



**Basic Details**

<b>Organisation Chain</b>	Department of Pharmaceuticals  National Institute of Pharmaceutical Education and Research Hajipur		
<b>Tender Reference Number</b>	NIPER HJP/Manpower/CPPP/12/2022-23		
<b>Tender ID</b>	2022_MCF_669888_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Direct Credit
	3	Personal Cheque
	4	Bank Guarantee
	5	Demand Draft
	6	RTGS / ECS / NEFT
	7	FDR
	8	LOC
	9	ACG-67 Receipts
	10	As Per Tender Document
	11	Not Applicable/ As per Tender Document

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	As per tender documents
2	Finance	.xls	As per tender documents

**Tender Fee Details, [Total Fee in ₹ \* - 1,000]**

<b>Tender Fee in ₹</b>	1,000	<b>Fee Payable To</b>	Director NIPER Hajipur	<b>Fee Payable At</b>	Hajipur
<b>Tender Fee Exemption Allowed</b>	No				

**EMD Fee Details**

<b>EMD Amount in ₹</b>	1,00,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Director NIPER Hajipur	<b>EMD Payable At</b>	Hajipur

**Work /Item(s)**

<b>Title</b>	NIPER HJP/Manpower/CPPP/12/2022-23				
<b>Work Description</b>	TENDER NOTICE FOR DEPLOYMENT OF PRIVATE SECURITY GUARD AND MANPOWERFOR HOUSEKEEPING, OFFICE JOBS etc				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Tender Value in ₹</b>		<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	30
<b>Location</b>	NIPER-Hajipur	<b>Pincode</b>	844102	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	NIPER-Hajipur

**Critical Dates**

<b>Publish Date</b>	18-Jul-2022 06:55 PM	<b>Bid Opening Date</b>	02-Aug-2022 02:30 PM
<b>Document Download / Sale Start Date</b>	18-Jul-2022 06:55 PM	<b>Document Download / Sale End Date</b>	02-Aug-2022 12:00 PM
<b>Clarification Start Date</b>	18-Jul-2022 06:55 PM	<b>Clarification End Date</b>	28-Jul-2022 05:00 PM
<b>Bid Submission Start Date</b>	18-Jul-2022 06:55 PM	<b>Bid Submission End Date</b>	02-Aug-2022 12:00 PM

**Tender Documents**

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Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	As per tender document	618.51
<b>Work Item Documents</b>				
S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	Agency Manpower Tender Document.pdf	As per tender document	618.51

### **Tender Inviting Authority**

<b>Name</b>	Registrar, NIPER-Hajipur
<b>Address</b>	Registrar, NIPER-Hajipur EPIP Campus, Industrial Area, Hajipur - 844102

### **Tender Creator Details**

<b>Created By</b>	Kumar Pankaj
<b>Designation</b>	Finance Officer
<b>Created Date</b>	18-Jul-2022 06:01 PM



NIPER-HJP/Manpower/CPPP/12/2022-23

18.07.2022

**TENDER NOTICE FOR DEPLOYMENT OF PRIVATE SECURITY GUARD & MANPOWER FOR HOUSEKEEPING, OFFICE JOBS etc.**

1. Sealed offers in two-bid system are invited from registered Private Security Agencies (PSA) having their own Offices in major Cities/Towns for **providing services of Security Guards, (Armed & Unarmed guards) & multi-tasking staff for House Keeping Services including official jobs** at the Institute Campus/Offices/Hostel (Boys & Girls) by the NIPER-Hajipur, Bihar.
2. Tender forms can be obtained from the office of the Registrar on payment of Rs. 1000/- (non-refundable) by Demand Draft/Pay Order favoring Registrar, NIPER-Hajipur. However, for Tender Forms downloaded from the Institute website [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in), a Demand Draft will be submitted along with the techno-commercial offer. The selected vendor has to sign a separate Agreement with the Institute.
3. All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The NIPER-Hajipur reserves the right to reject any/all the applications at any stage without assigning any reason whatsoever. The time schedule of tender processing is as follows

