

PATLIUPTRA UNIVERSITY, PATNA

OPPOSITE RAJENDRA NAGAR RAILWAY STATION

PATNA 800 020

e-mail-patliputrauniversity2018@gmail.com

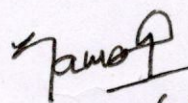
NOTICE INVITING TENDER

Advt.No 06/07.08.18,Tender No. PPU/2018/3

Sealed tenders are invited by the undersigned up to **22.08.18** till **5.00** PM from registered agencies/firms/companies for Hiring of Manpower supply agency at Patliputra University, Patna. The details of tender documents along with terms and conditions may be downloaded from website "ppup.ac.in" of Patliputra University, Patna and may be submitted through registered post/ Speed post. Tender document fee of Rs. **10,000/-** (Rupees Ten thousand only)(Non refundable) is required to be deposited by the tenderer along with tender document by D.D/Bankers cheque in favour of Registrar, Patliputra University, Patna, and Payable at Patna. Tender document fee should be kept in EMD envelope. Tender without tender document fee will not be considered. The Notice Inviting Tender is displayed at Daily Newspaper/Notice Board of University Office. Tenders received will be opened on **23.08.2018** at **3.00** P.M. in the presence of the authorized representative of Tenderers, if they so desire, at Patliputra University, Patna.

Terms & Conditions

1. The tender documents are of eleven (11) pages.
2. The rates quoted should be net and taxes should be shown separately.
3. TDS as applicable on date will be deducted from the bill.
4. Patliputra University, Patna reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
5. The agency should be registered from Central Government Agencies/State Government Agencies/Society.
6. Terms of Payment: Bill should be submitted by the agency on monthly basis and payment will be made after due verification of the same and recommendation from concerned officer.
7. Copies of payment of PF/ESI/Statutory dues should be furnished to the Patliputra University, Patna on a monthly basis along with a declaration stating that the PF contribution/ESI deduction pertaining to the personnel engaged in Patliputra University, Patna have been included in the respective challans.
8. Postal delay will not be considered and the Tender received late will be rejected.
9. Earnest money of Rs. 5,00,000/-(Rupees Five Lakhs only)(refundable) to be enclosed, in the form of Account Payee D.D/Bankers Cheque drawn in favour of the Registrar, Patliputra University, Patna payable at Patna.
10. Earnest Money can be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by Patliputra University, Patna.
11. The bids shall be submitted in two parts, viz. (i) Technical Bid (ii) Financial Bid. Tender Fee and EMD may be kept in separate envelope along with Technical bid. EMD of Rs 500,000.00 (Rupees Five Lakhs only) is to be paid in the form of Account payee Demand Draft/Banker's Cheque in favour of Registrar, Patliputra University, Patna payable at Patna.
12. **Technical bid** should contain papers regarding registration of the firm, Bio-data of the firm in prescribed format as Annexure-I, Balance Sheet for the last 3 years and minimum annual turnover of the firm should be minimum **20.0(Twenty) Crores** per annum in the last three Financial Years, clearance from Service tax, Photocopy of IT PAN card, Proof of ESI registration, Proof of EPF registration, License issued by the Dept. of Labour, Proof of work experience (minimum experience should be of **10 (ten) years**) for providing of Manpower in government organization **for the required posts as mentioned in this Advertisement (Annexure-II)**. There should be no case pending with the police/court against the proprietor/firm/partner or the company (Bidder), affidavit in this regard to be provided. Financial bid should contain filled up Annexure II of the enquiry indicating the taxes, if any, for the items stated therein. The bids must be signed & sealed by the bidder in separate cover duly super-scribed EMD & Fee, Technical bid and Financial bid respectively and all signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly super-scribed. *Bid for hiring of manpower supply agency at Patliputra University, Patna vide Advt. No. **Advt.No 06/07.08.18,Tender No. PPU/2018/3**. A bidder who submits more than one bid shall be disqualified.


06.08.18
Registrar
Patliputra University
Patna

PATILUPTRA UNIVERSITY, PATNA

OPPOSITE RAJENDRA NAGAR RAILWAY STATION

PATNA 800 020

e-mail-patilputrauniversity2018@gmail.com

BID DOCUMENT

Advt.No 06/06.08.18, Tender No. PPU/2018/3

Name of the work: - Hiring of Manpower supply agency at Patliputra University Patna.

