



E-TENDER NOTICE FOR SECURITY SERVICES INSIDE CNLU CAMPUS

<https://eproc2.bihar.gov.in/>

ABOUT CNLU PATNA

In the State of Bihar, where the seeds of the earliest republic were sown and the crop of democracy cultivated, a need was felt by the government for a university which would provide quality legal education and strive to raise national legal standards to competitive international level and promote legal awareness in the community, which will lead to the realization of goals embodied in the Constitution of India. Thus, on July 15th, 2006 came into being Chanakya National Law University at Patna.



CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. 18/2026-27

Date: 21.05.2026

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Through e-procurement mode only <https://eproc2.bihar.gov.in>

Chanakya National Law University invites E-Tender in two bid system (Technical and Financial) from the reputed bidders for Providing Security Services in University premises.			
1.	Name of the Work	:	Providing Security Services
2.	Estimated Cost	:	NIL
3.	Cost of Document (Non-Refundable)	:	Rs. 5000/- (Rs. Five Thousand) Only.
4.	Earnest Money Deposit	:	Rs. 96000/- (Rs. Ninety-Six Thousand) Only.
5.	E-Tender Processing Fee	:	As per Eproc2 website
6.	Bid start Date	:	From 21.05.2026
7.	Date of Pre-bid meeting	:	29.05.2026 (Offline) at the Chamber of Registrar, CNLU, Patna at 02:30 pm.
8.	Last Date & Time for Uploading of bids	:	03.06.2026 till 11:59 pm.
9.	Date & Time of Opening of Technical Bids	:	04.06.2026 at 10:30 am.
10.	Date & Time of Opening of Financial Bids	:	Will be intimated later
11.	Place of Opening of Bid	:	Registrar's Chamber
12.	Periods of Bids Validity	:	60 days
13.	Officer inviting Bids	:	The Registrar, CNLU, Patna.
14.	For participation in E-tendering proc. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website https://eproc2.bihar.gov.in & download / Participate in E-Tender.		
15.	The tender document can be obtained through our website https://eproc2.bihar.gov.in & https://www.cnlu.ac.in		
16.	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal https://eproc2.bihar.gov.in before the date & time specified in the NIQ. (iii) The department does not take any responsibilities for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons.”		
17.	Bid Document cost should be paid as per https://eproc2.bihar.gov.in		
18.	Earnest Money Deposit (EMD) shall have to be paid through e-payment.		
19.	The authority shall have to right to reject the bid without assigning any reason what so ever. For any information department Contact No. 0612-2352300 may be used.		
20.	For queries and clarifications, if any send e-mail to tender-enquiry@cnlu.ac.in		
21.	For support related to the e-tendering process, bidders may contact “e-procurement HELP DESK, mjunction services limited RJ Complex, 2 nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. – Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.		



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A. Scope of Work

1. The Service Provider shall provide comprehensive security services at Chanakya National Law University, Patna by deploying trained, disciplined, physically fit, and professionally competent security personnel for safeguarding the University campus, including all academic buildings, administrative offices, hostels, residential premises, libraries, auditoriums, parking areas, utility installations, movable and immovable assets, students, employees, guests, visitors, and all other persons within the campus premises.
2. The Service Provider shall deploy one (02) Security Supervisor (Ex-Army Men), twenty-seven (27) Male Security Guards, and three (03) Female Security Guards on round-the-clock duty in three shifts or in such manner as may be directed by the Competent Authority of the University. The University shall have the right to increase or decrease the number of deployed personnel depending upon operational requirements, and the Service Provider shall comply with such directions without delay.
3. The Service Provider shall ensure that all deployed personnel remain properly uniformed, carry valid identity cards issued by the Agency, maintain discipline, punctuality, alertness, and professional conduct at all times, and shall immediately replace any personnel found negligent, absent, sleeping on duty, intoxicated, involved in misconduct, lacking discipline, or otherwise found unsuitable by the University authorities.
4. The Service Provider shall ensure strict access control and gate management by maintaining proper records of entry and exit of visitors, vehicles, vendors, contractual staff, materials, and other persons entering or leaving the campus, and shall ensure that only duly authorized persons and vehicles are permitted entry into the University premises after proper verification.
5. The Service Provider shall ensure continuous surveillance, watch and ward duties, regular patrolling, and monitoring of all sensitive and vulnerable points within the campus, including day and night patrols, for prevention of theft, trespassing, vandalism, encroachment, unlawful assembly, anti-social activities, unauthorized occupation, and any other act prejudicial to the safety and security of the University.
6. The Service Provider shall maintain special security arrangements for Boys' and Girls' Hostels and shall ensure deployment of female security personnel at Girls' Hostel entry points. No male security personnel shall enter the Girls' Hostel premises except under exceptional circumstances and only with prior authorization of the University authorities.
7. The Service Provider shall ensure water taps, and other utilities are not left operational unnecessarily after working hours. Any leakage, wastage, damage, suspicious activity, or irregularity noticed during duty hours shall be promptly reported to the University authorities.
8. The Service Provider shall adopt technology-integrated security management systems, including a WhatsApp-based incident reporting mechanism or any other digital communication platform approved by the University, for real-time communication, monitoring, and prompt reporting of security incidents to the University authorities.
9. The Service Provider shall establish and operate a "Four-Tier Emergency Response Protocol (4-TERP)" for institutional campus security management, including incident escalation, rapid response, coordination with University authorities, emergency reporting, and post-incident documentation.
10. The Agency shall provide, at its own cost, at least two (02) handheld metal detectors, one (01) vehicle checking



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mirror, prescribed lathis, torches, whistles, walkie-talkie communication systems with all required licenses and permissions, and all other necessary equipment and accessories required for effective security management and handling of emergency situations within the University campus.

