

**Lalit Narayan Mithila University
Kameshwaranagar, Darbhanga**



**Tender Documents for
Providing Manpower Services for the
L. N. Mithila University, Darbhanga**

Complete Address of the Office:

Registrar
Lalit Narayan Mithila University
Kameshwaranagar, Darbhanga 846008

Email :registrar@lnmu.ac.in
Mobile no.: 9430560599



Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga

Adv. No. DR-II/01/25

TENDER NOTICE&DOCUMENT

1. Subject: Hiring of agency for providing Manpower service L. N. Mithila University, Darbhanga. Sealed tender (two bid system) is invited for the work mentioned in the subject above.
2. Date of download of Tender document :12.07.2025
3. Last Date and time of submission of bid :02.08.2025(4:00 PM)
4. Date, Time and Place of Opening of Tender Proposal : 04.08.2025
(at 11:00 AM for Technical Bid and at 03:00 PM for Financial Bid. Place : Pariksha Bhawan, Office of the SNO CET-B.Ed.-2025, L. N. M. U., Darbhanga-846 004).
5. Fee: (i) Tender document fee: Rs. 5,000/- (Non-refundable); EMD: Rs. 5,00,000/- (to be paid in DD in favour of Registrar, LNMU, Darbhanga payable at Darbhanga/As per Govt. of India Rule to be enclosed with Bid.

Tender document giving scope of work and other details can be downloaded from
website - www.lnmu.ac.in

Email: registrar@lnmu.ac.in Mobile No. 9430560599

- By order of the Vice-Chancellor

Registrar
LNMU, Darbhanga

Lalit Narayan Mithila University
Kameshwaranagar, Darbhanga

Tender Notice No: **DR-II/01/25**

Date: 12.07.2025

Lalit Narayan Mithila University invites Tender for Manpower Services as follows:

Sr. No	Descriptions	Date & Time
1.	Last Date & Time of Bid Submission	02.08.2025 (04:00 PM)
2.	Date & Time of Opening of Technical Bid	04.08.2025 (11:00 AM)
3.	Date & Time of Opening of Financial Bid	04.08.2025 (03:00 PM)

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SECTION-I

INSTRUCTIONS TO BIDDERS:

1. Disclaimer

- i. L. N. Mithila University, Darbhanga has issued this Bid for **Providing Manpower Services for the L. N. Mithila University, Darbhanga** on such terms and conditions set out in this Bid subject to scope of technical specifications set out in different parts of this Bid. Sealed tenders are invited in 2-Bid Systems (Technical Bid & Financial Bid) from reputed and experienced agencies **for providing Manpower Services** at Lalit Narayan Mithila University, Darbhanga. The bidders are required to read the tender documents carefully and ensure compliance with all instructions herein.
- ii. Due care has been taken in the preparation of the information contained herein. However, this information is not exhaustive. Interested parties are required to make their inquiries online only.
- iii. No reimbursement, of cost of any type, will be paid to bidders for the Bid.
- iv. Issue of this Bid does not imply that L. N. Mithila University, Darbhanga is bound to select and pre-qualify bids for the bid stage or to selecting bidder, as the case may be, for the work and L. N. Mithila University, Darbhanga reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- v. L. N. Mithila University, Darbhanga may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment contained in this Bid.
- vi. Non-compliance with instructions in these documents may disqualify the bidders from the tender exercise. Lalit Narayan Mithila University, Darbhanga, 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.
- vii. Agencies should submit the tender document by paying **non-refundable D.D. of Rs. 5,000/- as Tender fee and EMD Amount of Rs. 5,00,000=00 (Rupees Five Lakh) only in favor of Registrar, Lalit Narayan Mithila University, Darbhanga payable at Darbhanga**. The tender document may be downloaded from the website www.LNMU.ac.in 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.

2. Inviting Bid

1. Sealed tenders are invited in 2-Bid Systems (Technical Bid & Financial Bid) from reputed and experienced agencies **for providing Manpower Services** at Lalit Narayan Mithila University, Darbhanga. for the services of
Manpower Services
 - i) Highly Skilled Manpower
 - ii) Skilled Manpower
 - iii) Semi - Skilled Manpower
 - iv) Un - Skilled Manpower

Downloaded bid shall be considered valid for participation in the bidding process subject to the submission of required tender/bid document fee and EMD in form of DD. Cost of tender document is Rs 5000/- (Rs. Five Thousand only), EMD to be deposited is Rs. 5,00,000/- (Rs. Five Lakh only). Performance security will be Rs. 10,00,000/- (Rs. Ten Lakh only) or 10% of the yearly tender cost at the time of agreement.

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 Manpower Services at Lalit Narayan Mithila University, Darbhanga 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. DR-II/01/25 Lalit Narayan Mithila University, Darbhanga/Manpower Services, Dated: 12.07.2025**
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 **02.08.2025 at 04:00 P.M.** 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.
5. The Technical Bids will be opened on **04.08.2025** at 03:00 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 Darbhanga 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.