1. Instructions to the bidders

- 1.1. Sealed tenders are invited by the undersigned up to **22.08.18** till **5.00 PM** from registered agencies/firms/companies for Hiring of Manpower supply agency at Patliputra University, Patna. The bidder must be a legally constituted proprietary firm/ partnership firm/ limited company or corporate body who possess the required licences, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing manpower services.
- 1.2. The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.
- 1.4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5. The last date for receipt of the bid is **22.08.18** till **5.00 PM**. In case the above date is declared a holiday for Patliputra University, Patna, then the bids will be received up to the given time on the next working day.
- 1.6. The bids may be sent by registered post/speed post only so as to reach the Registrar, Patliputra University, Patna before/on the last date of receipt.
- 1.7. Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.8. The bids shall be submitted in two parts, viz. (i) Technical Bid (ii) Financial Bid. Tender Fee and EMD may be kept in separate envelope along with Technical bid. EMD of Rs 5,00,000.00 (Rupees Five Lakhs only) is to be paid in the form of Account payee Demand Draft/Banker's Cheque in favour of Registrar, Patliputra University, Patna payable at Patna.
- 1.9. **Technical bid** should contain papers regarding
 - 1.9.1. Registration of the firm,
 - 1.9.2. Bio-data of the firm in prescribed format as Annexure-I
 - 1.9.3. Balance Sheet for the last 3 years and minimum annual turnover of the firm should be **20.0(Twenty) Crore** per annum in the last three Financial Years
 - 1.9.4. Clearance from Service tax/ GST certificate


06.08.18
Registrar
Patliputra University
Patna

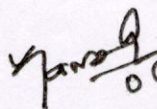
- 1.9.5. Photocopy of IT PAN card
- 1.9.6. Proof of ESI registration
- 1.9.7. Proof of EPF registration
- 1.9.8. License issued by the Dept. of Labour under Labour Act 1970 having capacity of 120 men.
- 1.9.9. Shop & Establishment Licence
- 1.9.10. License issued by Home Dept PASARA.
- 1.9.11. Proof of work experience (minimum experience should be of **10 (ten) years** for providing of Manpower in **government or semi government organization for the required posts as mentioned in this Advertisement (Annexure-II).**
- 1.9.12. The firm should have GST Registration Certificate.
- 1.9.13. There should be no case pending with the police/court against the proprietor/firm/partner or the company (Bidder), affidavit in this regard to be provided.
- 1.10. **Financial bid**
 - 1.10.1. Financial bid should contain filled up Annexure II of the enquiry indicating Service Charges for all categories of personnel.
 - 1.10.2. The above bids should be signed & sealed by the bidder in separate cover duly super-scribed EMD, Technical bid and Financial bid respectively and all signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly super-scribed. 'Bid for hiring of manpower supply agency at Patliputra University, Patna vide Advt.No 06/07.08.18,Tender No. PPU/2018/3. A bidder who submits more than one bid shall be disqualified.
- 1.11. Self undertaking to be provided regarding information submitted in the Bid is correct and if found false in future also, contract may be terminated.
- 1.12. The cover containing the bid must be signed sealed and super-scribed "Bid for hiring of manpower supply agency at Patliputra University, Patna vide Advt.No 06/06.08.18,Tender No. PPU/2018/3.
- 1.13. The bids shall be opened in Patliputra University, Patna campus on the date and time given in the enquiry letter. The bidders themselves attend the bid opening meeting or may send their authorized representative to attend the bid opening meeting, if they so desire. In the event of the above bid opening date being declared holiday for Patliputra University, Patna, the bids will be opened at the given time and place on the next working day.
- 1.14. Only the technically qualified bidders as selected by the committee shall participate in the Financial Bid which may be opened on the same day or on the date fixed by committee.
- 1.15. In case the bid being submitted by a firm it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorising him to do so or in the case of a company, a tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tender will be deemed to be authorised signatures.
- 1.16. An Index Page showing contents/ annexure and page no. should be annexed first followed by relevant documents with proper page numbering and signed by the owner of the firm or his/her authorised signatory as token of acceptance of terms and conditions. In case the tenders are signed by the authorised signatory, a copy of the power of attorney/ authorisation may be enclosed along with tender.
- 1.17. Any changes w.r.t. to this tender will be notified on notice board only.
- 1.18. Patliputra University, Patna reserves the right to accept or reject any or all the tenders without assigning any reason.
- 1.19. The work would be awarded to a single contractor for providing all types of personnel mentioned below.