11. The Service Provider shall ensure that all deployed personnel (Minimum Four) are adequately trained in fire safety operations, crowd management, emergency response procedures (knowledge of driving), evacuation protocols, disaster management measures, and operation of firefighting equipment installed within the University premises, and shall participate in mock drills, security exercises, and emergency preparedness activities as directed by the University from time to time.
12. The Service Provider shall provide necessary security arrangements during official functions, examinations, convocations, cultural events, student activities, seminars, conferences, VIP/VVIP visits, national celebrations, emergency situations, and any other event organized within the University campus, including ceremonial parade duties whenever required by the University.
13. The Service Provider shall maintain liaison and coordination with local police authorities, district administration, fire services, disaster management authorities, and other governmental agencies whenever required and shall promptly report any breach of security, criminal act, emergency, or untoward incident to the University authorities without delay.
14. The Service Provider shall maintain all statutory and operational records including attendance registers, visitor registers, vehicle movement registers, material inward and outward registers, patrol registers, incident reports, shift handover reports, and any other records as may be prescribed by the University, and such records shall be produced for inspection whenever required by the Competent Authority of the University.
15. The Service Provider shall be solely responsible and liable for any act of omission, negligence, misconduct, security lapse, theft, damage, loss, accident, or injury caused due to failure or dereliction of duty by its personnel and shall indemnify and keep indemnified the University against all claims, liabilities, damages, losses, costs, penalties, proceedings, or expenses arising out of or in connection with the performance or non-performance of the contractual obligations during the entire period of the contract.

B. Eligibility Criteria:

Only those bidders fulfilling the following eligibility conditions and submitting the requisites supporting documents, as specified in Annexure–I, shall be eligible to participate in the tender process:

- i. Duly signed and stamped profile of the Firm containing the name of the Firm/Agency, complete address, contact number, e-mail address, and bank account details including Bank Name, Branch Address, Account Number, IFSC/RTGS Code, and other relevant particulars.
- ii. Copy of Permanent Account Number (PAN) Card and Goods & Services Tax (GST) Registration Certificate. In case of a Proprietorship Firm, the PAN shall be in the name of the Proprietor.
- iii. Duly notarized Affidavit in the prescribed format as per Annexure–II.
- iv. Valid registration/incorporation documents evidencing registration under the Companies Act, Partnership Act, Proprietorship, MSME, or any other applicable law for providing security services.
- v. The bidder must have successfully executed at least one similar security service contract valuing not less than Rs. 30,00,000/- (Rupees Thirty Lakhs only) during any one of the last three financial years in any Government Department, Educational Institution, University, Autonomous Body, or Public



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Sector Undertaking. Copies of work orders along with satisfactory performance certificates issued by the competent authority shall be uploaded.

- vi. Documentary proof showing availability of at least 200 trained security personnel with valid UAN numbers under EPFO records.
- vii. Valid Employees' State Insurance (ESI) Registration Certificate.
- viii. Valid Employees' Provident Fund (EPF) Registration Certificate.
- ix. Valid ISO 18788:2015 Certification Certificate.
- x. Valid PSARA (Private Security Agencies Regulation Act) License/Certificate issued by the competent authority.
- xi. Proof of deposit of Earnest Money Deposit (EMD) through NEFT/RTGS or any other mode prescribed in the tender document.
- xii. Proof of payment of Tender Document Fee through NEFT/RTGS or any other prescribed mode.
- xiii. Documentary evidence in support of annual turnover of at least **Rs. 5,00,00,000/- (Rupees Five Crore only)** in any one of the last three financial years, namely 2022-23, 2023-24, or 2024-25, duly certified by a Chartered Accountant.
- xiv. Copies of Income Tax Returns (ITR) filed for the last three financial years.

C. Duties and Responsibility of Security Personnel

- i. The Contractor shall be fully responsible for the overall security, vigilance, supervision, and protection of the University campus, including all buildings, hostels, offices, residential areas, infrastructure, movable and immovable assets, and all persons within the premises covered under the contract.
- ii. The Security Supervisor and deployed personnel shall strictly comply with all instructions, security protocols, circulars, standing orders, and directions issued by the University authorities from time to time. Any lapse, negligence, misconduct, or non-compliance shall be treated as a breach of contract.
- iii. The Contractor shall ensure uninterrupted security services on a 24×7 basis in all shifts and shall remain solely responsible for deployment, attendance, relievers, supervision, and continuity of services under all circumstances, including holidays, emergencies, strikes, absenteeism, or adverse situations. Any absence, leave, or non-reporting of deployed personnel from assigned duty shall be immediately reported to the Security Supervisor, and suitable replacement shall be provided forthwith without disruption of security services.
- iv. The Contractor shall ensure regulated entry and exit of all persons, vehicles, materials, and equipment into and out of the University premises. No unauthorized person, vehicle, or material shall be permitted entry or exit without valid authorization, gate pass, identity proof, or approval of the competent authority.
- v. The deployed personnel shall maintain continuous vigil and conduct regular patrols over all sensitive and vulnerable locations of the campus, including boundary walls, hostels, parking areas, academic blocks, residential quarters, and other notified areas, for prevention of theft, trespass, vandalism, unlawful activities, and security breaches.



