

BID DOCUMENT

(e - Procurement)

**Empanelment of Agencies for Supply of Man
power at BHU, Varanasi**



Issued On:

31-10-2020

BANARAS HINDU UNIVERSITY

VARANASI-221005, INDIA

SECTION I: NOTICE INVITING TENDERS (NIT)

Banaras Hindu University (**hereinafter called University**) invites Technical and Financial Bids from duly registered Manpower Service Providers for providing Manpower Services to the University initially for one year, extendable up to three years on year to year basis subject to satisfactory performance of the contract on mutual consent basis, as per the following schedule:

1. Last Date for receipt of Tender - **November 30,2020 3.00 PM**
2. Opening of Part-I (Technical Bids) of the Tender - Date to be notified later on
3. Opening of Part – II (Financial Bids) - - Do -

Interested manpower agency fulfilling all terms and conditions as mentioned below may participate and submit the bids online at the **e procurement portal of the GoI.**

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. Tender document can also be downloaded from the University website at www.bhu.ac.in For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.bhu.ac.in

PREQUALIFICATION CRITERIA

The tenderers should have :-

1. The Service Provider/Agency/Firm is a duly registered one with all statutory bodies and is also required to attach a copy of Service tax Registration Certificates.
2. The Bidder shall have at-least **5 years' experience during last 7 years ending on 31st March 2020** of providing Manpower Services (Other than Security Services) to Central Government department/ Central Autonomous Institutions/ Central Universities/ Central Public Sector undertakings and should have successfully completed similar work of magnitude as per below mentioned criteria:
 - i) **One similar work of not less than Rs.20,00,00,000/- (Rs. Twenty Crore only) in one year Or,**
 - ii) **Two similar works each amounting to not less than Rs. 15,00,00,000/- (Rs. Fifteen crore) in one year Or,**
 - iii) **Three similar works each amounting to not less than Rs. 10,00,00,000/-in one year**

Note:

- I. **Work referred above should be in the name of a firm as a single entity and not aggregates of joint venture firms/associates or cartels.**
 - II. **Completed work shall mean work undergone contract with extension/s.**
 - III. **Concluded or should have been more than one year old live contracts with extension/s, if any. In case of running contract, value of payment received till date of issue of certificate shall be the qualifying amount.**
3. The average annual turnover of services provided by the bidder should not be less than **Rs. Twenty Five Crore (Rs. 25,00,000,000/-)** during the last three consecutive years ending on 31st March 2019 as per their audited books of accounts/Tax

Returns with clear evidence that the turnover is derived from provision of services which form the subject matter of the present notice. **For this purpose a certificate from the Chartered Accountant must be up-loaded on e-procurement portal.** In addition to this, Income Tax Return of the firm for the last three financial years i.e. 2016-17, 2017-18 and 2018-19 should also be up-loaded with the tender.

4. Should have valid PAN Card, Labour license, GST Registration number, Employee Provident Fund Registration number, ESI registration number, Professional tax registration number, Certificate of Registration of firm, Proof of office address (telephone bill, electricity bill etc.). All these documents and an undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender, details of Bank Account of the firm, a cancelled cheque of the account of the firm need to be scanned and upload at e-procurement portal.
5. Non –Refundable Tender Fee of **Rs 10000.00** (*Rupees Ten thousand only*) in the form of Banker’s Cheque or Demand Draft, drawn in favour of Registrar, BHU, Varanasi, shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to the Registrar, Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time.
6. Earnest Money Deposit (EMD) for an amount of **Rs.1000000.00 (Ten Lacs only)** in the form of Call deposit, Banker’s Cheque, Fixed deposit or Demand draft, drawn in favour of Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be

sent to the Registrar, Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time. EMD of unsuccessful bidders will be returned within three months of finalisation of tender.

7. However, the firms registered under MSME/SME/NSIC are exempted from payment of Earnest Money Deposit, subject to furnishing of relevant valid certificate for claiming exemption within the monetary limits so prescribed, as also for the category of registration.
8. The Bidder shall abide by the terms and conditions of the tender strictly.
9. University reserves the right to cancel the tender process at any time before the award of contract without assigning any reason to any bidder. University also reserves the rights to accept or reject any or all bids without assigning any reason.

