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**Central University of Jammu**

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**Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)**

No: CUJ/Outsourced Staff/2026-27

**e-Tender No. :CUJ/Outsourcedstaff/2026-27**

**TENDER DOCUMENT**

**FOR**

**HIRING OF AGENCY FOR SUPPLY OF OUTSOURCED STAFF AT  
CENTRAL UNIVERSITY OF JAMMU**



**Last date and time to submit the bids : 28 .10.2026**

**Date and time of opening of technical bids at Campus Rahya-Suchani (Bagla),  
District Samba : 29.10.2026**

## TERMS AND CONDITIONS

1. **Essential Documents:** The format for submission of technical bid is as follows:
  - a) Covering letter / Declaration as per Annexure A
  - b) Earnest Money Deposit (EMD) in the form of NEFT/RTGS/Net-banking/DD in favour of “Registrar, Central University of Jammu”
  - c) The profile and other details of the firm as per Annexure B
  - d) The agency must be registered with the following statutory authority and also furnish attested copies of the documents.
    - I. a) Registration certificate under:
      - (i) Contract Labour (R&A) Act, 1970.
      - (ii) Employees State Insurance (ESI) Office.
      - (iii) Employees Provident Fund (EPF) Commissioner under the Provident Fund Act or as per requirement by law
      - (iv) Income tax, GST, TIN and PAN number.
      - (v) Any other government authority as notified from time to time by Central / State Government.
    - II. Income tax return for 2023-24, 2024-25 and 2025-26 and GST for the period ending March 2026.
    - III. Copy of ESI / EPF payment for the financial year 2023-24, 2024-25 and 2025-26.
    - IV. Balance sheet along with CA certified turn over certificate & audited by CA for 2023-24, 2024-25 and 2025-26.
2. **Experience:** The service provider must have minimum experience of last 5 years of providing unskilled/skilled manpower services to State/Central Government Educational/ Research Organizations. Certificate(s) / Work Order / Letter of Intent by these organizations for having performed the work / service satisfactorily in the said State / Central govt. educational / research organization must be attached. The service provider shall provide the reference list of the organization with contact address. The service provider must not have been blacklisted or debarred by State/Central Government Educational/ Research Organizations. The Service Provider may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm / agency / Company.
3. **The Service provider agency must have its registered office/well established office branch in Jammu/Samba. (Proof of existence such as rent agreement, certificate of incorporation etc. must be furnished).**
4. **Submission of tender:** Bidding process is online. **Technical Bid** [filled in Annexure-C duly signed & stamp, commercial terms & conditions, EMD, relevant documents and must be submitted/uploaded online only prior to bid closing date/time. Late tenders will not be considered.
5. The bidder(s) are advised that they should regularly check the University website [www.cujammu.ac.in](http://www.cujammu.ac.in) and <https://gem.gov.in/> (GeM Portal) as any change in terms and conditions, specification, date etc shall be notified on the University website [www.cujammu.ac.in](http://www.cujammu.ac.in) and <https://gem.gov.in/> (GeM Portal) only.
6. Intending bidders are advised to visit [www.cujammu.ac.in](http://www.cujammu.ac.in) and <https://gem.gov.in/> (GeM Portal) regularly till closing date of submission of bid, for any corrigendum.