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- vi. The security personnel shall prevent unauthorized activities within and adjacent to the campus, including entry of anti-social elements, stray as, prohibited substances, suspicious persons, and unauthorized vehicles, and shall immediately report any untoward incident to the University authorities and law enforcement agencies, wherever required.
- vii. The Contractor shall ensure protection of University property, utilities, landscaping, gardens, electrical installations, water systems, firefighting systems, and all other assets entrusted to its supervision. Any loss or damage attributable to negligence, omission, or failure of the Contractor or its personnel shall be recoverable from the Contractor.
- viii. The deployed personnel shall be adequately trained and capable of handling emergencies, including fire incidents, medical emergencies, evacuation procedures, disaster response, crowd management, and law-and-order situations, and shall provide all necessary assistance during such events.
- ix. The Contractor shall ensure that all personnel deployed are disciplined, courteous, physically fit, properly uniformed, adequately trained, and capable of performing assigned duties efficiently. The University shall have the right to direct replacement of any personnel found unsuitable, negligent, indisciplined, or involved in misconduct, and such replacement shall be made immediately without objection or delay.
- x. The Contractor shall maintain all records relating to visitors, vehicles, material movement, incidents, patrol duties, attendance, and deployment of personnel in such format as may be prescribed by the University, and such records shall be produced for inspection whenever required by the competent authority.
- xi. The Contractor shall immediately report all incidents, accidents, thefts, security breaches, suspicious activities, and emergencies through the prescribed reporting mechanism, including digital or technology-enabled communication systems as directed by the University from time to time.
- xii. The Contractor shall comply with all applicable laws, statutory obligations, labour regulations, safety standards, and contractual conditions, and shall remain solely liable for any act, omission, negligence, misconduct, or legal violation committed by its personnel during the contract period.
- xiii. The University reserves the right to assign any additional security-related duty, operational responsibility, emergency function, or preventive measure during the currency of the contract, and the Contractor shall be bound to comply with the same without dispute, objection, or delay.

D. Information and Conditions relating to Submission of Bids

1. The bidder may submit quotation only for the work specified under the “Scope of Work” of this tender document.



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2. The bid shall be submitted only through the University's e-Tendering Portal, namely e-proc2. Submission of tender documents through post, courier, hand delivery, or any offline mode shall not be accepted under any circumstances.
3. The bidder shall upload scanned copies of all documents prescribed under the Eligibility Criteria as per Annexure–I. All uploaded documents must be genuine, valid, legible, and self-attested wherever applicable. In case any uploaded document is found to be false, fabricated, incomplete, or non-genuine, the technical bid shall be treated as non-responsive and liable to rejection.
4. The original Affidavit in the prescribed format as per Annexure–II shall be submitted by the bidder at the time of opening of the Technical Bid or as directed by the University authorities.
5. The bidder or its duly authorized representative should remain present during the Pre-Bid Meeting, opening of the Technical Bid, and opening of the Financial Bid. Only those bidders whose Technical Bids are declared responsive shall be eligible to participate in the opening of the Financial Bid.
6. The bidder shall quote service charges strictly in accordance with the applicable directions and guidelines issued by the Finance Department, Government of Bihar vide Letter No. $\text{F&04\&06/2023-2988/\text{वि०}}$ dated 23.03.2023, as amended from time to time.
7. All labour laws, statutory provisions, and regulations applicable in the State of Bihar, including the Code on Social Security (CoSS), 2020 and other applicable labour legislations, shall be strictly complied with by the Contractor during the entire period of the contract.
8. The quoted rates shall not be less than the minimum wages notified by State Government of Bihar, on the date of submission of tender and shall include all statutory liabilities and obligations including Employer's EPF contribution, ESI contribution and all other incidental expenses. Any bid found in violation of the Minimum Wages Act or statutory provisions shall be liable for outright rejection.
9. An Earnest Money Deposit (EMD) of Rs. 96,000/- (Rupees Ninety-Six Thousand Only) shall be deposited through e-payment mode. Proof of such payment shall be uploaded on the e-Tendering Portal along with the bid documents. No exemption from submission of EMD shall be granted, including to bidders registered under MSME.
10. A non-refundable Tender Document Fee of Rs. 5,000/- (Rupees Five Thousand Only) shall be deposited through e-payment mode, and proof of payment shall be uploaded on the e-Tendering Portal. No exemption from payment of Tender Document Fee shall be granted, including to bidders registered under MSME.
11. The bidder shall also pay the Tender Processing Fee as prescribed on the e-proc2 portal.
12. Incomplete bids, conditional bids, or bids submitted without requisite documents or supporting proofs shall be liable for rejection. The University shall not be responsible for any delay, failure, technical glitch, network issue, or any other difficulty encountered by the bidder during online submission of the tender.



