



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5150230
Dated/दिनांक : 11-07-2024

Bid Document/ बिड दस्तावेज

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-08-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-08-2024 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Delhi
Department Name/विभाग का नाम	Higher Education Department Delhi
Organisation Name/संगठन का नाम	Guru Gobind Singh Indraprastha University
Office Name/कार्यालय का नाम	South West
Item Category/मद केटगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Jr Assistant Assistant Asstt Account Stenographer , Manpower Outsourcing Services - Minimum wage - Skilled; IT-Technical; IT Lab Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Non-IT Technical; Receptionist or Telephone Operator
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	400 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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MII Compliance/एमआईआई अनुपालन

Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

No

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work & Job description:[1720675767.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1720675981.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
23-07-2024 15:00:00	Admn Block, Seminar Hall at Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi- 110078.

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Jr AssistantAssistantAsstt Account Stenographer (120)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	

Budwey

Specification	Values
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Jr Assistant/Assistant/Asstt Account Stenographer
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Law , Management(Marketing/Operations/Finance/ General , Social
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Jr. Assistant/Assistant/Asstt. Account/ Stenographer

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

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Sardar Waseem

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Naveen Kumar Budhiraja	110078,GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, SECTOR 16C, DWARKA	120	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 888 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; IT-Technical; IT Lab Assistant (30)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled , Semi-skilled , Skilled , Highly-Skilled

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Specification	Values
Type of Function	Admin , Finance/Accounts , IT-Technical , Non-IT Technical , Healthcare , Others
List of Profiles	IT Lab Assistant
Educational Qualification	Graduate
Specialization	ANY GRADUATE WITH CCNA CCNP OR BSC OR BCA
Post Graduation	Not Required , Required , Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Laboratory Assistant

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Naveen Kumar Budhiraja	110078,GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, SECTOR 16C, DWARKA	30	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 888 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; Non-IT Technical; Receptionist Or Telephone Operator (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled , Semi-skilled , Skilled , Highly-Skilled

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Specification	Values
Type of Function	Admin , Finance/Accounts , IT-Technical , Non-IT Technical , Healthcare , Others
List of Profiles	Receptionist or Telephone Operator
Educational Qualification	Graduate
Specialization	ANY GRADUATE
Post Graduation	Not Required , Required , Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Receptionist/Telephone Operator

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

(Handwritten Signature)

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Naveen Kumar Budhiraja	110078,GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, SECTOR 16C, DWARKA	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 888 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.

3. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Registrar, GGSIP University
payable at
New Delhi

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Registrar, GGSIP University
payable at
New Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

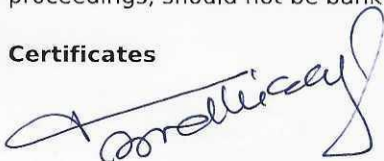
Registrar, GGSIP University
Account No.
927860555
IFSC Code
IDIB000G082
Bank Name
INDIAN BANK
Branch address
GGSIU, Sector-16C, Dwarka, New Delhi - 110078

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

8. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

9. **Certificates**



Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

10. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

11. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

2.3 1. Checklist for submission of bid (please refer tender document uploaded in Buyer uploaded document.

S.No.	Description/Prescribed	Annexure	Yes or No	Page No.
1.	INTEGRITY PACT	A & A1		
2.	INTEGRITY AGREEMENT	B		
3.	BIDDER DETAIL FORM	C		
4.	LETTER OF TRANSMITTAL	D		
5.	DETAILS OF PAST SIMILAR WORKS OF PROVIDING MANPOWER SERVICES	E1 & E2		
6.	POWER OF ATTORNEY	F		
7.	PERFORMANCE CERTIFICATE	G		
8.	DECLARATION OF NOT BLACKLISTING/DEBARRING	H		
9.	DECLARATION OF NO CRIMINAL CASE PENDING	I		
10.	BIDDER PROFILE WITH LEGAL STATUS OF THE COMPANY	J		
11.	FINANCIAL INFORMATION-ANNUAL TURNOVER AND PROFIT LOSS ACCOUNT	K		
12.	FINANCIAL BID	L		

3957C

13.	FORM OF PERFORMANCE SECURITY (GUARANTEE)	M		
14.	SOLVENCY CERTIFICATE	O		

Bidder is requested to clearly attach/enclose all the Annexures as per the check list & must assign page No. to each annexure & mention the same in the checklist for proper evaluation of the Bid.

