

Kolhan University, Chaibasa

E-Tender notice

No:KU/R/CCDC/ 22 2024

Date 08/01/2024

e-tender are invited by the Registrar, Kolhan University, Chaibasa through electronic tendering (e-tendering) from genuine manpower supplier for supply of manpower for Kolhan University.

Tender notice & details are available at e-tender website www.jharkhandtenders.gov.in and Kolhan University website www.kolhanuniversity.ac.in. Interested person may visit the above site for details.

The date & Time of publication of e-tender on website: 08/01/2024; 18:20 hours.

Last date & Time for submission of BID Documents online:29/01/2024; 11:30 p.m.

Bidding shall be through e-tender portal.

Sd/-
Registrar
Kolhan University, Chaibasa

Memo no 22

Date 08/01/24

Copy to:

1. University Web Site

2. The Editor,

i) Dainik Bhaskar.

ii) Hindustan Times (Patna + Ranchi edition, B/W)

With a request to publish in tomorrow daily newspaper within the limit of **Rs 5,000/-** (GST Included)


Registrar
Kolhan University, Chaibasa



KOLHAN UNIVERSITY, CHAIBASA
West Singhbhum, Jharkhand- 833202.

Financial Year 2023-24

BID DOCUMENT
FOR SUPPLY OF MANPOWER

Estimated Cost : 1,50,00,000/-

[Handwritten Signature]
06/01/24

KOLHAN UNIVERSITY, CHAIBASA

West Singhbhum, Jharkhand- 833202.

(E-MAIL : registrarku2009@gmail.com)

e-Tender Reference no.: KU/R/CCDC/12/2024

NAME OF THE WORK: Supply of Manpower at Kolhan University, Chaibasa Head Quarter, Chaibasa, West Singhbhum, Jharkhand

NAME OF OFFICER INVITING TENDER : Registrar, Kolhan University, Chaibasa

TENDER FEES : 10000/- (ONLINE MODE).

EMD FEES : 3,00,000/- (ONLINE MODE)

DATE OF PUBLICATION OF TENDER ON WEBSITE : 08/01/2024 at 18:20 hours

DATE OF PRE BID MEETING : 19/01/2024 11:30 a.m. @ Kolhan University

BID SUBMISSION START DATE : 20/01/2024 10:00 a.m.

LAST DATE AND TIME FOR SUBMISSION OF BID DOCUMENT ONLINE : 29/01/2024 11.30 a.m.

TENDER TECHNICAL BID OPENING : 30/01/2024 12.30 p.m.

PLACE OF OPENING OF BIDS : Kolhan University, Chaibasa, West-Singhbhum, Jharkhand, Pin-833202

ADDRESS FOR COMMUNICATION : The Registrar, Kolhan University, Chaibasa, West- Singhbhum, Jharkhand-833202
E-mail address: registrarku2009@gmail.com

Tender Fee and EMD will be received through online mode only. Bidders can use internet banking facility for faster processing of tender fee and EMD. Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from jharkhandtenders.gov.in portal.

Refund will only be issued to the originated bank account used for the payment of Tender Fee and EMD. So, Bidders are advised NOT to close Bank Account used for online payment/(NEFT/RTGS) of tender fee and EMD.

No Hardecopy/Physical copy is required to be submitted for tender opening/Evaluation. However, Department may ask original documents for verification before award of contract.

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Section-I

13

01. General

Kolhan University is a State University established on 13 August 2009 in accordance with the Jharkhand University Act, 2000. There are 20 constituent colleges and University Departments under it. The university is in need of manpower related to work of security guard, mali, computer operator and others. This services will be supplied through out sourcing Agencies. So instant Bid is floated online for fixing up agencies who shall supply personnel with indicated qualification and skill for the job.

02. Instruction to bidder.

Tenders are invited online through e-procurement portal i.e. www.jharkhandtenders.gov.in in the prescribed format for supply of Manpower under Kolhan University, Chaibasa and its Constituent Colleges on rate contract basis.

