemnify Purnea University, Purnia from and against any claims under the aforesaid Act and the Rules.

4. The service provider shall also ensure that no manpower below the age of 18 years is employed by him for the above mentioned jobs.

5. The service provider will deposit the tax (as required and concerned with contract) with concerned authority as applicable and submit the documentary proof of same to Purnea University, Purnia

6. The Service provider shall ensure that the payment of wages is made to the manpower employed by him after necessary deductions like TDS, PF, ESI etc. and the requisite documents are provided along with the bills. Further the amount shall be made by cheque/ ECS. Issuance of PF, ESI cards, etc. is the responsibility of the Service provider. No cash payments shall be made to any of the manpower employed through him.

7. Purnea University, Purnia shall have the right to check and call documents for the implementation of labour welfare laws and rules.

8. All the services employed by Service provider shall be considered as employees of the service provider and they shall not make any claim in respect of employment and or other service benefits from the Purnea University, Purnia in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the Service provider and the manpower shall be entirely the dispute between them only. The Purnea University, Purnia shall not in any manner be a party to it. The Service provider will take all necessary steps for redressal of such disputes and shall be solely responsible for the outcome.

Annexure I

**TENDER FOR HIRING AGENCY FOR PROVIDING MANPOWER FOR  
DIFFERENT TASKS Technical BID**

1. Name of bidder Company:.....(Attach copy of certificate of registration).
2. Name of Director .....
3. Full Address of bidder.....  
.....  
Telephone No.:.....  
Fax No.:..... E-Mail ID .....
4. Address of Correspondence of Bidder .....
- ..... Telephone No.:.....Fax No.:..... E-Mail

ID:..... 5. PAN/GIR No. of the  
Bidder:.....(Attach self-attested copy) 6.  
Details of Earnest Money Deposit: Rs..... (in  
figures)

Rs..... (in words) DD/PO No. & Date..... Drawn on  
Bank:..... 7. The entire necessary document required in the  
clause/Sub clause 1.1:(Attached Self attested copy). 8. Power of Attorney/  
authorization for signing the bid documents. 9. Full address of office: 10.  
Unconditional acceptance of terms & conditions of the contract by signing each  
page by authorized signatory of the bidder as token of acceptance and submit as  
part of tender document. 11. Please submit an affidavit of following effect:

12. That no matter/issue/claim/allegation/charge with any current or previous  
principal employer or with any statutory authority regarding less payment than  
the statutory of any applicable law of land like Minimum Wages Act etc.  
payable in favour of any employee working for that Principal Employer through  
the bidder agency [Immediate Employer] is pending. [Cut-off date of the  
purpose is last date of submission of tender document]

Signature & Seal of the Bidder

“Annexure II”

TENDER FOR SECURITY SERVICE

PRICE/ FINANCIAL BID: -

Name of the Bidder:.....

Address:.....

This is to certify that I/We before signing this tender have read and fully  
understood all the content, terms and conditions contained anywhere in this  
tender document and undertake myself/ourselves to abide by them.

SIGNATURE OF AUTHORIZED PERSON OF AGENCY WITH SEAL

DECLARATION 1. I,.....Son /  
Daughter / Wife of Shri.....Director /  
authorized signatory of the agency/ Firm, mentioned above, am competent to  
sign this declaration and execute this Bid document. 2. I have carefully read  
and understood all the terms and conditions of the Bid and undertake to abide  
by them. 3. The information / documents furnished along with the above bid  
document are true and authentic to the best of my knowledge and belief. I am

well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards legal action.