7. **Earnest Money Deposit (EMD):** The value of the Tender is approximately **Rs. 3,35,32,525/-** per annum. Hence, the Service provider shall furnish a Earnest Money Deposit (EMD) in favour of Registrar, “Central University of Jammu,” of an amount of **Rs.10,05,976/-** at the time of submission of Bid. EMD must be submitted through in any of these forms - Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee from any of the Commercial Banks, addressed to Registrar, Central University of Jammu. However, the firm with a valid and latest MSME certificates shall be exempted from submission of EMD (in case of Micro and Small Enterprise/Firms). The Service Provider may please note that no interest shall be payable by CUJ on security deposit and earnest money deposit (EMD). The Service Provider / Agency shall be required to submit the EMD details in the technical bid. The bid without EMD (in case of non MSME firm) will be considered as non responsive and shall be out rightly rejected. EMD of the unsuccessful Service Provider / Agency shall be returned at the earliest after the expiry of final bid validity and latest by 30<sup>th</sup> day after the award of the contract.
8. **Performance Guarantee:** The EMD of the selected Service Provider agency will be refunded without interest on receipt of Performance Security which is **5 %** of estimated tender value, whichever is less will be provided by the successful bidder in the form of Bank Guarantee or FDR or DD from any Nationalized Bank. Performance Security must be valid for at least 15 months and will be released without interest after successful completion of the term of tender.
9. **Turnover:** The Service Provider / Agency must have atleast an Annual Average Turnover of not less than of **Rs. 13,00,00,000/- (Thirteen crores)** during the last three consecutive financial years 2023-24, 2024-25 and 2025-26 certified by a Chartered Accountant. The Service Provider / Agency should not have incurred loss in any two years during the last three years as on 31.03.2026.
10. **Conditions:** University reserves the right to accept or reject any bid without assigning any reason and reject all bids at any time, without thereby incurring any liability to the affected Service Provider / Agency or Service Provider / Agency of the ground for such action. University reserves the right to postpone or extend the date of receipt/ opening of rates / Quotations or to withdraw the same, without assigning any reason thereof.
11. Tender without required documents, incomplete in any form will be rejected outright. Conditional tenders will not be considered. Similarly Bids / Bidders quoting ‘Nil’ charges / consideration shall be treated as unresponsive and will not be considered. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.
12. The Central Purchase Committee may consider any bid, if feels that certain required documents are not enclosed inadvertently by the firm and the firm promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the Vice Chancellor will be final in this regard.
13. The CUJ does not pledge itself to accept the lowest or any tender and reserve the right to accept the whole or any part of the tender or portion of the tender offered and Service Provider / Agency shall supply the same / execute the work at the rate quoted by them.
14. Whenever any claim for the payment of money arise out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating, in part or whole the performance security deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with the purchaser.

15. In case the last date happens to be holiday, the last date and opening of bids will be undertaken on the next working day. The University reserve the right to extend / postpone the last date and time of the tender without assigning any reason.
16. Each page of the tender should be signed by the owner or authorized signatory of Service Provider / Agency and total number of the pages submitted should be mentioned. Authorized Signatory must possess actual authority to submit the bid for which he / she has to essentially submit Letter of Authority from the competent authority of the Firm / Agency failing which his / her proposal shall be liable to summary rejection without prejudice to any other right of CUJ under the law. The proposal shall be filled in by the applicant service provider neatly and accurately.
17. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. The tender document must be duly signed and numbered on every page including annexures.
18. The University shall scrutinize the documents furnished by the firm and shortlist the firms on lowest quoted basis. Only those firms who have quoted as per the minimum wages ((central) issued vide OM No . F.No.1/6(3)/2025-LS-II dated 30.03.2026) will be considered. If more than one Service Provider is found to be L-1, preference will be given to bidder having more experience in providing outsourced manpower in State/Central Government Educational/ Research Institute. However, if more than one service provider is L1 and is having same experience, preference will be given to the firm having highest average turnover during the last three consecutive years. The short listed tender along with the documents will be submitted to the ‘competent authority’ and upon approval by the ‘competent authority’ the successful Service Provider / Agency will be intimated about the award of contract.
19. **Term of Contract:** The successful Service Provider / Agency on award of the contract should execute an agreement on Rs. 100/- non judicial stamp paper, with Central University of Jammu incorporating the terms and conditions. The successful Service Provider / Agency will be defined as contractor in the said agreement. The contract will be valid initially for a period of one year and on satisfactory performance it may be extended for further period of one year at the same rate on mutual consent basis. The contract may be terminated by either party after giving written notice of not less than one month. The rates once accepted by University shall remain unchanged throughout the period of initial contract of one year, including any extended period at same rate and under same terms and conditions.
20. The terms and conditions contained in this tender notice shall form the part of contract agreement to be entered into by the successful Service Provider / Agency.
21. **Sub-contract:** The agency shall not engage any sub-contractor or transfer the contract to any other firm / person. In the event of the contractor contravening this condition, the Central University of Jammu, shall be entitled to cancel the contract and forfeit security deposit and may place the contract elsewhere on the contractor’s account at his risk and the contractor shall be liable for any loss and damage, which the Central University of Jammu may sustain in consequence or arising out of such replacing of the contract.
22. **Execution of Contract:** In case the agency fails to execute the job / declines the offer of contract after or before signing the agreement or terminate the contract for whatsoever reason(s) before completion of period of contract at their own accord, the CUJ shall have the right to forfeit the EMD and Performance Guarantee deposited by the agency for the execution of the contract for the remaining period through some other agency.