| S No | Designation | Work Profile | Qualification | Category |
|------|---|---|---|----------------|
| 1 | Programmer | To develop and maintain website, network of Patliputra University | MCA/B.Tech in CS | Highly skilled |
| 2 | Personal Secretary To VC/ Pro VC/ Registrar | To assist VC/Pro VC/Registrar in his official works. | Bachelor's Degree with certificate course in Computer | Highly skilled |
| 3 | Computer Operator cum Office Assistant | To look after front office works like receiving/dispatching the letter. | Bachelor's Degree (having Computer knowledge) | Highly Skilled |
| 4 | Peon (Messenger Indoor/ Outdoor) | To deliver letter inside/outside the premises. | 10th | Unskilled |
| 5 | Accountant | To look after complete accounts of the university. | B. Com., M.Com. (having Computer knowledge) | Highly skilled |
| 6 | Accounts Assistant | To help accountant by preparing the desire data. | B. Com. (having Computer knowledge) | Skilled |
| 7 | Multi Tasking Staff | To make tea and snacks and also to serve food/tea/snacks. | 8th | Semi Skilled |
| 8 | Data Entry operator | To carry out work related to entry data and type letter | Bachelor's Degree (having Computer knowledge) | Skilled |
| 8 | Housekeeping Staff | Cleaning & maintenance of premises including toilets. | 8th | Semi Skilled |
| 9 | Office Supervisor | Supervision of all the above mentioned activities. | Intermediate | Highly skilled |
| 10 | Mali | Experience in gardening | | Skilled |
| 11 | Electrician | To maintain electrical installation of the Building | ITI with 2 years' experience | Highly Skilled |
| 12 | Plumber | To maintain water supply and sanitation of the Building | ITI with 2 years' experience | Highly Skilled |
| 13 | Driver | Drive the Vehicles properly | 10 th pass + Driving license | Highly Skilled |
| 14 | Cook | Should be able to cook Indian, Chinese and Continental meals and snacks | Having experience | Skilled |

2. **Terms & Conditions of the bid**

- 2.1 This manpower is to be provided as per requirement for 8 hours a day. The number of persons required may vary from time to time and as per requirement. Patliputra University, Patna reserves the right to reduce or increase the manpower, if considered necessary. In either case the contract amount payable to the agency shall stand notified under the Contract on pro-rata basis.
- 2.2 Any discrepancies or disputes arising out on account of non-adherence to statutory & Labour laws would be the responsibility of the manpower agency & Patliputra University, Patna will not be responsible for the same.
- 2.3 The wage portion of the personnel shall be decided by the university which shall normally be the minimum wages applicable for Patna as approved under effective Central Minimum Wages Act. All the personnel employed by the agency must open their account in Central Bank of India, College of Commerce, Arts & Science, Patna/State Bank of India Kankarbagh Branch, and their salary must be transferred to their account through ECS only.
- 2.4 Patliputra University, Patna will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act 1948, Workman Compensation Act 1923, Payment of Gratuity Act 1948, Employee's Provident Fund and Miscellaneous Provisions Act 1952 or any other statutory liability shall be made by the agency and challan/receipt must be enclosed with the monthly bill. The agency shall be solely responsible and liable for his persons under the provisions of contract labour (R&A) Act and Labour and Services Laws. A certificate to this effect will have to be submitted by the agency in separate challan in respect of manpower employed by him. The certified copy of challan must be submitted next month along with the bill.
- 2.5 Before submission of the bill, the agency shall ensure that the payment of persons deployed by the agency have been made for the billed period. The agency must ensure the payment to staff by 7th of each month from his own resources through ECS in account of the workers and proof of credited amount should be produced before the coming month bill.
- 2.6 TDS and other taxes as applicable will be deducted from the agency's bill as per Govt. instructions from time to time. The service tax (if claimed by the agency) will be reimbursed only after the submission of proof of payment of Service tax. Moreover the Service Tax challan should match the claim preferred against the university.
- 2.7 The agency shall provide proof for having deposited the statutory deductions towards EPF and ESI including Employer's contribution towards them should be provided along with the bill to be submitted for the succeeding month.
- 2.8 The staff employed by the agency will always keep Identity Card with them for verification while working.
- 2.9 Summer and winter uniforms, identity card and safety items to his employees, as required under the law may be provided at his own cost. All personnel of the Agency will wear the uniforms in clean condition while on duty. Patliputra University, Patna shall not pay any extra charges to the Agency against these items. Uniform for various categories of workers to be provided by the Agency shall be decided in consultation with Patliputra University, Patna authority.