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13. Notwithstanding anything contained in this tender document, Chanakya National Law University reserves the absolute right to accept or reject any bid, wholly or partly, including the lowest bid, and to annul, cancel, or withdraw the tender process at any stage prior to award of contract without assigning any reason whatsoever, and no claim or compensation shall lie against the University on this account.
14. **Agreement & Performance Security**
 - a. The successful bidder shall execute a formal agreement on a non-judicial stamp paper of Rs. 1,000/- within ten (10) working days from the date of issuance of the Work Order, failing which the Work Order may be cancelled and EMD forfeited.
 - b. The EMD amount shall be adjusted towards Performance Security. Further, Performance Security equivalent to 5% of the bill value shall be deducted from each running bill of the contractor.
 - c. The Performance Security shall be refundable without interest after expiry of sixty (60) days from successful completion of the contract period, subject to adjustment of dues, damages, penalties, losses, or liabilities, if any.
15. **Amendment of Tender Document.**
 - a. At any time prior to three (03) days before the last date prescribed for submission of bids, the University may, for any reason whatsoever, whether suo motu or in response to any clarification sought by a prospective bidder, amend, modify, supplement, or revise the Tender Document.
 - b. Any such amendment, corrigendum, addendum, or clarification shall be notified through the official eproc2 Bihar portal and/or the official website of Chanakya National Law University, and the same shall be binding upon all prospective bidders.
 - c. In order to provide reasonable time to prospective bidders for incorporating such amendments while preparing their bids, the University may, at its sole discretion, extend the last date for submission of bids.
16. Chanakya National Law University reserves the absolute right to withdraw, amend, modify, suspend, or cancel the tender process at any stage without assigning any reason whatsoever, and no claim or compensation shall lie against the University on this account.
17. The University shall not provide any residential or accommodation facility within the campus premises for the personnel deployed by the successful bidder.
18. The work shall be executed strictly in accordance with the Scope of Work, terms and conditions of the tender document, and directions issued from time to time by the Competent Authority of Chanakya National Law University, Patna.
19. **Clarification Regarding Quotations**

During the process of evaluation and comparison of bids, the University may, at its discretion, seek clarification from any bidder regarding its bid. Such clarification shall be sought only through written communication, and no change, alteration, modification, or



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revision in the quoted rates, terms, or substance of the bid shall be permitted. No clarification submitted voluntarily by the bidder after submission of the bid shall be entertained unless specifically sought by the University.

20. Any suggestion, query, or clarification relating to the tender may be submitted during the Pre-Bid Meeting or through written communication/e-mail addressed to the tender-enquiry@cnlu.ac.in up to 29.05.2026 till 02:00 PM.
21. All rates and prices shall be quoted strictly in Indian Rupees (INR) only.
22. Ordinarily, the first lowest responsive and technically qualified bidder (L-1) shall be considered for award of the contract, subject to fulfillment of all tender conditions and approval of the Competent Authority of the University.

E. Terms and Conditions:

1. The duties of the Security and Security Guards shall be performed in three (03) shifts of eight (08) hours each on round-the-clock (24x7) basis, including Sundays, holidays, examinations, special events, emergency situations, and such additional hours as may be required by the University in exigencies of service. No Accommodation shall be provided within the campus to the deployed staff.
2. The Service Provider shall ensure that all security personnel deployed at Chanakya National Law University, Patna are physically fit, medically sound, mentally alert, emotionally stable, and of good moral character. The Agency shall mandatorily conduct antecedent verification, character verification, and police verification of each deployed person and submit copies of the Police Verification Reports and complete personnel records to the University before deployment.
3. The Security Guards proposed to be deployed by the Agency shall fulfill the following minimum eligibility and qualitative requirements and All guards deployed must be ex-servicemen / PSARA-certified professionals.
 - Minimum educational qualification: High School Pass or equivalent;
 - Minimum age: 30 years and maximum age: 45 years;
 - Minimum height: 5 feet 6 inches for Male Guards and 5 feet 0 inches for Female Guards;
 - Weight proportionate to height and physical standards;
 - Physically capable of continuous patrolling, climbing stairs, emergency response duties, and prolonged standing duties;
 - Vision standard of 20/20 or corrected vision up to 20/40 with spectacles;
 - Ability to read, write, and communicate effectively in Hindi and preferably English;
 - No physical disability, psychiatric disorder, criminal antecedent, or medical condition affecting discharge of security duties;
 - Minimum five (05) years' experience in security services in Government Institutions, Universities, Public Sector Undertakings, Corporate Establishments, or reputed organizations.



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4. The Security Supervisor deployed by the Agency shall be an Ex-Serviceman and shall fulfill the following minimum eligibility and qualitative requirements:
 - Minimum educational qualification: Graduate or equivalent;
 - Minimum age: 40 years and maximum age: 65 years;
 - Minimum height: 5 feet 6 inches (174 cm);
 - Physically fit, medically sound, disciplined, and capable of handling emergency situations and supervisory responsibilities;
 - Good communication and leadership skills;
 - Ability to read, write, and communicate effectively in Hindi and preferably English;
 - No criminal antecedent, psychiatric disorder, disability, or adverse service record;
 - Minimum ten (10) years' experience in security supervision, armed forces, paramilitary services, institutional security, or equivalent field.
5. The bidder shall take all necessary precautions to avoid accidents and shall be solely responsible for any loss, damage, or accident caused due to the negligence or misconduct of its personnel. The Service Provider shall be liable to compensate for any damage caused to the property or assets of the University.
6. All risks relating to loss of or damage to physical property, and personal injury or death arising during and in consequence of the performance of the contract, shall be borne entirely by the contractor/firm.
7. The contract shall initially remain valid for a period of One Year from the date of award of work by CNLU, Patna. However, the contract may be extended to *Three Years* on the same terms and conditions, subject to satisfactory performance of the contractor, for a further period of six months/one year or till finalization of a new contract, whichever is earlier. The University reserves the right to terminate the contract by giving 30 days' prior notice in case the services are found unsatisfactory.
8. The Service Provider shall immediately replace any personnel found unsuitable by CNLU on grounds of security risk, incompetence, conflict of interest, misconduct, or indiscipline upon receipt of notice from the University. No trade union or association activities shall be permitted by the manpower deployed by the agency within the University premises.
9. Monthly wages shall be disbursed by the agency from its own resources on or before the 2nd day of each month for the previous month. Payment for the subsequent month shall be released only after submission of proof of wage disbursement along with statutory challans, ESIC Contribution with UAN Number and related documents.
10. The agency shall provide physically fit, healthy, trained, and disciplined personnel for security duties. A complete list of deployed personnel shall be submitted within 10 days from the date of issuance of the Letter of Intent (LOI) / Work Order (WO), failing which the same shall be treated as a breach of contract.
11. In the event of any labour dispute or disruption of services, it shall be the sole responsibility of the Service Provider to resolve the matter at its own risk and cost. Any loss or expenditure incurred by the University due to such disruption shall be recoverable from the contractor's bills or due.