SCOPE OF THE WORK :

- a. The successful bidder will be required to submit the Security Deposit of **Rs.02 Crores** in the form of Bank Guarantee valid for one year after the currency of agreement in favour of '**THE REGISTRAR, BANARAS HINDU UNIVERSITY, VARANASI**'. The Bank Guarantee and Agreement will be required to be submitted within one month of the award of contract. In case the job contract, based on the performance of the manpower or whatsoever any reasons, is extended/reviewed on the initial terms and conditions, the Bank Guarantee submitted to the University will be renewed accordingly. The Bank Guarantee can be forfeited in the event of termination of contract on account of violation of any of the terms and conditions. The Bank Guarantee will be returned six months after successful completion of the contract and settlement of all the dues, if any.
- b. Any violation of the terms and conditions will lead to termination of the job contract with the Service Provider, forfeiture of the Security amount and blacklisting of the Service Provider for future jobs.

- c. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category in Annexure-A of the tender document. The details mentioned in the Annexure-A is indicative in nature. It is for general information and knowledge to the bidders about the requirement of the University in respect of different categories of manpower. It is clarified that as per need and on the receipt of the requirement from the University, the selected firm will be liable to provide specific manpower within 7 working days.
- d. The persons provided by the agency/service provider should not have any adverse police records/criminal cases pending against them. The agency/service provider should make adequate enquiries about the character and antecedents of the person whom they are recommending. The character and antecedents of all workers to be deployed at University by the Service Provider will be got verified from local Police by the Service provider at its own cost and submit the report thereof to University. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
- e. The agency/service provider shall withdraw/replace such employees who are not found suitable by the University for any reasons immediately, if such request is made.
- f. The agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/ service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary and other dues as applicable every month. They shall not be employee of the University and have no claim whatsoever against the University. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in BHU, Varanasi.

- g. The employees to be provided by the agency/service provider may have to work at anywhere at BHU main campus, Kamachcha, Trauma Centre including RGSC, Barkachha, Mirazapur.
- h. The tentative required manpower will be broadly categorized in four category viz.: unskilled, semi-skilled, skilled and highly skilled or any other position as and when required.
- i. The qualification of the above category will be as under:

1. Unskilled : High School or equivalent

2. Semi-skilled : Graduate IInd Class and required proficiency

3. Skilled : Graduate IInd Class and knowledge of Computer as also typing proficiency with speed at 30 word per minute.

4. High Skilled : As per requirement with experience in relevant fields.

5. For Any Other positions: The eligibility conditions and rate of payment will be decided by the University on case to basis.

6. The rates (monthly wages) for each categories will be strictly according to the rates as notified by the University administration. In addition to this EPF, ESIC (Employer's contribution) as per rules will be reimbursed.

7. Working hours of the deployed staff will be as per Government of India norms and as per requirement at the work place.

8. The Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely EPF Act, ESIC Act, Bonus Act, Gratuity Act, and Workman Compensation Act etc. or under any other statutory requirements as applicable in the Central

Government/Uttar Pradesh and amended from time to time in respect of the manpower deployed and also to present the documents as and when required or asked for by the University.

- 9. The Agency shall disburse the wages to its workers deployed in University before 7th of each month through their bank accounts (e-transfer mode only/not in cash or cheque). The agency shall submit the monthly bill after disbursing the wages alongwith attendance sheet, duly verified by the concerned officials and the same shall be paid by University after deduction of usual taxes or/and other dues, if any. In the bill, the agency will clearly indicate the break-up of monthly payment details of each category of outsourced staff alongwith the Agency's service charges. The agency will clearly indicate the gross wages etc., each & every deduction made and net payment made to each person. Documentary proof has to be provided that the bank has transferred the amount in the accounts of each worker. The payment will be made on reimbursement basis only and not in advance. Normally, the bills are paid within 30 working days of receipt of complete documents. The agency shall ensure to pay the wages in time irrespective of delay in payment of Bill by the University for whatever reason. In other words, the agency will not link the payment of wages to the payments due from University. The agency will also issue wage slips for every month to its workers showing ESI and PF number and gross wages, details of deductions made and net payment.**

While submitting the bill, the service provider shall submit the copies of documents such as deposit challan alongwith list of workers showing deposit of ESIC,

EPF with the concerned agencies for previous month (Example: while submitting the bill in Oct., 2020 for Sept., 2020 wages, copies of deposit challan for August, 2020 are to be submitted). University reserves the rights to withhold bills, if the agency fails to produce proof for having remitted the ESI and PF dues of workers.