- I. All offers should be written in English and price should be quoted in figures only.
- II. The agencies/bidders/firms are advised to read the tender documents and terms and conditions carefully before quoting/submitting their bid.
- III. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.

03. Tender fee and Earnest Money :

- A) The Tender Fee (₹) 10,000/- is non refundable. The Earnest Money Deposit (EMD) is Rs. 3.0 lakh. Both Tender Fee and EMD must be deposited through online mode and alternatively through NEFT/RTGS challan generated for the tender from jharkhandtenders.gov.in portal.
- B) All unsuccessful bidder EMD amount will be refunded in the same bank account through which bidder have made their online payment of EMD Fee.
- C) L1 Bidder will be asked to Submit Bid Security amount in the form of BG issued from any nationalized bank drawn in favor of "Registrar, Kolhan University" payable at Chaibasa before AOC (award of Contract).
- D) L1 Bidder online EMD submitted amount will be refunded in the same bank account through which online tender fee and EMD fee payment has been done after AOC process.

04. Eligibility Criteria: Eligibility criteria for bidders to participate in this tender are as follows:

- A) **The bidders who are in business of supply of Manpower :** The Company (Private Limited Company, Sole Proprietor, Partnership Firm, Limited Liability Partnership firm, Public Limited Company, registered in India and legally competent to enter into contract as per prevailing laws may participate in the bid.
The authorized supplier required to submit authorization form as per format mentioned in Section II, Annexure B of this document. The authorized suppliers are also required to submit trading license valid at the time of applying for the said bid. In case validity expires, document for further renewal of the same need to be furnished.
- B) **The Financial status of the bidder:** The bidder should have a minimum average annual sales turnover of Rs. 1,00,00,000/- (One Crore only) arising out of the business of supply of Manpower in at least two out of four financial years (i.e. FY 2019-20, FY 2020-21, FY 2021-22 & FY 2022-23).
- C) Bidder shall not be under a declaration of ineligibility or blacklisting for any reason whatsoever as issued by Government of India/ any State Government/UT or any public sector undertakings of the Government of India or Government of Jharkhand Bidder shall submit a notarized affidavit to this effect.
- D) Firm of the bidder must be ISO-2015 certified.
- E) **Past Experience:** Proof of work experience in Jharkhand/Bihar States (minimum experience should be of 02 (Two) years for providing Manpower and Security Guard in Government/Semi-Government Organizations/ Universities .
- F) **Jharkhand Procurement Polley 2014** shall be applicable.

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05. Scope of work (Responsibilities / Liabilities of Bidder or Contractor)

- i. Within 7 days of communication of award of contract, the successful bidder shall sign contract with Registrar, Kolhan University and deposit 5% of contract value as performance security in form of FDR/BG which must be valid for 14 months. After deposit of performance security, Online EMD shall be released. If successful bidder does not deposit the said security, the earnest money shall be forfeited and bidder/contractor shall be black listed.
- ii. The successful bidder shall provide detailed lists of Manpower along with, EPF, ESI Bank detail of all personal along with their requisite qualification. In the end of the every month, the contractor shall raise the bill with the certified copy of the payment of ESI and EPF.
- iii. Contractor shall ensure that the remuneration of the hired personal is paid strictly through Aadhar linked Bank account. The University/Constituent College shall be rightful to direct the Contractor/Supplier to produce evidence of transfer amount of the hired personnel. In case any discrepancy found the Contractor/supplier shall be held responsible and lawful action shall be taken.
- iv. Performance of the hired personnel shall be reviewed time to time and if any work of the personnel is not found to be satisfactory, personnel must be replaced within 24 hours by the contractor/supplier. Basic equipment's like, Umbrella, Boot, Torch etc. required to the personnel for discharging their duties shall be provided by the contractor.
- v. It will be responsibility of the contractor to supply only those personnel where credentials have been verified and found ok by police.
- vi. The contract is valid for 12 months from the time of award of the contract, it is subject to extension for 3 months under special circumstances by the competent authority after recording the reason. No further extension shall be permitted.
- vii. The supplier shall also sign a contract with Principals of Constituent Colleges for supply of man power desired by them. Performance Bank Guarantee shall also be 5% of contract value. All terms and condition shall be same and binding for both parties.