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12. **TERMINATION OF CONTRACT DUE TO CONTRACTOR'S FAULT:** Conditions leading to termination of contract:

- i) If the service provider
 - a) becomes bankrupt or insolvent, or,
 - b) makes arrangements with or assignment in favour of his creditor, or agrees to carry out the contract \under a committee of inspection of his creditors or
 - c) being a company or corporation goes into liquidation by a resolution passed by the Board of Directors/ General Body of the share-holders or as a result of court order (other than voluntary Liquidation for the purpose of amalgamation or reconstruction); or
 - d) has execution levied on his goods or property or the works, or
 - e) assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
 - f) abandons the contract, or
 - g) persistently disregards instructions of the Officer or contravenes any
 - h) provisions of the contract, or
 - i) fails to take steps to employ competent and/ or additional staff and labour, or
 - j) promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the Officer or the Employer, or to any person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or
 - k) Suppresses or gives wrong information while submitting the Quotation.

Note 1 : *In any such case or other case deemed fit by CNLU the University may serve the service provider with a notice in writing to that effect and if the service provider does not, within Seven days after delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the Officer, the university shall be titled after giving 48 hours' notice in writing to terminate the contract, as a whole or in part or parts (as may be specified in such notice).*

13. **FORE-CLOSURE OF CONTRACT:**

a. CNLU/Competent Authority reserves the right to foreclose and terminate the contract at any time by issuing a written notice to the Contractor. Such notice issued by the University, along with the reasons recorded therein, shall be final and binding on the Contractor.

b. In the event of foreclosure or termination of the contract by the University, the Contractor shall not be entitled to claim any compensation, damages, or additional payment of any nature whatsoever from the University.

14. **SETTLEMENT OF DISPUTES** - Dispute, if any, will be subject to Patna Jurisdiction only.



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15. The Contractor shall maintain a daily deployment register recording shift-wise deployment of security personnel, duly countersigned by the Security Supervisor/Officer of the University. The monthly bill shall clearly indicate the shift-wise deployment details of personnel engaged during the billing period.
16. The Agency shall submit month-wise records of salary disbursement, bank transfer proof of wages paid to security personnel, and statutory compliance documents relating to EPF and ESI contributions along with the monthly bill.
17. The Contractor shall provide adequate supervision to ensure efficient and satisfactory performance of security services in accordance with the directions and security protocols issued by the University from time to time.
18. The Contractor shall promptly furnish all reports, records, and information as may be required by the University and shall attend review meetings convened by the Registrar, CNLU, Patna.
19. The Contractor and its personnel shall take due care to prevent any loss, damage, misuse, or wastage of University property, equipment, and assets entrusted to them during the course of service.
20. Security personnel deployed by the Contractor shall maintain proper discipline, integrity, and professionalism and shall not accept any gratification, reward, or illegal consideration in any form.
21. In the event of any loss or damage caused to the University due to negligence, misconduct, or lapse on the part of the Contractor or its personnel, the same shall be recoverable from the Contractor. The decision of the Registrar, CNLU, Patna in this regard shall be final and binding.
22. The Contractor shall perform all duties and obligations connected with the security and safety of the University campus in accordance with the terms of the contract and instructions issued by the University from time to time.
23. The Contractor shall be responsible for the safety, upkeep, and proper handling of all property, equipment, and materials entrusted to its personnel during the contract period.
24. The Contractor shall deploy supervisory staff as required by the University. Such supervisors shall function under the directions of the Vice-Chancellor, Registrar, Security Officer, or any other authorized officer of CNLU, Patna.
25. All security personnel deployed by the Contractor shall wear neat, clean, and properly ironed uniforms with visible identity cards/name badges. The Contractor shall provide a minimum of two sets of uniforms to each deployed personnel at its own cost.
26. The security personnel deployed shall be courteous, disciplined, and professional in their conduct with students, staff, visitors, and residents of the University campus. The University shall have the right to seek replacement of any personnel found unsuitable, negligent, or involved in misconduct.
27. Any loss or damage caused to University property by the acts or omissions of the Contractor's personnel shall be recoverable from the Contractor.
28. The University may provide basic orientation or familiarization training to the deployed personnel for two to three days regarding campus security protocols. Such training period shall not be counted for payment purposes under the contract.
29. The Contractor shall deploy personnel only after obtaining approval from the University and shall submit complete particulars, including curriculum vitae and verification documents, of the personnel proposed to be deployed. Any subsequent change or replacement shall require prior written approval of the University.



