



मौलाना मज़हूरुल हक़ अरबी एवं फ़ारसी विश्वविद्यालय, पटना  
مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ

Maulana Mazharul Haque Arabic & Persian University, Patna

Ref. F-632/14 (P-2) G.S

Date. 29/05/2018

### Tender Notice

Maulana Mazharul Haque Arabic & Persian University, Patna invites tender in sealed cover in two bid system (Technical & Financial) from registered and experienced Man Power Service Provide for Security Guards, Office Boys, Data Entry Operator cum Clerk, Tally knowing Accountant and others as per requirements of the University on purely temporary basis. The details of tender and other information can be downloaded from our website or collected from the office of the undersigned. The last date for submission of tender is 11.06.2018 up to 02:00 PM and opening of tender and its finalization will be done on the same day in presence of tenderer/their representative. The university reserves the right to cancel any tender or all tenders without expressing reasons.

By the order of Hon'ble Vice Chancellor

Sd/-  
Registrar





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Maulana Mazharul Haque Arabic & Persian University, Patna

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**Terms and conditions for providing human resource**

Maulana Mazharul Haque Arabic & Persian University, Patna invites tender in sealed cover in two bid system (Technical & Financial) from registered and experienced Man power Service provide for providing Security Guards, Office Boys, Data Entry Operator cum Clerk, Tally knowing Accountant and others as per requirements of the University on purely temporary basis. (1) Sealed cover inscribed with "tender for providing human resource in MMHA&P University, Patna for Security Guards/Office Boys/Data Entry Operator cum Clerk/Tally knowing Accountant," will be received in the university till 02:00 PM on 11.06.2018 and will be opened on same day by the committee constituted by the University in presence of Bidders/their representatives. Financial bid will be opened only for those bidders whose technical bid are found in order. (2) Tender papers should consist of two covers, one for technical bids and another for financial bids and will be covered in another big envelop superscribed with tender for providing Human Resource. (3) All pages of documents as per check list should be signed by the tenderer. (4) A sum of Rs.40,000=00(Rs. forty thousand) should be deposited as security money by the tenderer. (5) In case of negligence of performance of services or not adherence to the agreement, the university shall have option to terminate the contract giving 15 days prior notice and security deposit and performance guarantee will be forfeited. (6) The contract agreement shall be for one year and may be extended further on the basis of performance. (7) The Agency will have to ensure security of all equipments inside the university office premises which includes civil, electrical, official equipment and university documents including the estate property of the university. (8) the Agency shall supply security guards without arms, office boys, data entry operator cum clerk, tally knowing accountant on purely temporary basis to the MMHAPU University, Patna as per its requirement. (9) The agency should provide those human resources after selection by the university considering the minimum wages as per labour department orders. (10) The agency shall change the security guards and other personnel on complaint by the university. (11) In case of any theft, burglary, dacoity etc. the agency shall be solely responsible and such amount shall be recoverable from the payment due to the agency. (12) It shall be the responsibility of the agency to settle/resolve all the claims arising out of any type of dispute raised/referred by the persons deployed in the university. (13) In case of any legal disputes in between university and the agency, the matter shall be resolved in Civil Court, Patna. (14) Payment shall be made on the basis of presence of man power on monthly basis. (15) The Agency firm should have experience of minimum 5 years and should have license under the Security Agency (Regulation) Act, 2005. (16) The agency shall have to ensure that the security personnel provided by the agency shall discharge their duties on all Sundays and Holidays. (17) The agency shall be responsible for payment of minimum prescribed contribution to EPF, ESI etc. towards its employee engaged in this university. University will not be liable for any dues of employee of the Agency. (18) In the event of absence of any security personnel and other personnel due to unavoidable circumstances, the agency will definitely provide the alternative security personnel and other personnel in their place giving prior notice to the university. (19) Documents and certificates etc should be furnished as per check list. (20) An interview will be taken for tally knowing people/date entry operator cum clerk etc. (21) Successful bidder will have to pay Rs. fifty thousand on account of performance guarantee which may be in shape of Bank guarantee. (22) A senior personnel of the security agency shall be responsible for supervision and executive performance of the security personnel and other personnel engaged in the university.