- j. University will be free to deduct the amount of penalty for any of the violations as shown below:

SL.No. VIOLATION	AMOUNT OF PENALTY
1. PAYMENT OF WAGES FROM 8TH TO 10TH DAY OF MONTH	1% PER DAY OF THE PAYABLE ONE MONTH'S PAYMENTS FOR DELAYED DAYS.
2. PAYMENT OF WAGES FROM 11TH TO 15TH DAY OF MONTH	2% PER DAY OF THE PAYABLE ONE MONTH'S PAYMENTS FOR DELAYED DAYS.
3. PAYMENT OF WAGES AFTER 15TH DAY OF MONTH	2.5% PER DAY OF THE PAYABLE ONE MONTH'S PAYMENTS FOR DELAYED DAYS.
4. LATE DEPOSIT OF EPF OR/AND ESIC WITH THE CONCERNED AUTHORITIES.	1% PER DAY OF THE PAYMENT OF PF OR/AND ESIC DUES.

- k. The Service Provider shall ensure fulfilment of qualifications(academic/professional), skills, experience, age limit and other engagement conditions as specified in the Recruitment rules of the University.
- l. The agency/service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947/Contract Labour (Regulation & Abolition) Act, 1970/Workman Compensation Act, 1923 or any other Labour Act.
- m. The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters.
- n. The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so

that their actions promote goodwill and enhance the image of office in particular and University at large.

- o. The agency/service provider shall ensure proper conduct of his personnel and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering in campus without work.
- p. The agency/service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
- q. If any of the worker deployed by the Service Provider indulges in theft or any illegal/irregular activities, misconduct, the Service Provider will take appropriate action as per land of law and rules against the erring worker and intimate the action taken to the University.
- r. The agency shall not employ any person below the age of 18 (eighteen) years and maximum years of age as decided by the University.
- s. The agency/service provider has to provide photo identity cards to the persons employed by it for carrying out the works and wage slip.
- t. The agency/service provider shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to all Grade IV employees and name badges. Such Employees without complete uniform will be treated as absent from duty.
- u. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the sole responsibility of the agency/service provider.
- v. That the agency/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and the University will not incur any other expenditure whatsoever on the persons employed by the agency.

- w. The agency will be responsible for compliance of provisions of various labour and other relevant laws as may be applicable to them.
- x. The agency/service provider shall pay wages as decided by BHU, Varanasi from time to time to all deployed staff depending on their performance and experience. The agency/service provider shall issue wage slip to all deployed staff on monthly basis accordingly.
- y. The University accepts discipline and cordial behaviour from the person deployed by agency and any incident reflecting indiscipline or insincere act would be firmly dealt by agency/University.
- z. Over and above penalty, imposed if any by the University no wage/remuneration will be paid to any staff for the days of unauthorised absence from duty.
- aa. The agency/service provider shall provide suitable replacement at the earliest at no extra cost of any person leaving the job for any reason what so ever. In case of leave of the employees of agency/service provider, their applications should firstly be forwarded by the agency/service provider (either by written letter or by e-mail or by FAX) and then it will be considered suitably by the competent authority of BHU, Varanasi.
- bb. BHU, Varanasi will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.
- cc. That the agency/service provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If BHU, Varanasi suffer any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency/service provider shall be liable to compensate for the same. The agency/service provider shall keep fully indemnified against any such loss or damage.

- dd. BHU, Varanasi will maintain an attendance register in respect of the staff deployed by the agency/service provider on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
- ee. The agency/service provider shall conduct minimum two times per month, a physical inspection of their staff and countersign the attendance register at BHU or any Dept./faculty/inst.etc where manpower is provided.
- ff. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency/service provider directly or indirectly to any person, firm or whosoever.
- gg. Either party can terminate the agreement by giving 1 (one) month notice in advance. If the agency fails to give 1 (one) month notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) will be forfeited.
- hh. That on the expiry of the agreement, unless extended formally, (for how long) the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
- ii. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the competent authority of BHU, whose decision shall be final and binding on both the parties.
- jj. The personnel of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent.
- kk. The successful bidder shall not engage any sub-contractor or transfer the contract to any other person in any manner.

- ii. The successful bidder will have to provide the details of a single point of contact who should be contactable by the designated person of the University to answer any queries and resolve issues. He should be empowered to take decisions. Preferably they should have a office within a radius of 1 km of the University.