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30. If any personnel deployed by the Contractor are found involved in corrupt practices, misconduct, or activities prejudicial to the interests of the University, the University shall have the right to terminate the contract forthwith and forfeit the Performance Security.
31. The Contractor shall not subcontract, assign, or transfer the contract or any part thereof to any other person, agency, or entity without prior written approval of the University.
32. The Contractor shall not replace or transfer any deployed security personnel without prior written permission of the Registrar, CNLU, Patna, except in cases of emergency or as directed by the University.
33. Security personnel engaged by the Contractor shall not participate in any trade union, association, agitation, or collective activity within the University campus.
34. The University shall have no obligation whatsoever to provide employment or absorption to any personnel deployed by the Contractor upon expiry or termination of the contract. No employer-employee relationship shall exist between the University and the personnel engaged by the Contractor.
35. The successful Contractor may retain a maximum of 10% of the security personnel deployed by the previous contractor, subject to the approval of the University. However, deployment of a new Security Supervisor shall be mandatory.

F. Other Terms & Condition:

- a. The security services shall be provided on a 24×7 basis in rotational shifts. Penalty may be imposed in case of shortage or non-deployment of the prescribed number of personnel.
- b. The wages proposed and paid to the deployed security personnel shall not be less than the minimum wages prescribed by the Government of Bihar for unskilled, semi-skilled, and skilled categories, as applicable from time to time.
- c. The successful bidder shall submit documentary proof of EPF and ESI contributions in respect of personnel deployed at CNLU on a monthly basis. Failure to comply may result in termination of the contract.
- d. The Performance Security of the successful bidder shall be liable to forfeiture, and appropriate penalty may be imposed, in case of non-compliance with statutory obligations relating to EPF, ESI, and payment of minimum wages to deployed personnel.
- e. The Agency shall maintain valid insurance coverage from a recognized insurance company for its employees, public liability, and theft/loss risks during the contract period. No compensation on the event of death of the employee will be granted by the university.
- f. The Agency shall be solely responsible for providing medical treatment, insurance benefits, and other statutory facilities to its deployed personnel.
- g. Any loss, theft, damage, or destruction of University property or equipment caused due to negligence, misconduct, or carelessness of the security personnel shall be recoverable from the Agency.
- h. The University shall not be liable for any penalty, damages, compensation, or legal liability arising out of non-compliance by the Agency with any statutory provisions, labour laws, rules, or regulations.



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- i. Preference may be given to agencies having prior experience of providing security services to State Government/Central Government institutions, Universities, or National Level Institutions.
- j. The Agency shall maintain an active mobile telephone number for communication purposes, which shall remain operational at all times and be shared with the University authorities.

G. Payment Terms

- a) The Contractor shall submit invoices, complete in all respects and duly supported by relevant documents, monthly. Payment shall be made within **seven (07) working days** from the date of receipt of a complete and undisputed invoice
- b) Payment will be processed after submission of details of salary, transfer proof for transfer of salary to the Security Personnel and statutory documents made in EPF and ESI month wise.
- c) All payment shall be made by agency to the deployed staff members through NEFT/RTGS mode only. This will be part of furnishing document for processing of monthly bill payment. No any cash payment will be allowed.
- d) In case of delay in payment beyond the stipulated period under Clause (C) , and upon written representation by the Contractor, CNLU, Patna shall be liable to pay a penalty of **₹2000 (Rupees Two Thousand per day of delay)**, subject to the delay not being attributable to incomplete documentation, discrepancies, or reasons beyond the control of the University, including force majeure events.
- e) In the event of repeated delays (more than once), the Contractor may escalate the matter to the Hon'ble Vice-Chancellor, CNLU, Patna. The Vice-Chancellor may constitute an internal committee to examine the reasons for delay and identify the responsible Employee.
- f) The Committee so constituted shall submit its report within **fifteen (15) working days** from the date of its constitution. Based on the findings, appropriate administrative action may be taken by the University against the responsible individual(s), including recovery of penalty amount and/or disciplinary action as deemed fit.
- g) The determination of whether the delay in payment is attributable to reasons beyond the control of CNLU, Patna shall rest with the Hon'ble Vice-Chancellor, whose decision shall be final and binding on both parties.

**REGISTRAR
CNLU, Patna**



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Annexure-I

CHECKLIST OF TECHNICAL BID

Sr. No.	Check List	Documents Submitted Yes/No	Page No.
1.	Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned.		
2.	Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) & GST certificate.		
3.	Scan of Affidavit as per Annexure-II		
4.	Scan of updated valid registration certificates of registered under Companies Act, 2013 / Partnership Act or Proprietorship / Registered with MSME for Providing Security Service.		
5.	The agency must have carried out at-least one similar work of Rs. Thirty Lakhs during any of previous last three years in Government / Education Institution / University / Autonomous organizations or Public Sector Undertakings. Copy of work orders along with satisfactory performance certificate from competent authority should be uploaded by Bidder.		
6.	Scan of details of trained Security Personnel (at least 200 and above with UAN No.) available with the service provider.		
7.	Scan of ESI certificate		
8.	Scan of EPF certificate		
9.	Scan of ISO 18788: 2015 certificate		
10.	Scan of PSARA Certificate		
11.	Scan of the receipt of depository through NEFT / RTGS for EMD.		
12.	Scan of the receipt of depository through NEFT / RTGS for Cost of Document		
13.	Scan of Document in support of annual turnover of Rs. 5,00,00,000/- (Five Crore) in any year of the last three financial Years i.e., 2022-23, 2023-24 and 2024-25 duly certified by Chartered Accountant.		
14.	Copies of IT return of last three financial years.		