<b>Date of commencement of issue of Tender</b>	<b>18.07.2022</b>
<b>Last date for submission of Tender</b>	<b>02.08.2022 till 12 NOON</b>
<b>Date for Opening of Tender</b>	<b>02.08.2022 - 02:30 PM</b>

**4. SCOPE OF THE WORK**

Deployment of various categories for security personnel for the effective security on 24X7 basis for entire campus of NIPER Hajipur, Guest House and other rented premises of NIPER Hajipur, deployment of manpower for housekeeping and maintenance of NIPER Hajipur and deployment of other manpower as per the requirement of the Institute.

**5. TERMS & CONDITIONS.**

5.1. Deployment of Security Guards, House Keeping and other staff is to be completed within a period of 15 days commencing from the date of acceptance of the offer issued by the Institute.

5.2. Any delay in deployment over the stipulated period will attract penalty of 2% of the monthly contract payment per day subject to maximum of the monthly contract payment per month of delay. The NIPER-Hajipur reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the NIPER-Hajipur.

5.3. The Agency shall be registered with all the Government authorities applicable to agencies for providing Security Services & House Keeping services. It must also be registered with Director General of Rehabilitation. Attested valid registration certificate has to be enclosed.



5.4. The Agency shall in all times indemnify the Institute of all claims like damages, compensation etc. under the provisions of Labour Law.

5.5. The Agency shall be responsible to recover the contribution payable by the workmen engaged by it towards EPF & ESI and remit the amount so deducted together with their deposits to the concerned department.

5.6. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments. The Institute is not liable for any payment, thereof.

5.7. The responsibility of payment of wages for the personnel deployed to carry out the Contract lies with the Contractor and the Institute shall not entertain any representations, whatsoever in this regard.

5.8. The Proprietor of the Agency or their authorized representative(s) shall visit the Security office/officials twice a week for review of the Security System.

5.9. The security personnel working in the Institute at different posts shall cover the area earmarked by the administration for patrolling.

5.10. The security personnel under the agency shall follow the instructions of the Institute from time to time.

5.11. If due to any Security lapses, statutory authority imposes any punishment like fines etc., and if the Institute is made a party in such penal action, the Institute has the right to retain the security deposit of the Agency, until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may also be a reason for termination of Contract.

5.12. The security personnel at the Institute shall check and ensure that all the Sections/Units/Departments/Buildings are properly locked after the office hours.

5.13. If any theft or loss of property is reported at Institute Campus due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the Institute shall have the right to recover damages from the payment dues & the Security Deposit of the agency.

5.14. During the period of agreement, the Institute is at liberty to alter/modify/add/delete any of the conditions of the agreement in the interest of the Institute.

5.15. The successful bidder will be allowed to commence the business upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.

5.16. No person who has been convicted by a competent Court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces



of the Union, State Police Organizations, Central or State Governments or in any private security agency shall not be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him/her shall be deployed for watch and ward in the Institute.

5.17. The agency should maintain strict discipline in dealing with the Institute employees and should not act in any manner unbecoming of a security person.

5.18. The agency should deploy energetic and trained security personnel preferably ex-army/para military personnel between the age group of 20-45 yrs. with the ability to speak, read and write in Hindi and English. In all the three shifts, the security staff shall properly be dressed, possess whistle, lathi and torch light etc. If any guard is not suited to the duty, the security agency must replace such guard immediately.

5.19. The security guards should not develop any relationship with the Institute staff.

5.20. If the services are not satisfactory, the Institute has every right to cancel the contract at any time, by giving one month's notice.

5.21. No claim such as leave-cum-salary, PF, ESI and services charges etc., shall be allowed on any ground, and the financial liabilities shall be borne by the security agency.

5.22. Any dispute during the contract period between the Institute and the agency, the decision of the Competent Authority shall be final and binding.

5.23. The rates accepted shall include expenditure towards uniform, seasonal clothing, rain coats and the essential items like lathis, torch with batteries, whistle, cycle etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective. The agency has to ensure cleanliness of the uniforms of the security personnel.