3. Eligibility Criteria

- (i) The bidder should be registered with Goods and Services Tax.
- (ii) The bidder should have at least **Eight years** experiences of providing manpower Services to any state Govt. Institute/Board/University.
- (iii) Performance certificate from the client regarding the successful execution of work.
- (iv) The bidder should have a turnover of at least **9 crores** in each of the last 3 **financial years** for the similar scope of work.

BID Documents (Copy of documents required to be submitted for establishing Bidder Eligibility and Qualification)

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 Manpower Services at Lalit Narayan Mithila University, Darbhanga.”** The technical competence shall include the following terms and conditions.

1. Certificate of Registration & Memorandum under Companies Act 1956.
2. Shop and Establishment registration.
3. EPF Registration of the firm.
4. PASARA (Home Dept. License)
5. Copy of challan and paid receipt for more than 300 Nos. of manpower personal enrolled in EPF Department in last three month should be submitted.
6. ESIC Registration of the Firm.
7. ISO Certificate No. (Latest)
8. OHSAS Certificate No.(Latest)Occupational Health and Safety Management System
9. GST Registration Certificate for Bihar with paid challan copy of last FY: 2023-24.
10. PAN Card of the firm.
11. Copy of I.T. return audited by CA firm for last three financial years (FY:- 2021-22, 2022-23 & 2023-24).
12. Character certificate of all the directors/Proprietor/Partners.
13. Average turnover Rs. 09 (Nine) Crore during last three financial years (FY:- 2021-22, 2022-23 & 2023-24).
14. The Net worth of the bidder as on 31st March 2024 should be at least Rs. 50 Lakh.
15. Self-declaration that currently company is not blacklisted on non-judicial stamp paper of Rs 100.
16. License issued by the Dept of Labour under Labour Act 1970 having capacity of 500 men.
17. MSME certificate
18. Currently working with minimum 5 govt. Dept/PSUs/semi govt/Govt. educational institution/university and constituent colleges in Bihar.
19. Currently having experience of providing more than 200 manpower in any educational institution/universities in Bihar.
20. The bidder must submit a solvency certificate of ₹1 (One) crore issued by a nationalized or scheduled bank. The certificate must be dated after the publication date of this tender. Solvency certificates issued before the tender publication date will be considered invalid.
21. The bidder must have a minimum of 8 years’ experience in providing manpower services of similar nature across at least five different states. This experience must be supported by valid work orders or work agreements. Only assignments executed for State Government departments, Central Government organizations, or Public Sector Undertakings (PSUs) will be considered for evaluation.
22. 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.

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.

SECTION II

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT:

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in Notice Inviting Tender unless otherwise agreed by L. N. Mithila University, Darbhanga.

2. Performance Security

- 2.1 The successful bidder shall be required to deposit an amount equal to Rs. 10 (ten) Lakh or 10% of the yearly bid cost before agreement conveying L. N. Mithila University, Darbhanga intention for accepting the bid as Performance Security.
- 2.2 Performance Security shall be submitted in the form of FDR issued by a scheduled Bank.
- 2.3 Performance Security will be discharged after completion of the contractor's Performance obligations under the contract.
- 2.4 If the contractor fails or neglects any of his/her obligations under the contract it shall be lawful for L. N. Mithila University, Darbhanga to forfeit either whole or any part of Performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. Execution Time Limit:

The period as stipulated in the contract or letter of intent shall be deemed to be the essence of the contract.

4. Payment Terms

- 4.1 The payment will be made through the cheque/RTGS after the successful completion of the job. Any deductions/penalties if any shall be deducted from the bill.
- 4.2 The Performance security shall be released after the completion of the allotted project in all respects.

5. Statutory Laws

- 5.1 Rates exclusive of all duties, taxes, GST (As per Government of India rule) and other levies in Rupees per successfully generated admit card shall include an end-to-end task inclusive of Cost of Study, Design, Development & Testing of Application Software, deployment and maintenance of the application on online and offline servers, pre and post-examination processing, online help desk, result processing and all other activities as per the scope of work.
- 5.2 The rates quoted shall remain firm throughout the contract and this contract will remain valid up to the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.
- 5.3 Payment shall be made in Indian Rupees only.

6. Force Majeure

If any time, during the continuance of this contract, the Performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions,

epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on Performance or delay in Performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of L. N. Mithila University, Darbhanga as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the Performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

7. Penalty Clause

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse, if any, penalty equal to 100% of the contract will be terminated.

8. Exit Clause

If the selected bidder commits a breach of its obligations under the given scope of work at any circumstances the institution may terminate the selected bidder by giving the breaching notice and the 2nd bidder may be given a chance for the same scope of work after negotiation.

9. Arbitration

In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the **Vice-Chancellor, L. N. Mithila University, Darbhanga**. If the Vice- Chancellor, L. N. Mithila University, Darbhanga is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Vice-Chancellor, L. N. Mithila University, Darbhanga or the said officer. The agreement to appoint an arbitrator will be under the Arbitration and Conciliation Act, 1996.