Note: The bidder must mention page number on every documents submitted, otherwise, the tender documents will not be considered.

Signature of the Bidder / Authorized Signatory
(Name & Designation)

Seal of the Bidder



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Annexure-II

DECLARATION BY BIDDER ON A NON-JUDICIAL STAMP PAPER OF VALUE RS. 100/-

I / we declare

that my / our company

namely.....

has not been black listed by any Government / Non-Government Organisation nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

That all the terms & conditions, scope of work & eligibility criteria of NIQ No. 18/2026-27 dated 20.05.2026 are acceptable to me / us.

That the documents annexed along-with the quotation are genuine and not tampered by me / us while copying.

If my / our declaration above found fake or forged then:

- a) my quotation document shall be rejected
- b) Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- c) FIR shall be inflicted against my / our company / firm by the University.

Signature of the Bidder / Authorized Signatory (Name & Designation)

Seal of the Bidder

Place

Date



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Annexure-III

FINANCIAL SHEET FOR PROVIDING SECURITY SERVICES INSIDE CNLU CAMPUS

Sl. No.	Manpower Requirement	No. of Deployed Staff	Wages Rate per day as per Bihar Govt.	Monthly Wages	EPF 13%	ESI 3.25%	Total Amount	Service Charges as Finance Deptt. Govt of Bihar Letter No. 2988 Dated 23.03.2023	GST	Total
1.	2.	3.	4.	5.	6.	7.	8. (5+6+7)	9.	10.	11. (8+9+10)
1	Male Security Guard (Without Arms, Semi-skilled)	27								
2.	Female Security Guard (Without Arms Semi-skilled)	3								
3.	Security Supervisor (Highly Skilled)	2								
		32								

NOTE

1. Service charges must be quoted as per Finance Department, Govt. of Bihar vide letter no., e-4-06/2023 -2988 /fo CE dated 23.03.2023 (Copy attached) in their tender.
2. In case of a tie in the quoted price among bidders, the bidder with the highest turnover shall be eligible for the award of the work order. In the event of a tie in turnover as well, the selection of the bidder for the work order shall be decided through a lottery system.
3. I/We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same. A copy of the scan tender document with its each page signed, in token of acceptance of the terms & conditions is enclosed.

NOTE: - The number of manpower requirement may be Increased/Decreased accordingly.

Signature of the Bidder / Authorized Signatory

Name of the Bidder: -

Seal of the Bidder

Place :

Date :



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पत्रांक:-एम-4-06/2023...2.9.88...वि०,

बिहार सरकार

वित्त विभाग

संकल्प

विषय :- आउटसोर्सिंग के माध्यम से मानव बल की सेवाएँ प्राप्त करने एवं पारिश्रमिक भुगतान हेतु प्रक्रिया निर्धारण के सम्बन्ध में।

सम्प्रति विभागों एवं विभागान्तर्गत कार्यरत बोर्ड/निगम/सोसाईटी इत्यादि के द्वारा आउटसोर्सिंग के आधार पर विभिन्न प्रकार के मानव बल की सेवाएँ प्राप्त की जा रही है। इस क्रम में विभिन्न विभागों द्वारा आउटसोर्सिंग के माध्यम से मानव बल की सेवा प्राप्त करने की प्रक्रिया में सेवा शुल्क की दर के संबंध में वित्त विभाग से परामर्श की अपेक्षा की जा रही है।

2. ऐसा पाया जा रहा है कि इस प्रकार की निविदा के क्रम में कई निविदादाता द्वारा निविदा प्राप्त करने हेतु न्यूनतम बोली के रूप में सेवा शुल्क की अव्यवहारिक दर (यथा, 1.00 रुपये से भी कम) अंकित कर दिया जाता है। इस प्रकार के दर का कुप्रभाव सेवा दे रहे मानव बल के पारिश्रमिक पर पड़ता है, क्योंकि ऐसी स्थिति में एजेंन्सी द्वारा सेवा शुल्क की भरपाई हेतु अनुचित तरीके अपनाने की संभावना रहती है।

3. ऐसी स्थिति में सेवा शुल्क की दर के साथ-साथ आउटसोर्सिंग से प्राप्त मानव बल के न्यूनतम पारिश्रमिक एवं अन्य वैधानिक देयता का भुगतान ससमय सुनिश्चित कराये जाने हेतु प्रक्रिया एवं दिशा-निर्देश निर्धारित किये जाने की आवश्यकता है। वित्त मंत्रालय, व्यय प्रभाग, भारत सरकार के Office Memorandum संख्या-F.6/1/2023-PPD दिनांक-06.01.2023 द्वारा आउटसोर्सिंग के आधार पर मानव बल की सेवाएँ प्राप्त करने हेतु सेवा शुल्क की न्यूनतम एवं अधिकतम दर निर्धारित की गई है।

4. सम्यक विचारोपरांत आउटसोर्सिंग के आधार पर मानव बल की सेवा प्राप्त करने हेतु सेवा शुल्क की दर एवं ऐसे मानव बल के पारिश्रमिक का ससमय भुगतान हेतु निम्नवत् प्रक्रिया निर्धारित की जाती है:-