23. **Legal Compliance:** The contractor shall take due care to comply with the provision of the Minimum Wages (Central) as per Central Govt Rules, Contract Labour (Regulation & Abolition) Act, 1970, Code of Wages Act including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract. The wages of the engaged person shall revised as and when the minimum wages (central) stands revised by Labour Commissioner (Central).
24. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by the University. The Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract and the performance guarantee deposit will be forfeited.
25. **Workers Management:** Any personal engaged by the agency if found indulged / indulging in any unlawful or such other activity against the bonafide interests of the University or such activities will be immediately (within 120 minutes) disengaged by the Agency. Agency will be keep the University informed about legal/ police/ administrative action taken against such outsource persons. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency. To this effect the agency will have to put in place adequate supervisory manpower and monitoring mechanism.
26. The CUJ will not be responsible for any injury / loss of life of personnel deputed by the agency which may take place during the course of their deployment. In case of any mishap such as accident / incident, it is mandatory for the agency to take up and to follow-up with the legal / police authorities at its own level to the logical end.
27. The persons employed should work on all working days. The working hours will be from 9:30 A.M. to 5:30 P.M. daily. Under exceptional circumstances they may be required to work during non working days which will be duly compensated.
28. The contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the personnel shall be charged to the contractor and recovered from its dues / bills.
29. **Payment of Monthly Bills:** The billing cycle will be calendar month. The Agency shall submit the bill by 3<sup>rd</sup> of next month to process for release of payment. However, the Agency has to make payment to the workers on or before 7<sup>th</sup> of every month without any delay. In the event of failure to comply, a financial penalty shall be imposed in accordance with the applicable Government of India (GoI) norms. Further, payment of wages is not linked to the clearance of the bill by CUJ office. The agency will submit bill with following information and documents.
- a) The wages of outsourced personnel for last month have been credited to their Bank accounts mentioning Bank account numbers and the details of payment. These details must be uploaded by the Agency on its website. In case the Agency has no website the said details must be sent by mail / hand to this office in hard copy.

- b) ESI, EPF contribution, Service Tax and other statutory dues paid for the month of (previous month) deposited on date (copies of challans to be enclosed).
  - c) Undertaking that all statutory Labour Laws including Minimum Wages (Central) Act is being compiled with.
30. Service Provider will quote charge rates per person per month on monthly basis and on per call / day basis separately at financial Balance (Annexure D).
31. GST / other taxes, levies etc at the rate applicable as per Govt of India rules shall be deducted from monthly payment of Bill.
32. Payment to the Service Provider will be subject to provision of satisfactory service which may be certified by the Officers / Sectional Heads, where ever the persons have been engaged. The Agency will make payment of wages to the staff on a monthly basis by the 7th of each month without any delay. In the event of failure to comply, a financial penalty shall be imposed in accordance with the applicable Government of India (GoI) norms. The Performance of the outsourcing staff provided by the Service Provider will be reviewed periodically by a committee set up by Competent Authority & CUJ reserves the right to ask for suitable replacement in the place of persons whose performance are not satisfactory. The Service Provider is bound to supply suitable replacement within a week in such cases. In case the Service Provider fails to supply suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by CUJ
33. Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Service Provider /Agency. If at any time it was found that the service provider has paid less than minimum wages at any point of time or has not remitted PF, ESI etc, the University reserves the right to forfeit Performance Security and disburse the dues out of the performance security. In such case, the service provider / agency has to furnish fresh performance security of the requisite amount.
34. The Service Provider shall maintain / produce / the required records / documents as and when called for by the appropriate authority, as well as to CUJ to enable it to verify that the Service Provider is complying with statutory requirements with regard to GST, TDS, PF, ESI and other labour laws, from time to time.
35. **Duties and Functions of Service Provider / Agency:** In performing the terms and conditions of the Contract, the Service Provider shall at all times act as an Independent Service Provider. The contract does not in any way create a relationship of principal and agent between CUJ and the Service Provider. The Service Provider shall not act or attempt or represent itself as an agent of CUJ. It is clearly understood and accepted by both parties that the Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the Service Provider shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the CUJ. There will no employer-employee relationship between CUJ and the persons engaged by the Service Provider. The persons deployed by the Agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to contractual or regular employees of the CUJ during the currency or after expiry of the contract. Service provider for its own benefit / record will submit an affidavit from the outsourced employees to the effect that this employment offered by the Agency is purely of temporary nature. Under no circumstances this employment will entitle the

employee for claims of Permanent employment, continuation or any other entitlements except mentioned in the contract.