06. The bidders must upload the following Documents with bid.

- a. An application duly filled and all annexure as required vide section IV, Annexure-D.
- b. Registration of the firm,
- c. Clearance from Service Tax/GST Certificate and GST Return Certificate up to date.
- d. Self-certified copy of IT PAN card.
- e. Proof of ESI registration and recent payment receipt.
- f. Proof of EPF registration and recent payment receipt.
- g. Valid PSARA License.
- h. Shop and Establishment License
- i. Valid GST Registration Certificate.
- j. A notarized affidavit declaring that the firm/bidder/proprietor/partner/director is/are either black listed nor banned to participate in tender process by any Govt. organisation in India. And that no criminal case is pending against them in police.
- k. **Power of Attorney for authorized person for signing the bid:** The bidder shall provide Power of Attorney for the authorized person signing the bid document. The address proof of the authorized signatory viz latest Telephone bill/copy of valid passport/latest electricity bill/valid voter ID proof/ Aadhaar should be submitted online along with the tender Documents.

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- 61
- l. **Address of the Bidder:** Address Proof of the company, details of place of business, bank account details of the company along with address of the bank, IFSC Code should be submitted on letter head of the firm duly signed by the authorized signatory.
 - m. Company registration related document.
 - n. **Financial Documents:**
 - i. **Audit report, Profit and Loss Account, audited balance sheet:** Copies of Audit report of last two financial years (FY 2019-20, FY 2020-21, FY 2021-22 and 2022-23). Audited Balance Sheet and P/L account of above mentioned financial years, audited by a CA Firm/Company with UDIN number mentioned in it need to be uploaded.
 - ii. **Income Tax Return:** Copies of Income Tax Returns for last three financial years i.e. FY 2019-20, FY 2020-21, FY 2021-22 and 2022-23.
 - iii. A copy of PAN card.
 - iv. **Turnover Certificate :** The bidder must have an average turnover of Rs 1.0 Crore (One Crore rupees only) out of this business only i.e. supplying of Manpower in the last two out of four financial years i.e. FY 2020-21, FY 2021-22 and 2022-23. Turnover certificate issued and duly signed by CA to be enclosed in this regard. Turnover certificate must mention sales figures out of supply of Manpower only.
 - o. **Power of attorney:** The bidder shall upload document providing "Power of Attorney" for the authorized person signing the bid document.
 - p. **Address Proof of authorized signatory:** The address proof of the authorized signatory viz. latest Telephone bill/copy of valid passport/latest electricity bill/valid voter ID proof/ Aadhar should be submitted along with the application. The address proof in respect of the firm shall be either certificate of registration or certificate of incorporation issued by the concerned authority.

All conditions mentioned in this bid document are important and non compliance shall lead to disqualification.

07. Financial bid (BOQ template in Section-V , Annexure E)

i. **BOQ:** The financial details have to be mentioned online in BOQ section. The sample of BOQ format is provided in Section V Annexure E of this bid document. It is to be noted that rates are to be mentioned online in BOQ section only. Other than that if rates will be mentioned anywhere else in the document, entire bid will be rejected.

ii. **Quotation Price:** while mentioning quotation price in BOQ , following points need to be mentioned:

- a. Bidders will have to bid for entire Manpower in the enclosed format of BOQ.
- b. All duties, taxes and other levies payable shall be included in the item's rate.
- c. The bidder must submit only one rate for Manpower as per technical specifications enclosed in Section-I, Annexure A of this document. No variation or variable quotation will be accepted.
- d. All items in the respective Manpower supply have to be quoted.
- e. The rates quoted for each item of supply shall be fixed for the duration of the contract and shall not be subject to adjustment.
- f. The bidder must keep the fact in their mind that the quantity mentioned in the schedule of requirement is a tentative approximation of requirement of the university for one year.
- g. Management service charge over the wages and other charges shall be quoted in percentage, which must not be nil. Bid with nil charges shall be treated as non-responsive and such bid shall not be considered.

