

L. N. Mishra Institute of Economic Development and Social Change
1, Jawaharlal Nehru Marg, Patna-800001

No: 428/17

Date: 18.12.2017

Tender Notice

L. N. Mishra Institute of Economic Development and Social Change, Patna invites proposal for supply of Manpower from reputed and experience Service Provider (Firm/agency/company).. Tender will be based on two Bid System (Technical & Financial) The Service Provider should quote the monthly consolidated rate including Service Charge and other taxes (if any) The Service Provider must be duly registered with the concerned competent authority.

Sealed Tender along with other details be addressed to The Registrar, L. N. Mishra Institute of Economic Development and Social Change, Patna-800001 along with a demand draft worth Rs. 20,000/- (Rupees Twenty thousand) as Earnest Money (refundable) in favour of Director, L. N. Mishra Institute of Economic Development and Social Change, Patna, payable at Patna.

Details Terms and Conditions can be obtained from the office of the Institute or Website www.lnmipat.ac.in of the Institute.

The last date for submission of tender would be 15 (Fifteen) days of Publication of the Tender Notice.

The Institute reserves the rights to cancel the Tender without assigning any reason.

Registrar

19/12/17

L. N. Mishra Institute of Economic Development & Social Change,
1, Jawaharlal Nehru Marg, Patna-800001

Ref: Tender Notice No. 423/17 dated 18.12.2017
Sub: For Supply of Manpower

Terms & Conditions

1. The Service Provider must be reputed having its Annual Financial Turn Over Rs. 2.00 Crores and above as per previous three years Audited Balance Sheet.
2. The work of providing Manpower to the Institute premises shall have to be undertaken without causing any damage to Institute's Properties discipline and orderliness. The Service Provider shall have to ensure that there is no theft of the movable/immovable property at office and Institute premises.
3. Payment for Manpower shall be made monthly upon submission of bill by the Service Provider.
4. The Contract can be terminated at any point of time if the service of the Service Provider/ personnel are not found satisfactory. In such event, the Institute shall be force to appoint other source of Manpower.
5. The Service Provider should quote the monthly rate (including Service Charge an other Taxes (if any) for supply of physically fit and experienced Class IV Manpower i.e Peon, Mali, Sweeper etc. with atleast VII th pass personnel as per rate fixed by the Labour Department, Govt. of Bihar under the Minimum Wages Act and other Statutory Act applicable for Bihar.
6. The Service Provider should quote the monthly rate (including Service Charge and other Taxes (if any) for qualified and experienced Assistant (Graduate with Certificate of Computer operation and atleast five years experience as Junior Assistant or ten year experience as a Clerk in a Govt./Semi Govt Organization), Accountant (Commerce Graduate with Certificate of Computer operation and Tally Entry with five years experience in Commercial Accounting (Double Entry System), Typist (Matric with 30 words/minutes in Hindi and 35 words/ minutes in English with Computer typing knowledge), Clerk (Graduate with knowledge of Computer operation and typing with 5 years experience), Computer Operator/ Data Entry Operator(Diploma in Computer Application with five years experience in data entry and Computer operation) , Driver (Matric with valid four wheeler driving license of Vehicle), Electrician (ITI in Electrical Trade with atleast three years experience.
7. That the Service Provider shall submit the proof of having deposited the amount of ESI, EPF contributions and service tax etc towards the persons deployed at LNMIEDSC in their respective names before submitting the bill for the subsequent month. In case the Service Provider fails to do so, the amount towards the bill for the current month will be withheld till submission of required documents.
8. No request/claim for alteration in the rates will be entertained within one year.
9. The Service Provider shall deploy good/smart, experienced and reliable persons with robust health and clean records preferably within the age upto 65 years.
10. The Service Provider shall make payment of wages by cheque to its personnel deployed at the Institute Centre on or before 7th of every month in the premises of the Institute in the


REGISTRAR
L.N. Mishra Institute of
Economic Development & Social Change
PATNA

presence of an officer designated for the purpose by the Institute Authority. The Institute reserves the right to check periodically payment of wages made by the Service Provider to its Personnel deployed at LNMIEDSC premises.

11. The Service Provider shall maintain register for making the attendance of deployed personnel which shall be kept under the charge of an officer/staff of the Institute.

12. Deployed Personnel should not leave their posts/duty without permission of the Institute.

13. In case of any happening untoward event with personnel during duty hours, all responsibility will be borne by the Service Provider

14. The Service Provider will discharge all its legal obligations in respect of the Manpower to be employed/deployed for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of Law in force that may be applicable to them from time to time. The Service Provider shall indemnify and keep indemnified the LNMIEDSC from any claims, loss or damage that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director of LNMIEDSC shall be final and binding on the Service Provider..

15. Periodical Assessment of work/discipline and duty of Manpower (deployed by the Service Provider) will be done by the Institute and if not found proper/satisfactory will be terminated by the Institute.

16. Service Provider shall execute an agreement on Non Judicial Stamp paper value of Rs. 1000/-.(One thousand).

17. The Service Provider and his/her deployed personnel shall not directly or through its Personnel divulge any secret/confidential and sensitive information of the LNMIEDSC which come to their knowledge in the discharge of their duties.

18. Any legal dispute arises out of the agreement / order would be dealt with the competent jurisdiction/authority at Patna only.

19. This Work Order should be terminated at any stage by one month prior written notice.

20. First Contract should be made for the period of two years which can be extended on the basis of performance of the Service Provider and Manpower..

Registrar
18/12/12
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