36. The Service Provider shall provide a substitute well in advance if there is any probability of the functionary leaving the job due to his / her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.
37. Manpower will be supplied by the Service Provider as per actual requirement which may vary on day to day or monthly basis (fresh requirement other than replacement), which will be informed to the Service Provider. The Service Provider is bound to supply the required manpower within a maximum of seven days. In case the Service Provider fails to supply manpower within a week, a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by CUJ. In case of leave / absence of manpower, alternate arrangement will be made by the Service Provider.
38. Manpower Agency/Service agency will provide CUJ with a list of candidates along with CV / Bio-data for each position requisitioned and Proficiency Test may be conducted by CUJ if required to select a suitable candidate for the position. The Service Provider is bound to supply the services of the person selected by CUJ.
39. Verification of character and antecedents of the personnel through police authorities shall be conducted by the Service Provider / Agency before deployment of manpower to University.
40. The firm will provide proper Identity Card and the two (02) sets of Uniform/Dress to male and female manpower (Summer and Winter separately) along with shoes, socks other accessories as required to all outsourced manpower engaged in the University and make sure the outsourced manpower adhere to it. (every year)
41. The engagement of outsourced manpower in no case confers any right for continuation, extension of the contract, absorption or permanent employment in CUJ.
42. The personnel supplied by the Service Provider will be the employee of the Service Provider and there will be no master-servant relationship between the CUJ and personnel deployed. All the statutory liabilities and responsibilities will be that of the Service Provider and CUJ has no legal responsibilities on the same.
43. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the agency personnel, as decided by the CUJ, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by the dues payable to the agency and if the amount of loss or damage exceeds the dues payable, the amount will be recovered from the security deposit.

#### **44. STAFF REQUIREMENT**

The required staff shall be provided by the Agency on outsourced basis. The wages will be paid Minimum Wages as per Labour Commissioner (Central), Ministry of Labour and Employment, GoI and the same will be revised from time to time as revised by the Government of India order. All outsourced persons will be screened by the University for Engagement Suitability.

The tentative requirement of staff is given below. The actual requirement may vary from time to time. University reserves the right to add/delete the designations alongwith increase/decrease the no(s) of manpower as per below table: -

| <b>S. No.</b> | <b>Designation(s)</b>                                                      | <b>Tentative Requirement</b> |
|---------------|----------------------------------------------------------------------------|------------------------------|
| 1.            | Office Assistant /Tally Operator/Caretakers/Staff Nurse etc.               | 34                           |
| 2.            | Office Attendant / Helper, etc.                                            | 40                           |
| 3.            | Gardener/Plumber/Electrician/Pump Operator/Conductor, Carpenter, Cook etc. | 37                           |
| 4.            | Driver                                                                     | 01                           |
| 5.            | Labour (Unskilled/Semi/Skilled)                                            | As per requirement           |

#### **Essential Qualifications (as per GoI norms):-**

##### **Highly/ Skilled/Semi-Skilled Manpower:**

- i. Office Assistant / Caretaker etc:** Graduate and above with adequate speed in typing on computer and working knowledge of Computer Applications like MS Office, etc.
- ii. Electrician / Plumber / Gardener / Pump operator / conductor:** well versed and three years experience in relevant fields with ITI diploma or equivalent.
- iii. Drivers:** should have driving license to run LMV/HMV/MGV with a least three year's experience of driving.

##### **Semi-Skilled /Unskilled Manpower:**

- iv. Office Attendant / Helper/ MTS:** Matriculate with experience or Matriculate.

**Note:** Before deputing outsourced staff in the University, the service provider must conduct an applied test of the outsourced staff so that only such staff which has passed applied test may be deputed in the University. The University may also conduct such applied test before allowing outsourced staff to be deputed in University offices.