- 2.10 A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the agency. Patliputra University, Patna shall not have any liability/responsibility to absorb the persons engaged by the agency and/or to extend any type of recommendation etc. for obtaining any job in Patliputra University, Patna or elsewhere.
- 2.11 The details of the persons deployed by the agency with bio data, attested proof of identity, the latest photographs of all the persons shall be supplied to Patliputra University, Patna for the record.
- 2.12 No personnel can be changed without prior permission from the university after deployment in the campus. Patliputra University, Patna shall have the right to replace or stop any person without assigning any reason whatsoever and the substitute shall have to be provided by the contract immediately, if required.
- 2.13 Necessary licence, permit, consent, sanction etc. as may be required or called for from / by local or any other authority for doing such work shall be obtained. The agency shall comply at its own cost with all applicable laws, rules and regulation in force from time to time whether of Central or State Govt. as applicable to him or this contract without any liability and responsibility to Patliputra University, Patna, whatsoever it may be.
- 2.14 The persons supplied by the Agency should not have any Police Records/Criminal cases against them. Agency will be required to produce antecedents duly verified by police of the personnel deployed at Patliputra University, Patna. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the Local Police & collecting proofs or identity like Driving License, Bank Account Details, Previous Work Experience, Proof of Residence and recent photograph and a certification to this effect submitted to the university. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request. The agency should ensure that his worker does not smoke, not indulge in drinking alcohol or intoxicants or in gambling.
- 2.15 Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in Patna and only courts in Patna shall have jurisdiction to determine/decide the same.
- 2.16 List of Directors, consultant and top executives (with name, address, phone number etc.) should be furnished with the tender.
- 2.17 Procedure for recruitment and training of personnel with their qualification should be also furnished along with tender document.
- 2.18 Statutory Requirement / obligation: - All statutory rules, like Central Govt. Minimum Wages Act, ESI Act + PF Act, etc. as applicable for engagement of manpower on daily wages are to be followed strictly.
- 2.19 The selected agency will have to sign the agreement document in two copies with the university within 15 days from the issue of the letter by furnishing non-judicial stamp paper of RS 100/- for signing of agreement.
- 2.20 The period of contract will be for one year from the date of commencement of services/work subject to quarterly appraisal and review by concerned officer of this


06.08.18
Registrar
Patliputra University
Patna

University and may be extended for one year on satisfactory performance if agreed to by both the parties.

- 2.21 **Termination** – The contract may be terminated by giving one month's notice, in case the agency :
- 2.21.1 assigns or sub contracts any of the service
 - 2.21.2 Violation / contravention of any of the terms and condition mentioned herein.
 - 2.21.3 performance of services is not found satisfactory and does not improve the performance of the services in spite of instruction
 - 2.21.4 any violation of instruction / agreement or suppression of fact
 - 2.21.5 Contractor being declared insolvent by competent court of law.
 - 2.21.6 If agency willing to exit this contract, a two month's notice, in advance should be produced by the agency.
 - 2.21.7 On termination of the contract, it shall be the responsibility of the agency to remove his persons, machinery and materials immediately. Patliputra University, Patna shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.
 - 2.21.8 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.
 - 2.21.9 In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Patliputra University, Patna.
- 2.22 On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Demand Draft/ Bankers Cheque of Rs 500000/- (Rupees Five lakhs only) only to Patliputra University, Patna within seven days of the award of the contract which will be refundable without interest after successful completion of the contract and no liabilities from the agency or its employees. In case of any complaint, the security deposit shall be discharged only after adjusting all dues, liabilities of the worker etc.
- 2.23 In case of any change of constitution of the Agency, the rights of Patliputra University, Patna should not suffer.
- 2.24 The scope of work & rate schedule of contract and conditions of tender shall form the part and basis of the contract and decision of the University in reference to all matters of dispute shall be final and binding.
- 2.25 Number of personnel to be deployed at the University may increase or decrease as per the requirement. The exact number of personnel required on a particular department/section of the university will be communicated by the university and the payment will be made accordingly.
- 2.26 The agency will maintain a daily attendance Register of the personnel along with their deployment position at the University to be produced with the monthly bill of the agency for monthly payment to be made duly countersigned by concerned officer.
- 2.27 Patliputra University, Patna shall be at liberty to check any time the deployment of persons / work by the agency and in case of any default shall deduct the wages of absentee personnel from monthly payment due to the agency and imposed penalty to agency as decided by the competent authority.