BID EVALUATION CRITERIA AND SELECTION PROCEDURE:

The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as wages for leave reserve as well as salary slip, Maintenance of record, stationery, local office expenses all kind of taxes etc.,. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected. A two-stage procedure shall be adopted in evaluation the proposals. **The selection will be done using Quality cum Cost Based Selection (QCBS) process. 60% weightage would be given to the Technical evaluation and 40% weightage would be given to the financial bid.**

SL. NO.	DESCRIPTION		
1.	Gross Turnover in each of the last three F.Y i.e. 2016-17,2017-18 and 2018-19	<ul style="list-style-type: none"> ➤ 100 crore or above ➤ 75 crore to 99 crore ➤ 50 crore to 74 crore ➤ 25 crore to 49 crore 	20 pts. 15 pts. 10 pts. 05 pts.
2.	Experience in providing manpower at central educational institutions/central government offices Single work contract value	<ul style="list-style-type: none"> ➤ 25 crore or above ➤ 20 crore to 24 crore ➤ 15 crore to 19 crore ➤ 10 crore to 14 crore 	20 pts. 15 pts. 10 pts. 05 pts.
3.	No. of years of operation in business	<ul style="list-style-type: none"> ➤ 15 years or above ➤ 10-15 years ➤ 7.5-10 years ➤ 05-7.5 years 	20 pts. 15 pts. 10 pts. 05 pts.
4.	Number of running contracts of similar nature (manpower service) in hand during last F.Y 2020-21	<ul style="list-style-type: none"> ➤ 10 or above ➤ 7-10 ➤ 05-7 	20 pts. 15 pts. 10 pts.
5.	Valid ISO 9001 Certificate of Manpower Service	<ul style="list-style-type: none"> ➤ If ISO certificate available in the name of local Branch in Varanasi Copy of certificate ➤ If ISO certificate available in the name of Head Office 05 Pts. ➤ If not available 	20 Pts. 10 Pts. 0 pts.

Evaluation Criteria for Financial Proposal

The price bids of only those firm/agencies who qualify technically will be opened. The proposal with the lowest cost bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. For e.g. assuming that out of technically qualified bids a firm "A" who has quoted 5% as service charge is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above 5% will be given the financial score as worked out in the following examples.

Firms	Bid Rate	Financial Score Firm
"B" -	6%	- $5/6 \times 100 = 83.33$
Firm "C"	7%	- $5/7 \times 100 = 71.43$
Firm "D"	8%	- $5/8 \times 100 = 62.50$

For working out the combined score, following formula will be used:

Total points = $\{T(w) \times T(s)\} + \{F(w) \times F(s)\}$ where

T (w) stands for weight of the technical proposal i.e 60 %

T (s) stands for technical score

F (w) stands for weight of the financial proposal i.e 40%

F (s) stands for financial score as worked out above

For e.g. if a firm score 50 marks in technical bid and 70 marks in financial bid the total points will be worked out as follows:-
 $\{T(w) \times T(s)\} + \{F(w) \times F(s)\} (70/100 \times 50) + (30/100 \times 70)$
Total = 35 + 21 = 56 Points. The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.

GST will be reimbursable as per deposition of proper & genuine evidence attached with monthly bills.

10. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
11. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids online and opening of bids online will be the following working day at the appointed times.
12. The bidders should download the **BoQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. The Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
13. The Financial bid (price bid) i.e Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
14. Tenderer should indicate whether the prices quoted are exclusive or inclusive of taxes.
15. Cartel Formation and Quoting Prices in Pool - Tenderers may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and the parties so shall also not be considered for award of any contract for the next two years in this University.
16. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not providing the same services at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE". Further, If at any time during the currency of Contract period, the firm decreases the agency commission to any other firm or Govt. Organization Central or State or any statutory undertaking of the Central or State Govt. as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction to the

Registrar – BHU and the commission payable under the contract for services after the date of coming into force of such reduction shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the commission and continues to charge higher rates, ***is liable to be deducted from E.M.D. Furthermore, such firm is liable to be debarred from doing any business with the University in future.***

17. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/- that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
18. At any time prior to the date of submission of bid, Registrar, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/ tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Registrar, BHU, may at his discretion, extends the date and time for submission of bids.
19. The tendered rates and the validity of bids shall be for a minimum period of four years from the date, as the tender are finalized /awarded.
20. Payments shall be made after satisfactory execution of the order in satisfactory condition on bill basis on conclusion of the calendar month only on the basis of duties performed by each person during the preceding month. However, The Service Provider shall ensure that the salary to the persons so employed is made by 7th day of the succeeding month.
21. BHU shall deduct TDS for income tax, surcharges and Education or other Cess if any at source under section 194-C of the income tax Act. 1961 from the contractor at the prevalent rates as per instructions issued by Govt. of India from time to time.
22. BHU reserves all rights to make any changes in terms and conditions of the tender.
23. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
24. Jurisdiction in all disputes suits will be in court of Varanasi.
25. For any clarification and further details contact Telephone No: 8004932595 or contact in person during office hours or **email bvidyarthi650@gmail.com**