### **Annex 'A'**

#### **Tentative Requirement and wage suggested by Purnea University, Purnia**

| Category | Name of Category         | Required Qualification / Experience / Skill  | Wage | Approx number |
|----------|--------------------------|--|------|---------------|
| A        |                          |  |      |               |
|          | Computer Programmer      | B.Tech/B.E./MCA from Government Institution / Recognised Institution having at least 03 Years working experience from Govt. or recognized Institution.   |      |               |
| B        |                          |  |      |               |
|          | Accountant               | B.Com / BBA degree from Government Institution / Recognised Institution having at least 02 Years working experience in accountancy and certificate of tally course of at least 06 months from a certified Government Institution / Recognised Institution / Diploma in Computer Application.   |      |               |
|          | Accountant Assistant     | B.Com / BBA degree from Government Institution / Recognised Institution having at least 02 Years working experience in accountancy and certificate of tally course of at least 06 months from a certified Government Institution / Recognised Institution / Diploma in Computer Application.   |      |               |
|          | Multi Task Operator      | Graduation in any subject and having experience of 02 years as Assistant / Office Clerk having knowledge of Computer Application (at least one-year Diploma / Certificate in Computer Applications with proficiency in typing of Hindi and English)<br><br>Or<br>Retired personnel who have worked in capacity of Assistant / Office Assistant in Government / University Offices. |      |               |
|          | IT Assistant             | B.Tech. / M.C.A. / Diploma in Engineering degree branch from Government Institution / Recognised Institution   |      |               |
|          | Advocate / Law Assistant | Bachelor Degree in Law with good in English, Computer Applications and 02 years working experience.  |      |               |
|          | Assistant Librarian      | Master in library Science having 02-years experience of cataloguing / classification / computerization of books.   |      |               |
| C        | Computer Operator        | Bachelor of degree with DCA / BCA with operates anmd supports the computer systems and   |      |               |



|   |                |   |  |  |
|---|----------------|---|--|--|
|   |                | related peripheral equipment including the post computers that run the organization's application. In addition to other operational tools, software and computer device.  |  |  |
| D | Highly Skilled | <ul style="list-style-type: none"> <li>a. Mechanist / Electrician / Mechanic (Who have successfully completed a training course of a training course of two years from a Govt. / Recognised I.T.I. and obtained certificate of proficiency after completing one year apprenticeship)</li> <li>b. Library Assistant: Bachlor in Library Science having 01-year experience of cataloguing / classification / computerization of books.</li> <li>c. Artist-cum-photographer (Degree or diploma holder from a recognized institution).</li> <li>d. Steno (PA) (having minimum speed in English in 60 WPM or in Hindi of 50 WPM)</li> <li>e. Office Assistant or clerk (Who have acquired proficiency in office work and can do the work independently to the judged after the three years of working in Skilled cader.</li> <li>f. X-ray / Lab. / Imaging Technician (Having a diploma or certificate proficiency from a recognized institution).</li> <li>g. Tube-well operator (Who minor repair of the tube-well apart from its normal operation on production of certificate of experience from any firm of repute or working experience of 03 years as skilled labour to be judged on the basis of test and performance).</li> <li>h. Tractor / Truck / Bus Drivers (who have been engaged as such by the university after of obtaining proficiency in driving as skilled for three years and having acquired licence of such vehicle).</li> <li>i. Data Entry Operator<br/>Graduation with certificate in DCA.</li> </ul> |  |  |
| E | Skilled        | <p>Computer Typist (Knowledge of MS Office / proficiency in typing of Hindi and English).</p> <p>Drivers engaged for driving light vehicle by the university having 05 Years professional light vehicle licence after test.</p> <p>Compounder (Having a diploma or a certificate of handling and working computer from recognized institution after test).</p> <p>Field or laboratory assistants.</p>   |  |  |

|   |                        |  |  |  |
|---|------------------------|--|--|--|
|   |                        | Fisherman / Ploughmen / Carpenter / Mistry / Plumber / Fitter / Generator Operator / Pump Operator / Prowler chaff cutter operator(who can also attend minor repair, to be judged after working for 05 years in semi skilled cadre if not holding I.T.I. training certificate).<br>Routine clerk. (Intermediate / 10+2)<br>Newly Recruited office assistant (Graduate) |  |  |
| F | Unskilled              | a. Duplicating operator(matric)<br>b. Attendant  |  |  |
| G | Armed Security Guard   | Literate, Smart, Obedient and below 50 years   |  |  |
| H | Unarmed Security Guard | Literate, Smart, Obedient and below 50 years   |  |  |