- 2.28 The agency shall maintain daily attendance record of the personnel deployed showing their arrival and departure time and submit to Patliputra University, Patna an attested photocopy of the Attendance Record with the monthly bill.
- 2.29 The agency shall be liable for full fidelity of the personnel to be provided and in case any pilferage/ damage / theft / shortage is caused to the property of the University due to the carelessness of the persons deployed by the agency, the value as assessed shall be recovered from the payment due to the agency under the contract. If some amount is still found recoverable, the agency shall deposit the same within 15 days from service of notice by Patliputra University, Patna.
- 2.30 The Service Provider/Agency must have proper mechanism for Intake, verification of candidates' character and antecedents, Management and Placement of the skilled manpower. The Service Provider shall be responsible for getting the character and antecedents of the persons verified from the Police Authorities before putting any person to work and that person should be free from any communicable disease.
- 2.31 Work experience along with work /job orders of the Service Provider/Agency for providing manpower during the last three years may be furnished.
- 2.32 Break-up of monthly payment details to each category of outsourced staff as per approved rate by the university to be submitted for every month to the Office of Registrar of the University.
- 2.33 The Service Provider/Agency will supply manpower of the specified standards only (in terms of qualifications and skill requirements), for each category of manpower as required by the university.
- 2.34 The Service Provider shall be responsible for getting the character and antecedents of the persons verified from the Police Authorities before putting any person to work and that person should be free from any communicable disease.
- 2.35 Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/Agency, forfeiture of the security amount and blacklisting of the agency for future works.
- 2.36 Agency shall maintain all records/registers as required to be maintained under various labour laws and other statutory laws in force and as amended from time to time.
- 2.37 The persons deputed shall not be below the age of 18 years and should be physically fit, healthy for performing manual and assigned duties.
- 2.38 The man-power employed by the Agency should work as per the working days and timings of university. The normal office working hours shall be from 08.30 am to 5.30 PM. They may be called for attending the office on weekends/holidays/late sitting as per requirement. The personnel will be allowed to avail one day leave per month other than holidays as per rules and non availing of leave will be carried for maximum up to one year.
- 2.39 The Provider shall be solely and exclusively liable to discharge all statutory and other liabilities under various Laws and Acts as applicable and amended from time to time in respect of the manpower provided to the university. The University shall have no liability, whatsoever, with respect to the aforesaid.
- 2.40 Local representative of agency shall be in charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of Patliputra University, Patna, they shall work under the

directives and guidance of Patliputra University, Patna. This will, however, not diminish in any way, the Agency's responsibility under contract to Patliputra University, Patna. At the end of each month, monthly work performance will be reviewed and if work performance will not be satisfactory, contract may be terminated.

- 2.41 The agency will not change the personnel once deployed by it in the University without prior permission of the university. Similarly, before deploying new personnel, consent of concerned office must be taken.
- 2.42 The person deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of Patliputra University, Patna/ Govt. of India/ any state/ or any Union Territory. In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her / his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of university, shall immediately withdraw such person(s) from the premises of the university.
- 2.43 In case in personnel of the agency implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for Patliputra University, Patna it shall be the sole responsibility of the agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to Patliputra University, Patna.
- 2.44 In case Patliputra University, Patna is implicated in any law / suit on account of not fulfilling of any or all obligations under any law or due to performing the duties by any personnel of the agency, all cost of defending such suit settlement of claims, penalty etc. shall be borne by the agency or recovered from the due amounts payable to the agency and or from the security deposit held by Patliputra University, Patna.