The successful bidder shall also supply manpower to the constituent colleges as per their requirement.

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08. Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at mailing address indicated in the bidding document (registrarku2009@gmail.com).

09. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

Any amendment in this bid document will be published as corrigendum on the mentioned e tender website (www.jharkhandtenders.gov.in).

10. Validity of quotation

Bids shall remain valid for 60 days after prescribed date of opening of technical bids. The Purchaser shall reject a bid valid for a shorter period, as non-responsive.

In exceptional circumstances, the Purchaser may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing to the email address as mentioned in this bid document. The performance security provided under Clause 19 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.

11. Modification and Withdrawal of Bids

The bidder cannot modify or withdraw its bid after the bid's submission.

No bid may be modified subsequent to the deadline for the submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of the bids and the expiration of the period of Bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.

12. Evaluation of Bids

The technical documents of the bidders will be examined by Tender committee as per terms and conditions mentioned in this bid document and after assessment of technical bids, the lists of technically qualified bidders will be declared. The financial bid of only those bidders will be opened, who are declared as technically qualified.

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirmed to the terms and conditions and specifications.

The duties, taxes and other levies payable shall be included in the item rate. The bidder must include all such taxes in the item rate in his quotation. Conditional bids shall be summarily rejected.

13. Award of contract

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price on rate contract for the respective schedule.

The successful bidder will have to sign a rate contract agreement with the Registrar, Kolhan University, Chaibasa which will be effective for a period of one year from the date of signing of agreement. The supply order may be placed with them at different time intervals for the said period.

- (a) The successful bidder whose bid is accepted will be informed of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the purchase order.

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- (b) Since the agreement will be a rate contract agreement, the purchaser will have liberty to increase, decrease or even part supply order distributed over the rate contract period.
- (c) Payment shall be made after delivery of the services in satisfactory condition and confirmation report by the concerned Departments and Section of Universities & Constituent Colleges.
- (d) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (e) The successful bidder shall sign a contract with Principals of the constituent colleges (if required) along with 5 % performance security in from of PBG or TDR or DD for supply of man power to the college. Payment against supply shall be made by the Principal of the said college.

14. Performance Security

The successful bidder will have to sign a rate contract agreement with the Registrar, Kolhan University, Chaibasa which will be effective for a period of one year from the date of signing of agreement. The supply order may be placed with them at different time intervals for the said period.

Performance Bank Guaranty (PBG) or FDR shall be is 5% of contract value.

Within 7 days of the receipt of notification of award from the Purchaser, the successful bidder shall furnish the performance security (5 % of CONTRACT VALUE) in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents (Section- III, Annexure C).

Period of contract is for 12 months.

Failure of the successful bidder to comply with the conditions of the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser will cancel the said contract and may invite new bid. The failed contractor shall be black listed.

The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:

- (a) A Bank guarantee or FDR issued by a nationalized/scheduled bank located in India acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser. (Annexure - C) must be valid till sixty days after end of contract period.

15. Condition for supply

Delivery: On each order of supply from the office of Registrar, Kolhan University, Chaibasa and constituent college as per their requirement.

16. Mode of Payment

- (a) The successful bidder (supplier) shall submit bills for the supplied items to the office of Registrar, Kolhan University, Chaibasa. To onwards process in Finance Department of University.
- (b) After the scrutiny of the bills and obtaining verification report from concerned section/Department, CCDC, Kolhan University, Chaibasa will process for making payments to the supplier.
- (c) All payments will be made through RTGS/electronic fund transfer.