5.24. The Institute shall not provide any accommodation for guards or other personnel deployed.

5.25. ISO certified agencies will be preferred based on Minimum Wages Act, if rates are reasonable and based on site visits of the agency.

5.26. Conditional bids shall not be accepted.

5.27. Any person who may be or has been employed or engaged as a private security guard by the private security agency shall not divulge to anyone other than the Institute authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.

5.28. The agency should provide the names, addresses, and photographs of the security guards /supervisors deployed in the Institute. Any security guard/supervisor found without wearing I.D. cards shall be treated as absent and shall not be allowed in the campus.



5.29. The agency shall comply with the requirements of law with regard to duration of working hours of the security personnel deployed and Institute shall not be responsible for the violation of labour laws by the Agency in this regard.

5.30. In case, if it is required to engage guards 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 Institute.

5.31. The firm will be requested to present the copy of pension payment order in respect of Ex Servicemen at the time of Contract.

5.32. The firm should ensure that the security guards should be well versed in basic fire fighting to meet any eventuality.

5.33. The contractor shall not pay to the persons engaged by him less than the minimum wages as approved under Minimum Wages Act of the Ministry of Labour, Govt. of India, notified from time to time by Regional Labour Commissioner.

5.34. The NIPER-Hajipur will not be liable to pay any amount other than settled in the Contract. Any payment under provision of the ESI Act, 1948, Workman Compensation Act 1923, payment of Gratuity Act, 1948 and Employee's Provident Fund and Miscellaneous Provisions, Act 1952 or any other statutory liability made by the Contractor. The challan/receipts of the payment made should be enclosed with the monthly bill. The Contractor shall be solely responsible and liable for his person's under the provisions of Contract Labour (R&A) Act and the Labour and Services Laws. A certificate to this effect has to be submitted by the Contractor in separate challan in respect of manpower deployed by him. The certified copy of challans must be submitted in the following month along with the bill.

**5.35. The Contractor must ensure the payment to staff by 7th of every month from his own resources. The payment must be made in the presence of the Designated Officer authorized by NIPER-Hajipur, through Bank A/c of the respective personnel.**

5.36. The Contractor must install, Monitor and Certification of Bio-Metric Attendance of the outsourced workforce.

5.37. The Character of supervisor should be good and he should not be in more than 45 year, having graduate degree with three years experience of supervisory activities in Security Agency.

**5.38. The Contractor has to deposit the Wages of security personnel, housekeeping and other staff every month in their respective Bank Accounts. There will be no cash disbursement.**





## 6. ELIGIBILITY CRITERIA FOR SHORT-LISTING

6.1. For empanelment or short listing of Private Security Agencies (PSA) the following criteria shall be applied. For this purpose PSAs shall submit proof of documents along with the Tender. PSAs not conforming to any of these parameters will not qualify for empanelment or short listing:

6.1.a. PSAs should be a registered private limited company or registered partnership firms or proprietorship firm registered for providing security guards' and housekeeping services and must be approved from DG Rehabilitation.

6.1.b. PSAs should have obtained a license from the „Controlling Authority“ in accordance with Private Security Regulations Act 2005, Contract Abolition & regulation Act, for carrying on the business of Private Security Agency and housekeeping services.

6.1.c. PSAs should have their own infrastructure for training their guards.

6.1.d. PSAs should have credible Supervisory Infrastructure.

6.1.e. PSAs should have Income Tax, PAN, TAN and the latest IT Clearance Certificate.

6.1.f. PSAs should have Audited Balance Sheets and Profit & Loss Accounts for the past three years and the average turnover of the PSA in the last three years should not be less than one crore per annum.

6.1.g. PSAs should have a valid certificate, under EPF & Miscellaneous Provisions Act- 1952, to be submitted.

6.1.h. PSAs should have Documents proving compliance of Minimum Wages Act-1948. PSAs should have an office with telephone & fax and manned during the office hours. PSA should have been in the business of providing Security Guards' services and housekeeping services to corporate clients at least for the last five years.