Sd/-  
Registrar

34, Ali Imam Path (Harding Road) Patna – 800 001 Ph./Fax – 0612-2215223(EX.S.), 2215750 (Registrar)



## मौलाना मजहरुल हक अरबी एवं फारसी विश्वविद्यालय, पटना।

34 अली इमाम पथ (हार्डिंग रोड) पटना. 800001

Ph./Fax – 0612-2215711(VC), 2215750 (Registrar)

E-mail:- mmhapupatna@yahoo.in, Website:- [www.mmhapu.bih.nic.in](http://www.mmhapu.bih.nic.in)

### अनुसूची-1

(क) निजी सेवा-प्रदाता अभिकरण के चयन हेतु तकनीकी योग्यता एवं शर्तें ।

(ख) तकनीकी योग्यता एवं शर्तें मुहरबंद लिफाफे में देना होगा जिस पर **“तकनीकी प्रस्ताव”** लिखा हो ।

1	निबंधित /संस्था/ कम्पनी/ का नाम	
2	निबंधित कार्यालय का नाम	
3	दूरभाष संख्या, फ़ैक्स/ ईमेल	
4	पैन नं० (अभिप्रमाणित प्रति संलग्न करें)	
5	सर्विस टैक्स निबंधन संख्या (अभिप्रमाणित प्रति संलग्न करें)	
6	ई०एस०आई० निबंधन संख्या (अभिप्रमाणित प्रति संलग्न करें)	
7	जी०एस०टी० निबंधन संख्या (अभिप्रमाणित प्रति संलग्न करें)	
8	निजी सुरक्षा अभिकरण बिहार दुकान एवं प्रतिष्ठान अधिनियम-1953 के अंतर्गत निबंधित / अनुज्ञप्ति प्राप्त हो (अभिप्रमाणित प्रति संलग्न करें)।	
9	निजी सुरक्षा अभिकरण गृह (विशेष) विभाग, बिहार, पटना द्वारा बिहार राज्य के अन्तर्गत निजी सुरक्षा अभिकरण (विनियमन) अधिनियम 2005 एवं नियमावली 2011 के प्रावधानों के अधीन अनुज्ञप्ति प्राप्त होने का तथा सूची बदता का प्रमाण पत्र संलग्न करें। निजी सुरक्षा अभिकरण (विनियमन) नियमावली 2011 के प्रावधानों के अधीन अनुज्ञप्ति प्राप्त सूचीबद्धता का प्रमाण-पत्र संलग्न करें।	
10	एजेन्सी को भारत सरकार/ राज्य सरकार/ बोर्ड/ निगम में समान नियोजन का विगत 5 वर्षों का कार्यानुभव हो (प्रमाण सहित अंकित करें)।	
11	गत तीन वित्तीय वर्षों का <b>Turn Over</b> न्यूनतम पचीस लाख प्रति वर्ष का हो (संबंधित कागजात संलग्न करें)।	
12	निजी सुरक्षा अभिकरण देश के किसी हिस्से में ब्लैक लिस्टेड नहीं हो/ न्यायालय द्वारा अनुबंध खंडित हेतु दंडित नहीं हो/ अपराधी नहीं हो तथा जिनकी सेवा पूर्व में किये गये करारों में संतोषप्रद रही हो। ( नोटरी पब्लिक का शपथ-पत्र संलग्न करें)।	
13	चयनित निजी सुरक्षा अभिकरण को 40000/- रु० (चालीस हजार रु० मात्र) की बैंक गारंटी देनी होगी एवं कार्य नहीं कर सकने की स्थिति में यह राशि जब्त कर ली जायेगी। सहमति अंकित करें।	
12	संलग्न प्रमाण-पत्र एवं दस्तावेज का चेक-लिस्ट।	

अधिकृत व्यक्ति का हस्ताक्षर  
पूर्ण नाम/पदनाम ( मोहर के साथ)



## मौलाना मजहरुल हक अरबी एवं फारसी विश्वविद्यालय, पटना।

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### अनुसूची-2

#### निजी सेवा-प्रदाता अभिकरण का वित्तीय प्रस्ताव

- (क) वित्तीय प्रस्ताव मुहरबंद लिफाफे में देना होगा जिस पर **“वित्तीय प्रस्ताव”** लिखा हो ।
- (ख) बिहार गजट के अनुसार न्यूनतम मजदूरी अधिनियम का पालन करना होगा ।
- (ग) निजी सेवा-प्रदाता अभिकरण को निम्नलिखित मानव बल के लिए प्रतिमाह पारिश्रमिक भुगतान दर (कर सहित) स्पष्ट उद्घृत करना होगा ।

Post	Educational qualification and experience	Service Charge	GST Charge	Work man compensation charges (ESI)	EPF Charges	Any other Tax	Amount to be paid to concern person	Rate per month per person (inclusive of all taxes)
1	2	3	4	5	6	7	8	9
Tally knowing Accountant	B Com Graduate and minimum 3 years experience of Tally working							
Data-Entry Operator - cum-clerk	ISc passed and Good speed in Hindi/ English Typing							
Office Boy	Class Eight Passed							
Unarmed Security Guard	As per Service Provider							

नोट— निविदादाता के द्वारा उपरोक्त स्तम्भ -8 में दर्शायी गई राशि के अलावे उन्हें अन्य किसी प्रकार का भुगतान विश्वविद्यालय द्वारा देय नहीं होगा ।

अधिकृत व्यक्ति का हस्ताक्षर  
पूर्ण नाम/पदनाम ( मोहर के साथ)