- (d) All applicable deductions will be made at the time of payment.
- (e) The man power shall be paid as per Minimum Wages Act. Any upward revision of wages and GST shall be compensated by purchaser.
- (f) The personal shall be paid wages through Aadhar linked bank account by the supplier. The purchaser shall have the power to call for payment details of the personal.

17. Resolution of Disputes

The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the services under the Contract.

Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree.

18. Termination for Default

The University may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) if the Supplier fails to deliver any or all of the said items within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser; or
- (b) if the Supplier fails to perform any other obligations(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence the procurement process or execution of the contract to the detriment of the Purchaser, and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition.

In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 18.a, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

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19. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

- a. Assigns or sub contracts any of the service
- b. Violation/Contravention of any of the terms and condition mentioned herein.
- c. Performance of services is not found satisfactory and does not improve the performance of the services in spite of instructions given to the concerned
- d. Any violation of instruction/agreement or suppression of fact
- e. Contractor being declared insolvent by competent Court of Law.
- f. If agency is willing to exit the contract, a two months' notice, in advance should be produced by the agency.
- g. On termination of the contract, it shall be the responsibility of the agency to remove his persons, machinery and materials immediately. Kolhan University, Chaibasa, West Singhbhum shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.
- h. During the notice period of the termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of the notice period.
- i. In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Kolhan University, Chaibasa, West Singhbhum

20. Termination for Convenience

The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

21. Force Majeure

For purpose of this Clause "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the Cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. However the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of and event of Force Majeure.

22. Applicable Law and Jurisdiction

The Contract shall be interpreted in accordance with the laws of the Union of India. In case of a legal dispute the jurisdiction for its settlement will be that of a Court of Law having Jurisdiction at Chaibasa.

Handwritten signature and date: 06/01/2019

SECTION-I ANNEXURE-A
Technical Specifications for Manpower

कोल्हान विश्वविद्यालय

विभिन्न कर्मियों हेतु निर्धारित योग्यता

क्रं. सं.	पदनाम	योग्यता एवं अनुभव	वर्ग (श्रेणी)
01.	सुरक्षा प्रहरी	सुरक्षा गार्ड का प्रशिक्षण प्राप्त एवं दो वर्षों का अनुभव	कुशल
02.	रात्रि प्रहरी (लाठीधारी)	सुरक्षा गार्ड का प्रशिक्षण प्राप्त एवं दो वर्षों का अनुभव	कुशल
03.	माली	साक्षर	कुशल
04.	आदेशपाल	साक्षर	अर्धकुशल
05.	कम्प्युटर ऑपरेटर	स्नातक पास एवं मान्यता प्राप्त संस्थान से कम्प्युटर में डिप्लोमा तथा शैक्षणिक संस्थान में कार्य करने का दो वर्षों का अनुभव। टैली पैकेज की जानकारी वांछनीय।	अत्याधिक कुशल

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06/01/24

ANNEXURE B
AUTHORIZATION LETTER

No. Dated:

To

.....
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TENDER FOR SUPPLY OF MANPOWER ON RATE
CONTRACT BASIS

Dear Sir,

We M/s., who are established and reputed Firm of
..... having office at and do hereby authorize
M/s. (Name & address of agent) to bid, negotiate and conclude the contract with you against the
above tender.

No Company or firm or individual other than M/s..... are
authorized to bid, negotiate and conclude the contract in regard to this business against this
specific tender.

Yours faithfully,

For and on behalf of M/s.....
(Name of Manufacturer)

The authority letter must be in the letter head of the firm.

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06/10/24

SECTION III : PERFORMANCE SECURITY FORM
ANNEUXRE C

To: _____ (Name of Purchaser)

WHEREAS (Name of Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No. dated20 to supply (Description of Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of20

Signature and Seal of Guarantors

.....
.....
.....

Date/...../20.....

Address

.....
.....