26. The University at its discretion may empanel more than one party.
27. Approximate number of persons to be hired during the tenure of contract period of one years as per existing position is **1000 approximately**. Fresh posts can be added and existing posts can increase or decrease depending upon requirement and fresh criterions.
28. In order to avoid complications in future dates the University reserve the rights to reject any or all bids without assigning any reasons therefore including quoting of unworkable rates in a bid to grab the contract unethically.
- 29.**After online submission of the bid on e-procurement portal, Hard Copies of all documents except price bid must be sent to**04.12.2020by 5.00 PM.**

**DECLARATION REGARDING THE FIRM IS NOT PROVIDING ITS SERVICES AT
LOWER RATES**

(Affidavit of Rs. 10/- duly attest by the Notary Public)

Date:

The Registrar
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.:Dated _____ for `providing manpower service on outsourcing basis for a period of _____ w. e. f. _____ to _____.'.

I/we hereby declare that my company / firm is not currently providing its services at lower rates quoted in the tender to any government / private organisation or any other institution during past one year. Further, if at any time, our firm / company reduces the price or offers such services to any persons / organisations / bodies etc. at a price lower than the price chargeable under the contract, I / We shall inform such reduction to the university immediately. I / We hereby give our consent that if it is recovered later on that our firm failed to inform the University about the reduction at service price and continues to charge higher rates then our firm / company should be debarred from doing any business with the University in future.

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

DECLARATION REGARDING CLEAN TRACK BY BIDDER

(on Company's / Firm's letterhead)

Date:

The Registrar
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.:Dated _____ for `providing manpower service on outsourcing basis for a period of _____ w. e. f. _____ to _____.'.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that my company / firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance/CBI /FEMA case pending against the firm/company. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred/blacklisted/ case is pending	Black listed/debarred by Government/Semi Government Organizations/Institutions	Vigilance/CBI/FEMA case pending	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

LIST OF DOCUMENTS ENCLOSED

(on Company's / Firm's letterhead)

Date:

The Registrar
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: Dated _____ for providing manpower service on outsourcing basis for a period of _____ w. e. f. _____ to _____..

I/we are enclosing following documents :

- | | |
|--|----------|
| 1. Earnest Money Deposit (EMD) for an amount of Rs. 10.00 Lacs | YES / NO |
| 2. MSME / SSI / NSIC Certificate, if available | YES / NO |
| 3. Labour license under Contract Labour (R&A) Act, 1970 | YES / NO |
| 4. Copy of Provident Fund Registration number | YES / NO |
| 5. ESI registration number | YES / NO |
| 6. Trade Tax Registration from Trade Tax Office. | YES / NO |
| 7. GST registration certificate | YES / NO |
| 8. Documents regarding the existence and registration of the firm | YES / NO |
| 9. PAN Card | YES / NO |
| 10. Copy of Income Tax Return of last three financial year | YES / NO |
| 11. Audited Balance Sheet of firm / company of last three financial year | YES / NO |
| 12. Original Affidavit on a non – judicial stamp paper (Annexure – 1) | YES / NO |
| 13. Declaration regarding Clean Track Record (Annexure – 2) | YES / NO |

- | | |
|--|----------|
| 14. Client List where the firm is providing its services | YES / NO |
| 15. Bank Account of the firm | YES / NO |
| 16. Undertaking for compliance of the terms and conditions | YES / NO |
| 17. Price Bid. However, the same will be opened online only. | YES / NO |

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

INVITATION FOR BIDS

Notice Inviting Tender (NIT)

BANARAS HINDU UNIVERSITY

VARANASI-221005

e-Procurement Notice

Ref: BHU/AB/NT/2020-21/01

Dated: 31-10-2020

Online tenders are hereby invited **in two cover system** from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer/importer** for supply of :-

- **Empanelment of Agencies for Supply of Man power at BHU, Varanasi**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from **04-11-2020** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is:30-11-2020 upto 05:00PM. (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <http://eprocure.gov.in/eprocure/app> and www.bhu.ac.in.

CRITICAL DATE SHEET

Published Date	04-11-2020 (12:00 NOON)
Bid Document Download Start Date	04-11-2020 (12:30 PM)
Clarification Start Date	04-11-2020 (03:00 PM)
Clarification End Date	09-11-2020 (10:00 AM)
Pre bid meeting	10-11-2020 (11:00 AM)
Bid Submission Start Date	12-11-2020 (06:00 PM)
Bid Submission End Date	30-11-2020 (03:00 PM)
Bid Opening Date	02-12-2020 (03:30 PM)

Due to COVID-19 pandemic instead of physical meeting online pre-bid meeting will be arranged those who desires to attend the same may request in writing for attending so that link for online meeting will be shared timely

sd/-

Registrar