(i). आउटसोर्सिंग के माध्यम से मानव बल की सेवा प्राप्त करने हेतु सेवा शुल्क न्यूनतम 3.85 प्रतिशत (3 प्रतिशत लाभ और 0.85 प्रतिशत संव्यवहार शुल्क के रूप में) तथा अधिकतम 7 प्रतिशत (संव्यवहार शुल्क सहित) होगी। इसी आधार पर निविदा आमंत्रित की जायेगी।

(ii). उक्त निर्धारित न्यूनतम सेवा शुल्क की अधिसीमा से न्यून एवं निर्धारित अधिकतम सेवा शुल्क की अधिसीमा से उच्च दर अंकित करने वाले निविदादाता की वित्तीय निविदा विचारणीय नहीं होगी। सेवा शुल्क के दर में अंकित रुपये में दशमलव के पश्चात 2 अंक से आगे अंकित अंक को नजरअंदाज कर दिया जायेगा।

(iii). निविदा में यदि एक से अधिक निविदादाता द्वारा उद्धृत (Quoted) न्यूनतम सेवा शुल्क की दर समान पाई जाती है तो वैसी स्थिति में लॉटरी के माध्यम से निविदा का निष्पादन किया जायेगा तथा इस पूरी प्रक्रिया की विडियोग्राफी करायी जायेगी। निविदा के निष्पादन की पूरी प्रक्रिया में बिहार वित्त नियमावली के सुसंगत प्रावधानों का अनुपालन अपेक्षित होगा।

(iv). मानव बल को श्रम संसाधन विभाग द्वारा निर्धारित न्यूनतम मजदूरी एवं उस पर लागू वैधानिक देयता का भुगतान अनिवार्य होगा और इसे निविदा (Bid) का आधार नहीं बनाया जायेगा।

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(v). चयनित एजेंसी द्वारा सेवा प्रदान कर रहे मानव बल को प्रतिमाह पारिश्रमिक के भुगतान में श्रम संसाधन विभाग, बिहार सरकार द्वारा अधिसूचित न्यूनतम पारिश्रमिक के प्रावधानों का अनुपालन किया जाना आवश्यक होगा। इसके साथ ही पारिश्रमिक का भुगतान मानव बल के आधार संबद्ध बैंक खाता में Real Time Gross Settlement (RTGS) की प्रक्रिया से किया जायेगा। यह भुगतान सेवा प्राप्त कर रहे विभाग/प्राधिकार द्वारा आउटसोर्सिंग एजेंसी को राशि विमुक्ति की तिथि के तीन कार्य दिवस के अन्दर संबंधित एजेंसी द्वारा किया जायेगा। संबंधित कार्यालय/प्राधिकार द्वारा आउटसोर्सिंग एजेंसी को प्रत्येक माह की 5वीं तारीख तक प्राप्त विपत्र के आलोक में राशि का भुगतान किया जाना होगा। साथ ही सभी वैधानिक कटौती की राशि को ससमय संबंधित प्राधिकार (यथा, कर्मचारी भविष्य निधि संगठन एवं कर्मचारी राज्य बीमा निगम इत्यादि) में आउटसोर्सिंग एजेंसी द्वारा जमा कराना होगा।

(vi). आउटसोर्सिंग एजेंसी द्वारा कर्मियों/मानव बल के मासिक पारिश्रमिक भुगतान (आधार संबद्ध खाते में) का साक्ष्य अगले माह के विपत्र के साथ उपलब्ध कराया जाना आवश्यक होगा, अन्यथा विपत्र की राशि का भुगतान अनुमान्य नहीं होगा। साथ ही वैधानिक कटौती/देयता (यथा, कर्मचारी भविष्य निधि एवं कर्मचारी राज्य बीमा अंशदान) की राशि जमा करने का साक्ष्य सहित त्रैमासिक प्रतिवेदन भी आउटसोर्सिंग एजेंसी द्वारा सेवा प्राप्त कर रहे विभाग/प्राधिकार को उपलब्ध कराया जाना आवश्यक होगा।

आदेश :- आदेश दिया जाता है कि इस संकल्प को बिहार राजपत्र के असाधारण अंक में प्रकाशित किया जाय।

बिहार राज्यपाल के आदेश से,

(लोकेश कुमार सिंह)
सचिव (संसाधन)

ज्ञापांक:-एम-4-06/2023...2988/वि०, पटना, दिनांक...23/03/2023
प्रतिलिपि:-प्रधान महालेखाकार (ले० एवं ह०), बिहार, वीरचन्द पटेल पथ, पटना को सूचना एवं आवश्यक हेतु प्रेषित।

सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023...2988/वि०, पटना, दिनांक...23/03/2023
प्रतिलिपि:-मुख्य सचिव, बिहार/विकास आयुक्त, बिहार/सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव/सभी प्रमंडलीय आयुक्त/सभी जिला पदाधिकारी एवं सभी कोषागार पदाधिकारी, बिहार को सूचना एवं आवश्यक हेतु प्रेषित।

सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023...2988/वि०, पटना, दिनांक...23/03/2023
प्रतिलिपि:-माननीय वित्त मंत्री के आप्त सचिव/अपर मुख्य सचिव के आप्त, वित्त विभाग, बिहार, पटना को सूचनार्थ प्रेषित।

सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023...2988/वि०, पटना, दिनांक...23/03/2023
प्रतिलिपि:-ई-गजट प्रशाखा, वित्त विभाग, बिहार, पटना को सूचना एवं आवश्यक हेतु प्रेषित।

सचिव (संसाधन)।