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06/01/24

Section IV, Annexure D

To
The Registrar
Kolhan University, Chaibasa (West Singhbhum)

Sub:- Participation in e-tender Ref. No. KU/R/CCDC/.....2024

Sir,

I/We, (Name of owner/parties etc.) on behalf of (Name of farm) wish to participate in the above mentioned tender. I/We hereby undertaken to abide by all terms and conditions of the tender in letter and . I understand any violation of terms conditions can attract punishment or even blacklisting can be done.

I/We do hereby submit/upload following documents which are correct and authentic.

Sl.No.	Title of Documents	Page no.
1.	Registration of the firm	
2.	ISO-2015	
3.	Balance sheet for last four years(Audited)	
4.	Turn over certificate for last four years (Audited)	
5.	GST certificate and clearance	
6.	GST return certificate up to date	
7.	Self-certified copy of PAN card	
8.	Proof of ESI registration and recent payment certificate.	
9.	EPF registration and recent payment receipt.	
10.	Valid PSARA license.	
11.	Shop and establishment license.	
12.	Affidavit stating that the there is no case pending with the police/contract against proprietor/firm/parties or the company(Bidder). It has not been blacklisted so far by any Government organization.	
13.	Copy of online tender fee (₹10,000/-) and EMD (₹ 3.0 lakh) submission Document.	
14.	Proof of address of firm, bank A/c No., IFSC code duly indicated on letter head of the firm.	
15.	Company registered document.	

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Sl. No	Entity	Documents Required
1	In case of Company registered under Companies Act	<ul style="list-style-type: none">• Copy of Registration/ Incorporation Certificate.• Copy of Memorandum and Articles of Association and Certificate of Incorporation
2	In case of Proprietorship Firm	<ul style="list-style-type: none">• Copy of Registration• PAN of Proprietor
3	In case of Partnership Firm/ Limited Liability Partnership(LLP)	<ul style="list-style-type: none">• Copy of Partnership Deed and Firm/LLP Registration Certificate

Sl.No	Title of the Documents	Page no.
16.	The bidder should upload document providing 'Power of attorney' for the authorized person signing the bid document.	
17.	Details of experience issued by competent authorities.	

Yours faithfully

[Handwritten Signature]
06/01/24

Item Rate Boq

Tender Inviting Authority: Registrar, Kolhan University, Chaibasa.

Name of Work: Supply of Manpower at Kolhan University, Chaibasa Head Quarter, Chaibasa, West Singhbhum, Jharkhand.

Contract No: KU/R/CDDC/12/2024

Name of the Bidder/ Bidding Firm / Company

(This BOQ template must not be modified/replaced by the bidder and the same should be updated after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)

NUMBER #	TEXT #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Approx. required no. of man-power	Quantity	Units	Labour wages as per State Govt. rule inclusive of EPF, ESIC charges in Figures To be entered by the Bidder in Rs. P	Goods and Service Tax in P	Rs.	Any other taxes or charges laid under contract in Rs.P	Management charge to be quoted Inclusive of all statutory obligation In percentage (Percentage should be up to two decimal point).	Quoted rate inclusive of all charges like EPF,ESI, taxes and Management charges etc. In Figures. Rs. P	TOTAL AMOUNT In Words	
1	Security Guard	2	3	4	5	13	14	17	21	Rs. P	55	
1	Security Guard	1. As required	1	Nos						0.00	INR Zero Only	
2	Night Watchman (Lathidhan)	2. As required	1	Nos						0.00	INR Zero Only	
3	Gardener	3. As required	1	Nos						0.00	INR Zero Only	
4	Peon	4. As required	1	Nos						0.00	INR Zero Only	
5	Sweeper	5. As required	1	Nos						0.00	INR Zero Only	
6	Computer Operator	6. As required	1	Nos						0.00	INR Zero Only	
Total in Figures											0.00	INR Zero Only
Quoted Rate in Words											INR Zero Only	