6.1.i. PSA should furnish five Reference Sites and on request by the NIPER-Hajipur, the Referees should testify about the performance of the PSA to the satisfaction of the Institute/submit performance reports.

6.1.j. PSAs should have at-least one running unit of more than 100 Manpower on-roll at a time. Proof with client agreement copy as well as performance certificate must be attached.

6.1.k. Successful Bidder of PSAs should submit Bank guarantee of Rs. 5 Lakhs (Rupees Five Lakhs Only) on nationalized banks/commercial banks before signing the agreement.

**6.1.l. PSA must depute three separate Supervisor at Institute Head Quarter to look after the activities of Security personnel engaged in the Institute premises.**



6.1.m. PSA should submit the monthly PF contribution receipt of each security guard to the office of the Registrar.

6.2. Intending PSAs should furnish details about their firm as per PSA's profile

## 7. TWO BID SYSTEM OFFER

The offer will be in two parts, Technical Bid and Financial Bid. Both the parts should be submitted in separate sealed covers duly super scribed "**Technical Bid for Security Guards (Armed & Unarmed guards) & multi-tasking staff for House Keeping Services including official jobs**" and "**Financial Bid for Security Guards (Armed & Unarmed guards) & multi-tasking staff for House Keeping Services including official jobs**" respectively and both sealed envelopes should be placed in another sealed envelope super scribed "**Offer for Security Guards, (Armed & Unarmed guards) & multi-tasking staff for House Keeping Services including official jobs**". The tender document should be sent by hand/Speed post/ Registered post addressed to **Registrar, NIPER-Hajipur, EPIP Campus, Industrial Area, Jandaha Road, Hahipur, Bihar-844102.**

## 8. EARNEST MONEY DEPOSIT

Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh )only, in the form of a demand draft/pay order issued in favour of Registrar, NIPER-Hajipur, SME Branch must be submitted along with the Technical Bid. Offers not accompanied with Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh) will not be accepted. No interest will be payable on the Earnest Money Deposit. The Guarantee in lieu of Earnest Money Deposit will not be accepted. The Earnest Money Deposit will be refunded to the unsuccessful bidders without any interest.

## 9. TECHNICAL BID OFFER (TO)

The Technical Bid Offer should be complete in all respects and contain all information asked for in this document along with documentary proof. **It should not contain any price information.**

10. The Technical Bid Offer should comprise the following:

Covering letter on the prescribed format (**Annexure-I**)

10.a. DD for Rs. 1,000/- i.e., Cost of Tender Forms, if downloaded from NIPER-Hajipur website.

10.b. Earnest Money Deposit of Rs. 1,00,000/- in the form of a demand draft in favour of Registrar, NIPER-Hajipur.

10.c. PSA profile as per **Annexure-I**.

10.d. Documentation (Product Brochures, leaflets, manuals etc., if any).





## 11. PRICE BID

The Price Bid should contain all relevant rates and charges and the rates should be quoted in Indian Rupees only. The Price Bid should not contradict in any manner. The Contract will be awarded to lowest bidder on the basis of Service Charges.

## 12. PRICE COMPOSITION

12.1. Monthly Rates per Supervisor, Security Guards (Armed & Unarmed), House Keeping and other staff will be given separately in accordance with the minimum wages Act applicable at the Govt. of India.

### **Important: Tender will be awarded only on the basis of L-1 Quoted Service Charges**

12.2. The PSA should have to claim its service Charges separately. The agency who does not claim Service Charges, their tender cannot be considered. The Service Charges should only be realistic to meet the Salary of Manpower Agency Officials deputed at Institute 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, washing of uniforms allowance, Stationary, incidental expenses related to security personnel, House Keeping and other staff.

12.3. The NIPER-Hajipur will shortlist Agencies, who shall satisfy commercial and other requirements laid down in the document. The Price Bids of only the short listed Agencies will be opened. Short listed agencies will be notified by e-mail/post and the agencies/authorized representatives may be present at the time of opening of the Price Bids.