Handwritten signature
06.08.18
Registrar
Patliputra University
Patna

- 2.45 In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act-VIII of 1923 including all amendments thereof, Patliputra University, Patna shall have full powers to retain out of any sums payable / becoming payable to the agency, any sum as may be deemed sufficient to meet such liability on receipt of award of compensation from the competent authority under the said Act, and the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The opinion of the Director of Patliputra University, Patna shall be final in regard to all matters arising under this clause.
- 2.46 The decision of Registrar, Patliputra University, Patna in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.
- 2.47 The Registrar, Patliputra University, Patna shall be the sole authority to decide and judge the quality of service rendered by the agency and all other matters and his decision shall be final and binding.
- 2.48 At the end of contract period / termination of the contract, the agency shall hand over the charge to the new service provider (appointed by Patliputra University, Patna) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.
- 2.49 No accommodation will be provided by Patliputra University, Patna for the personnel employed by the agency.
- 2.50 The lowest bidder may not be necessarily awarded the work. The credibility and experience of the bidder will be preferred by the committee while awarding the work. However, the general criteria for selecting the successful service provider will be on the basis of total landed cost for each category of personnel to Patliputra University, Patna.
- 2.51 The manpower deputed at Patliputra University, Patna should provide a list of Account Numbers of EPF and ESI of each personnel deployed at Patliputra University, Patna and a copy of EPF/ESI Cards should be submitted to the office of the Registrar.

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06.08.18
Registrar
Patliputra University
Patna

Advt no. 06/07.08.18,Tender No. PPU/2018/3

FORM FOR BIO-DATA TECHNICAL BID

| S. No. | Period | Organization | Details of work experience of similar nature | From | To |
|--------|--------|--------------|--|------|----|
|--------|--------|--------------|--|------|----|

(R)

06.08.18
Reg.
Patliputra University
Patna

**PATLIPUTRA UNIVERSITY, PATNA
OPPOSITE RAJENDRA NAGAR STATION
KANKARBAGH PATNA 800 020**

Annexure II


Advertisement No. 06/07.08.18, Tender No. PPU/2018/3

FINANCIAL BID

| S No | Designation | Work Profile | Qualification | Required No. | Rate/ Manpower | Sub Total | Agency Charge (Commission) in % | Total | GST | Total Cost |
|------|---|---|--|--------------|----------------|-----------|-----------------------------------|-------|-----|------------|
| | Programmer | To develop and maintain website, network of Patliputra University | MCA/B.Tech in CS | | | | | | | |
| 1 | Personal Secretary To VC/ Pro VC/ Registrar | To assist VC/Pro VC /Registrar in his official works. | Bachelors Degree with certificate course in Computer | 3 | | | | | | |
| 2 | Office Assistant | To look after front office works like receiving/dispatching the letter. | Bachelors Degree (having Computer knowledge) | 6 | | | | | | |
| 3 | Peon (Messenger Indoor) | To deliver letter inside/outside the premises. | 10th | 6 | | | | | | |
| 4 | Accountant | To look after complete accounts of the university. | B. Com., M.Com. (having Computer knowledge) | 1 | | | | | | |
| 5 | Accounts Assistant | To help accountant by preparing the desired data. | B. Com. (having Computer knowledge) | 1 | | | | | | |
| 6 | Multi Tasking Staff | To make tea and snacks .To serve food/tea/snacks. | 8th | 2 | | | | | | |
| 7 | Data Entry Operator | To carry out work related to entry data and type letter | Bachelor's Degree (having computer Knowledge) | 10 | | | | | | |
| 8 | Housekeeping Staff | Cleaning & maintenance of premises including toilets. | 8th | 8 | | | | | | |

Pro Registrar
Patliputra University
Patna

| | | | | | | | | | | |
|----|-------------|---|---|----|--|--|--|--|--|--|
| 9 | Supervisor | Supervision of all the above mentioned activities. | Intermediate | 1 | | | | | | |
| 10 | Mali | Experience in gardening | | 2 | | | | | | |
| 11 | Electrician | To maintain electrical installation of the Building | ITI with 2 years experience | 1 | | | | | | |
| 12 | Plumber | To maintain water supply and sanitation of the Building | ITI with 2 years experience | 1 | | | | | | |
| 13 | Driver | Drive the Vehicles properly | 10 th pass + Driving license | 5 | | | | | | |
| 14 | Cook | Should be able to cook Indian, Chinese and Continental meals and snacks | Having experience | 5 | | | | | | |
| | | | | | | | | | | |
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 06.08.18
 Registrar
 Patliputra University
 Patna