45. Service provider must depute suitable manpower in the University offices depending upon the requirements of the University offices. In case, such staff is not able to perform duties to the satisfaction of the controlling officer, the service provider after giving him/ her an opportunity to improve his / her working, may replace such staff within one month, otherwise the University may initiate appropriate action against the service provider as warranted under terms & conditions of the tender.
46. Government orders/guidelines regarding tenders till date of submitting of bids shall be applicable.
47. **Disagreement:** In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract

agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu only, for any dispute.

**Registrar**

**Encl:**

|                                                               |          |
|---------------------------------------------------------------|----------|
| Annexure-A: Covering Letter                                   | (1 page) |
| Annexure-B: Declaration Form                                  | (1 page) |
| Annexure-C: Documents to be submitted by Bidder               | (1 page) |
| Annexure-D: Details regarding financial Bid                   | (1 page) |
| Annexure-E : Documents to be provided after award of Contract | (1 page) |
| Annexure-F: Proforma for checklist document                   | (1 page) |
| Annexure-G : Parameters for technical evaluation of the bids  | (1 page) |

**SERVICE PROVIDER / AGENCY'S COVERING LETTER**

*(To be printed on Agency's Letter Head and submitted in Technical Bid )*

To

The Registrar  
Central University of  
Jammu Samba-181143

Sir,

**Ref: Tender no:** \_\_\_\_\_

After examining the conditions of contract and specifications described you in Notice Inviting Tender, we the undersigned intend to offer our services for the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall provide the service s in accordance with, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance guarantee as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with its written acceptance thereof in the notification of award shall constitute a binding contract between both the parties.

Bid is properly prepared, sealed and submitted so as to prevent any subsequent alteration or replacement.

Dated this .....Day of.....(The month and year)

**Signature of Authorized Signatory .....**

In capacity of ..... Duly authorized to sign the bid for and on behalf of.....

**DECLARATION BY THE SERVICE PROVIDER**

*(To be printed on Agency's Letter Head and submitted in Technical Bid )*

1. I,..... Son / Daughter / Wife of Shri.....  
..... Proprietor / Partner / Director / Authorized signatory of M/s.  
..... and competent to sign this Declaration and execute this tender  
document on behalf of agency.

2. I have carefully read and understood all the terms and conditions of the tender and hereby  
convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic  
to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of  
any false information / fabricated document would lead to rejection of my tender at any stage  
besides liabilities towards prosecution under appropriate law.

Signature with date & seal of the agency : .....

Name of the applicant : .....

Designation : .....

**Technical Bid**

*(To be filled by the agency and must be submitted to CUJ only with the technical bid)*

| Sl. No. | Particulars                                                                                                                                                                                                                       | Details (if yes, furnish number) | Appendix No. (attached in bid at Page No.) |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------|
| i       | Name of the Firm / Agency:                                                                                                                                                                                                        | M/s.                             |                                            |
| ii      | Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)                                                                                                                                                 |                                  |                                            |
| iii     | Address:                                                                                                                                                                                                                          |                                  |                                            |
|         | a) Office:                                                                                                                                                                                                                        |                                  |                                            |
|         | b) Residence:                                                                                                                                                                                                                     |                                  |                                            |
| iv      | Telephone / Mobile No. / E-mail address / Website address                                                                                                                                                                         |                                  |                                            |
| v       | Name of the Proprietor / Partner / Director                                                                                                                                                                                       |                                  |                                            |
| vi      | Documentary Proof of :                                                                                                                                                                                                            |                                  |                                            |
|         | a) Valid Registration with State sale tax authority, certificate No.                                                                                                                                                              | Yes / No                         |                                            |
|         | b) Proof of incorporation inception of agency for supply of manpower / valid labour license                                                                                                                                       | Yes / No                         |                                            |
|         | c) EPF registration proof                                                                                                                                                                                                         | Yes / No                         |                                            |
|         | d) ESI registration proof                                                                                                                                                                                                         | Yes / No                         |                                            |
|         | e) TIN / PAN No.                                                                                                                                                                                                                  | Yes / No                         |                                            |
|         | f) Income tax return for 2023-24, 2024-25 & 2025-26                                                                                                                                                                               | Yes / No                         |                                            |
|         | g) Balance sheet for 2023-24, 2024-25 & 2025-26                                                                                                                                                                                   | Yes / No                         |                                            |
|         | h) GST clearance certificate for the period ending 31.03.2026                                                                                                                                                                     | Yes / No                         |                                            |
|         | i) Experience certificate from State/Central Government Educational/ Research Institute/ Organizations where the agency has supplied more than 100 persons at a time for housekeeping and general services with good performance. | Yes / No                         |                                            |
|         | j) Annual turnover for financial year 2023-24                                                                                                                                                                                     |                                  |                                            |
|         | k) Annual turnover for financial year 2024-25                                                                                                                                                                                     |                                  |                                            |
|         | l) Annual turnover for financial year 2025-26                                                                                                                                                                                     |                                  |                                            |
| vii     | Earnest Money Deposit (EMD) details                                                                                                                                                                                               |                                  |                                            |
|         | a) Amount of Earnest money                                                                                                                                                                                                        |                                  |                                            |
|         | b) Form in which EMD has been submitted                                                                                                                                                                                           |                                  |                                            |
|         | c) Details of the EMD                                                                                                                                                                                                             |                                  |                                            |
| viii    | Bid Security Declaration Form                                                                                                                                                                                                     |                                  |                                            |