## 13. NO ERASURES OR ALTERATIONS

Techno-commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

## 14. AGREEMENT BETWEEN THE PSA AND NIPER-Hajipur

The successful bidder shall execute an Agreement with the NIPER-Hajipur on Rs. 1000/- non-judicial stamp paper as per Terms & Conditions as decided by the Institute.

## 15. VALIDITY OF OFFER

The offer should be valid for maximum period of three years from the date of deployment of the security personals and renewable for further period on mutual agreement subject to Satisfactory Service by the Agency.

## 16. EVALUATION PROCESS

Offers (Tenders) will be evaluated in the following stages;



16.1. **Stage-I** : Incomplete Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 6 above, cost of Tender Forms and EMD shall be rejected.

16.2. **Stage-II** : Offers will be evaluated against the stipulated minimum eligibility criteria purely based on the valid documents submitted by the PSAs. Offers not complying with the eligibility criteria will be rejected.

16.3. **Stage-III** : Short-listing of agencies based on site visits by the Institute's officials and satisfactory feedback from reference sites.

16.4. **Stage-IV** : Price bids of the short-listed firms will be opened for area-wise price discovery and fix "Approved Rates".

16.5. **Stage-V** : Willingness letter obtained from shortlisted firms to work on "Approved Rates".

16.6. **Stage-IV** : Allotment of regions and issue of work orders to the shortlisted firm.

## 17. OPENING OF OFFERS

Technical Bid offers will be opened **on 02.08.2022 at 02.30 PM**. 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.

## 18. ORDER OF CANCELLATION

If the selected PSA fails to deploy their Security Guards within the stipulated time schedule, be treated as a breach of contract. The Institute reserves the right to cancel the order in the event of delay in deployment of Security Guards as well as other manpower and forfeit the Earnest Money Deposit.

## 19. PAYMENT TERMS

No advance amount will be paid to PSA. Monthly payment conforming to the attendance of the Security Guards, House Keeping and other staff as per documents to be maintained by the PSA and shown to the Institute. **Payment shall be made within one week after the end of every calendar month from the time of submission of bill, complete in all respects.**

## 20. NO COMMITMENT TO ACCEPT LOWEST TENDER (L1)

The NIPER-Hajipur shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

S/d

**Registrar I/C**





# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

10. What are your main fields of activities? Mention the fields giving the annual turnover for each field.

- (i)
- (ii)
- (iii)
- (iv)

11. Since when and how long your Company/Firm has been supplying Security Guards services ?

12. If you have been prequalified by other corporate bodies and public sector or other institute for supply of Security Guards Services, furnish their names and date of empanelment.

13. Furnish the names of renowned organizations, where you have supplied Security Guards Services in Bihar & other states in the last three years, i.e. from 1st April 2019 to 31st March 2022

Name of Organization with Address	Since when?	Average annual Payment received
(Please attach copies of their orders or payment proof) (A separate sheet may be attached if the above space is inadequate)		

1. I/We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and NIPER-Hajipur, on the basis of the information given by me/us can be treated as invalid by the NIPER-Hajipur and I/We will be solely responsible for the consequences.

2. I/We agree that the decision of NIPER-Hajipur, in selection of PSAs will be final and binding to me/us.

3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

4. 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

Place:

Date:

Name & Designation & Seal of the  
Company



FORM – B

1. Name of the Company/Agency (full address with Tel. No.)
2. Registration No. of the Company/ Agency under State/ Central Govt. under PSARA 2005.
3. Status of the Company/Agency (Ltd, Pvt. Ltd, Partnership or Proprietorship) Attach details.
4. Bio-Data of key officials (Please attach extra sheets)
5. Details of any tie-ups (Please attach details)
6. If already registered with Labour Department for engaging a minimum of 200 -250 employees, then submit the proof. If not, please give reason. Please submit an undertaking to register in the event of being awarded the contract.
7. (a) DG Rehabilitation approval No.  
(b) ESI No.  
(c) EPF No.  
(d) Service Tax No  
(e) PAN  
(f) TAN
8. Do you have any experience in handling of:  
(a) Access Control Systems  
(b) CCTVs and recorders  
(c) Computers  
(d) Communication and Wireless equipment.
9. Has the firm filed its Income Tax return in the previous financial year? If yes, please attach duly acknowledged copy of the same.