The venue of the arbitration proceeding shall be the Office of the Vice-Chancellor, L. N. Mithila University, Darbhanga or such other place as the arbitrator may decide. Jurisdiction for all the matters related shall be district court, Darbhanga/High Court, Patna.

Section - III
Special Conditions of Contract

- i. The applying firm has to provide documents regarding the Annual turnover of Rs. 09 (Nine) Crore during last three financial years i.e. FY 2021-2022, FY 2022-2023 and FY 2023-2024.
- ii. 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 out rightly rejected.
- iii. "The agencies participating in the tender must have a proven track record of providing manpower services in at least five states in India, with mandatory experience in the state of Bihar. Relevant documents demonstrating the deployment of manpower, such as work orders/ completion certificates, or client references, must be submitted. Non-submission of these documents will lead to disqualification at the technical evaluation stage."
- iv. 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.
- v. 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.
- vi. University reserves the right to increase/decrease the manpower as per actual requirement.
- vii. 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 Lalit Narayan Mithila University, Darbhanga. 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.
- viii. University reserves the right to increase or decrease the no. of manpower personnel, or it may cancel the tender at any stage without assuring any reason thereof by giving three months advance notice.

Section - IV

Scope of Work

- i. 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.
- ii. All manpower personnel should always wear clean uniforms while they are on duty. The bidder should provide them all necessary uniform as and when required.
- iii. The deployed manpower personnel will have to maintain exemplary discipline and be polite always and work for the welfare of the institute and should follow the campus rules.
- iv. 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 as provided in Bihar Financial Rules.
- v. 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.
- vi. 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 manpower or others. No advance will be paid to the agency by the University under any circumstances.
- vii. In case of emergency or on special occasions when more manpower 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.
- viii. All types of manpower deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.
- ix. All types of manpower deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty.
- i. The Agency has to provide manpower as per the following details.(Residential as well as official campus of the University): -
 - Manpower Services
 - v) Highly Skilled Manpower
 - vi) Skilled Manpower
 - vii) Semi - Skilled Manpower
 - viii) Un - Skilled Manpower

Section - V

Technical Bid Proforma

Name of the company				
Year of Establishment				
Address				
Phone with std code				
Mobile				
Email id				
About company premises	Owned/rented Area			Attachment
Turn Over for last three financial year	2021-22	2022-2023	2023-2024	Attachment
PF contribution or ESI registration number				Attachment
GST Registration number as per clause				Attachment
Type of firm or organization (proprietary /private/govt. subsidiary etc.)				Attachment
PAN Number				Attachment
Latest Income Tax return				Attachment
ISO 9001-2015, ISO 27001:2013 Certification. For each : <ul style="list-style-type: none"> • Date of issuance • Issuing authority. • The validity of the Certificate. 				Attachment
OHSAS Certificate No				Attachment
BID Form				Attachment
Number of Employees on Rolls				
Copy of Labour License providing 500 manpower's				

Section - VI
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.)

Statutory wages and dedication should be as per norms									
Daily wages rate including VDA		Wages applicable for outsourcing staff as per Bihar Govt./ NIC/ Beltron			As per minimum wages act, of Bihar Govt. as revised from time to time.				
Particulars									
Wages (A)		Programmer	P.S to V.C/Pro V.C/F.A/ Registrar	Computer Operator cum Office Assistant	Highly Skilled/ Supervisory	Skilled	Semi Skilled	Un-Skilled	Housekeeping staff Un-skilled
ESI (B)*	3.25% of A								
EPF (C)*	13% of A								
Bonus (D)*	8.33% 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 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

SECTION VII

BID FORM

Tender No.....

Dated at.....

A: (Name & Address of the Bidder)

Respected Sir/Madam,

1. I have read the conditions of contract and services to be provided No__the receipt of which is hereby duly acknowledged, we undersigned, offer to provide end to end system as specified in the tender document with the conditions of contract and specifications and for the sum shown in Section VI financial performer attached herewith and made part of this Bid.
2. We undertake, to agree within **3 (three) days** of being called upon to do so and bear all expenses including charges for stamps etc. and the agreement will be binding on us.
3. If our Bid is accepted, we will submit a Performance Guarantee of Rs. 10 Lacs or 10% of the yearly bid cost as Performance security for the due Performance of the Contract.
4. We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this Day of 2025

Signature of Incapacity of Duly authorized to sign the bid for and on behalf of Witness
Address.....

Signature

SECTION-VIII

DECLARATION

(On Company's Letter Head)

1. I, _____, do hereby declare that our firm has not been blacklisted by the Government of Bihar or any other State Government/ Union Territory / any other University / Authority during the last five years. I also declare that no cases, criminal or civil, or enquiries are pending against the firm.
2. I hereby confirm having read and understood the tender documents and the requirements of work under this tender.
3. I agree to abide by all the terms and conditions of the tender document, in case the job is awarded to me.
4. I further declare and undertake that the information given in the Bid Document(s) are true to my knowledge and belief. I agree to cancel the contract and to debar me from future participation in any such tender, in case any concealment of facts on my part is detected at any stage after the award of the contract.

**Signature of M.D.
(Or)
Authorized person**