**Declaration:** I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency : .....

Name of the Applicant : .....

Designation : .....

### Details with regard to Financial Bid

#### Minimum Wages (Central) for Multi-tasking manpower for the Central University at Jammu city (class B city) and University Campus at District Samba (class C city)

Minimum Wages (central) shall be paid by the firm as per the order issued by the Labour Commissioner (Central), Ministry of Labour and Employment, GOI (presently order dated 30-03-2026) and the same will be revised from time to time as revised by the Government of India order. Further, minimum service charges in the procurement of manpower outsource services will be as per the GoI OM No. F.6/1/2023-PDD dated 06-01-2023 (copy attached for reference).

|                                                                                                          |                                                                           |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Wages details</b><br/>(as per GoI orders issued from time to time)</p> |                                                                           |
| 1) Basic Wages                                                                                           | (will be paid as GoI norms)                                               |
| 2) V.D.A.                                                                                                |                                                                           |
| 3) EPF @ 12%                                                                                             |                                                                           |
| 4) Admin charges @ 0.5% of EPF                                                                           |                                                                           |
| 5) Employees Deposit Linked Insurance (EDLI) presently @ 0.5%                                            |                                                                           |
| 6) ESI presently @ 3.25%                                                                                 |                                                                           |
| 7) GST presently @ 18%                                                                                   |                                                                           |
| 8) Percentage (%) of charges on (Basic wages + V.D.A)                                                    | This has to be filled by the Bidder in percentage form only on GeM Portal |

*(in case of any ambiguity, amount of financial bid quoted in words shall be taken as final)*

**\*If a person(s) is required on per call basis, payment per day will be made by adding Basic wages and VDA (1+2)**

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER  
AFTER AWARD OF TENDER BUT BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by service provider for deployment in CUJ containing full details i.e. date of birth, marital status, address, educational qualification, photo ID Card provided by the security service provider etc.
2. Bio-data of all persons.
3. Any other document considered relevant

## PROFORMA FOR CHECKLIST DOCUMENTS

| SN | Particular                                                                                                                                                                                     | Reply | Page no. of Document |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------|
| 1  | Name of the Agency                                                                                                                                                                             |       |                      |
| 2  | Detail of Earnest Money Deposit Amount.....<br>DD No. ....<br>Date.....<br>Bank.....                                                                                                           |       |                      |
| 3  | Date of Incorporation or registration of the Agency (Copy of Registration Certificate)                                                                                                         |       |                      |
| 4  | Office address of the Agency including Phone No. of Persons to be contacted                                                                                                                    |       |                      |
| 5  | Whether registered with all concerned govt. auth. ESI/EPF/Service Tax/ Labour Commr./S. Tax etc.)                                                                                              |       |                      |
| 6  | PAN Number of the Agency (Copy to be enclosed)                                                                                                                                                 |       |                      |
| 7  | GST Number (Copy to be enclosed)                                                                                                                                                               |       |                      |
| 8  | An Affidavit attested by Notary on a Stamp paper of appropriate value to this effect, that company has not been blacklisted or banned for their business dealings with Government Departments. |       |                      |
| 9  | Experience in dealing with Educational Institutions. (Copy of work order or relevant documents to be enclosed).                                                                                |       |                      |
| 10 | List of other clients                                                                                                                                                                          |       |                      |
|    |                                                                                                                                                                                                |       |                      |
|    |                                                                                                                                                                                                |       |                      |
|    |                                                                                                                                                                                                |       |                      |
|    |                                                                                                                                                                                                |       |                      |