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

10. Do you have provision of Group Insurance cover for your employees? If yes, please attach proof.

11. Do you have experience in security business for at least 5 years?

12. Do you have an experience of working in Educational Institutes, specially handling Student related activities viz Hostels, Student functions/ festivals/ Official Programmes/ Elections etc? If yes, provide details.

13. Ability to provide minimum 20% Ex- Servicemen and remaining Civilians. (Please State Clients where provided). (Attached as Appendix B)

14. Basic Devices Available with Agency for ready use

(a) Ropes

(b) Lathis

(c) Guard Cover (Cane shield)

15. Please provide the details of Bankers

(a) Name of the Bank / Branch / IFSC Code

(b) Address

(c) Account Number

16. Please provide the details of Company's Office/ office Equipments and facilities

17. Do you have training facilities? If yes, provide details.

18. Please provide the details of Arms/Ammunitions available with manpower on your roll. #  
Please provide locations where installed.

PLACE

Date:

Place:

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

Note: If any information given in the technical bid is found false at any stage of assessment, the tender shall be rejected and the entire amount of earnest money deposit will be forfeited by the NIPER-Hajipur





# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

## PROFORMA FOR for Financial Bid Scheduled Rates for Security Services Multi-tasking & House Keeping services

NIPER-HJP/Manpower/12/2022-23

18.07.2022

Important: Tender will be awarded only on the basis of L-1 Quoted Service Charges

Sl. No.	Manpower Details	Category	Nos.	Remarks
1	Security Supervisor	Highly Skilled	03	
2	Gun Man	Highly Skilled	02	
3	Guard (Male)	Skilled	10	Including Reliever
4	Lady Guard	Skilled	03	

### Manpower (Approx. No.) Which may increase or decrease

Sl. No.	Manpower Details	Category	Nos.	Remarks
1.	Consultant Medical Officer	The Remuneration will be decided by Competent Authority	01	
2.	Veterinary Doctor	Consolidated Salary (Rs. 25000/- for 26 Days )	01	
3.	Building Supervisor	Skilled	01	
4.	Animal House Care Taker	Skilled	01	
5.	Office Staff	Highly Skilled	02	
6.	Driver	Skilled	01	
7.	Multi-Tasking Staff(Attendant/Lab Attendant/Gardener)	Skilled	04	Having the Experience in work in any State/Central Organization for more than 10 Years.
8.	Multi-Tasking Staff(Attendant/Lab Attendant/Gardener)	Semi-Skilled	04	
9.	Housekeeping Staff(Male)	Un-Skilled	07	
10	Housekeeping Staff(Female)	Un-Skilled	02	
11	Guest House Cook cum Care Taker	Un-Skilled	01	
12	Electrician	Skilled	01	
13	Plumber	Skilled	01	



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

## Cost Component of Wages

S.No	Components of Wages	Remarks
01	Basic Rate (Minimum wages) As notified by the Regional Labour Commissioner, Govt. of India from time to time	
02	Employer PF contribution @ 13.36%	
03	ESI @ 4.75	
04	Service Tax@ if applicable	
05	Total (1 to 4)	
06	% Service charges inclusive of 2% TDS (as per IT) on Bill Amount and as per note given below	
07	Total (1 to 6)	

**(Name and Signature of the Authorized Person of the firm along with seal)**

Note : The Service Charges Should only be realistic to meet the 2% TDS (as per IT) Salary of Manpower Agency Officials deputed at Institute Campus for day to day monitoring of services, 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 staff and other housekeeping works and other statutory payment to the deployed manpower not listed in the table of cost component of wages.

**Signature of bidder with seal**