**Signature of the authorized signatory  
of the Service Provider / Agency with  
seal of the Firm**

| PARAMETERS FOR TECHNICAL EVALUATION OF THE BIDS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                             |            |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------|
| S.No.                                           | Parameters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Document to be provided                                                                                     | Max. Marks |
| 1                                               | <p><b><u>Experience Criteria:</u></b> Experience of providing manpower for similar service in State/Central Government Educational/Research Organizations.</p> <p>(i) Experience equal to or more than 15 years (20 marks)</p> <p>(ii) Experience more than or equal to 10 and less than 15 years (15 marks)</p> <p>(iii) Experience more than or equal to 8 and less than 10 years (10 marks)</p> <p>(iv) Experience more than or equal to 5 and less than 8 years (03 marks)</p> <p>(v) Experience less than 5 years (2 marks)</p>                                                                                                                                                                                                                                                                                                                                                              | Copy of contract/Purchase Order/Extension letters issued by the organisations                               | 20         |
| 2                                               | <p><b><u>Past Performance</u></b></p> <p>(i) Executed contract value equal to or more than 15 crores for the last two financial years (2024-25, 2025-26) ending on 31.3.2026 - (20 Marks)</p> <p>(ii) Executed contract value of more than or equal to 12 crores and less than 15 crores for the last two financial years (2024-25, 2025-26) ending on 31.3.2026 - (15 Marks)</p> <p>(iii) Executed contract value of more than or equal to 8 crores and less than 12 crores for the last two financial years (2024-25, 2025-26) ending on 31.3.2026 - (10 Marks)</p> <p>(iv) Executed contract value of more than or equal to 5 crores and less than 8 crores for the last two financial years (2024-25, 2025-26) ending on 31.3.2026 - (3 Marks)</p> <p>(v) Executed contract value less than 05 crores for the last two financial years (2024-25, 2025-26) ending on 31.3.2026 - (2 Marks)</p> | Copy of contract/Purchase Order/Extension letters issued by the organisations                               | 20         |
| 3                                               | <p><b><u>Turnover Criteria</u></b></p> <p>Average Annual Turnover for the last three financial years 2023-24, 2024-25, 2025-26 (Audited) based on its audited financial statement (Turnover should be exclusive of GST)</p> <p>(i) Equal to or More than 20 crores - (20 Marks)</p> <p>(ii) More than or equal to 15 crores and less than 20 crores (15 marks)</p> <p>(iii) More than or equal to 10 crores and less than 15 crores (10 marks)</p> <p>(iv) More than or equal to 5 crores and less than 10 crores (3 marks)</p> <p>(v) Less than 5 crores (2 marks)</p>                                                                                                                                                                                                                                                                                                                           | Copy of Turnover Certificate duly authorised by CA on its letter head alongwith the UDIN is to be submitted | 20         |

|   |                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                     |     |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 4 | <b><u>Manpower Strength of Firm</u></b><br>Number of Manpower on Pay Roll of the Company as on date of tender publication<br>(i) Equal to or More than 1000 manpower - (20 marks)<br>(ii) More than 700 less than 1000 - (15 Marks)<br>(iii) More than 500 and less than 700 - (10 Marks)<br>(iv) More than 350 and less than 500 - (03 Marks)<br>(v) Less than 350 number- (2 Marks)   | Latest copies of paid challan of EPF for 3 months                                                                                                   | 20  |
| 5 | <b><u>Number of ongoing contracts (as on last date of submission of tender)</u></b> for providing outsourced manpower of similar nature work with atleast 100 personnel in relevant Institutions.<br>(i) For 5 Contracts - (20 Marks)<br>(ii) For 4 contracts - (16 Marks)<br>(iii) For 3 contracts - (12 Marks)<br>(iv) For 2 contracts - (8 Marks)<br>(v) For 1 contract - ( 4 Marks) | Must attach copy of work order or equivalent certificate which clearly indicate the duration of contract and number of outsourced personnel working | 20  |
|   | Total Marks                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                     | 100 |