All the above documents countersigned by authorized signatory of the Agency, excluding EMD, shall again be required to be submitted by the lowest bidder (L1) within 7 days of opening of Financial Bid.

Note: EMD should be submitted in Hard Copy in the office of Assistant Registrar , Establishment Branch(Non- Teaching) Room No 115.GGS IP University. Any postal delay university is not responsible..

12. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

13. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

14. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

15. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

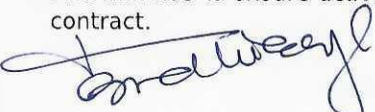
Registrar, GGSIP University
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

16. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Registrar, GGSIP University
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.



17. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Registrar, GGSIP University

Account No.

927860555

IFSC Code

IDIB000G082

Bank Name

INDIAN BANK

Branch address

GGSIPU, Sector-16C, Dwarka, New Delhi – 110078

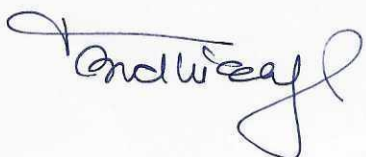
. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to



313/C

such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

TENDER REF. NO. GGSIPU/ MANPOWER SERVICES/ ESTABLISHMENT (NON TEACHING)/ 2023-24/ 01

Notice Inviting Tender through GeM portal

Guru Gobind Singh Indraprastha University invites online tender under Two-Bid System (Technical and Financial) from eligible Agencies for the Manpower Services in Dwarka and Surajmal Vihar, Campus of Guru Gobind Singh Indraprastha University as per eligibility criteria prescribed in the Tender Document initially for a period of Two years.

Estimated Cost Rs. 12.10 Crores

Earnest Money Deposit Rs. 36.30 lakhs i.e 3% of the estimated cost

The Tender document alongwith terms and conditions can be downloaded from GeM portal and interested agencies/bidders may apply online through GeM portal only.

Sd/-
Registrar

Handwritten signature

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Schedule and instructions for bidders

Name of work	Providing Manpower Services at Dwarka and Surajmal Vihar, Campus of Guru Gobind Singh Indraprastha University.
Period of Contract	Two years which may be extended for another one year. The extension of contract shall however be solely at the discretion of University, with the consent of the Agency, on the same terms and conditions.
Estimated Cost	Rs. 12.10Crores (Twenty four Months)
Earnest Money Deposit (EMD)	Rs. 36.30 lakhs (3% of the Estimated Cost)
Date and Time of Pre-Bid Meeting	23.07.2024 at 3.00 P.M. in the Admn Block, Seminar Hall at Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi- 110078.
Uploading the outcome of the pre-bid meeting	25.07.2024
Last date and time of uploading of final Bid/tender Documents	The Technical & Financial Bid along with proof of EMD and other all required documents/certificates/annexures be uploaded on GeM portal by the interested agencies/bidders by 22.07.2024. Original FDR/online e-receipts shall be submitted by the agencies/bidders in person by 12.08.2024 upto 2.00 P.M. in Establishment Branch (Non-Teaching) Branch, at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110 078 in a sealed envelope superscribed as EMD FOR PROVIDING MANPOWER SERVICES FOR G.G.S.I.P. UNIVERSITY”
Date and Time for opening of Technical bid on Gem portal.	12.08.2024 TIME 2.30 P.M.
Declaration of the result of technically qualified agencies/bidders	Shall be notified on GeM Portal.
Opening of Financial bid	Within 07 working days after declaration of the result of technical bids

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**Tender for Providing Manpower Services for
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INFORMATION AND INSTRUCTIONS FOR BIDDERS

1. Information and instruction for contractors will be a part of NIT
2. The Bid document as uploaded can be viewed and downloaded free of cost by anyone including intending bidders. But the bid can only be submitted after uploading the mandatory scanned documents.
3. After submission of the bid the bidder can resubmit revised bid any number of time but before the last date and time of submission of bid as notified.
4. While submitting the revised bid, bidder can revise the rate of one or more items any number of times (need not re-enter rate of all the items) but before last date and time of submission of bid as notified.
5. On opening date, the bidder can login and see the bid opening process.
6. Bidder can upload documents in the form of JPG format/ PDF format/or as applicable.
7. It is mandatory to upload scanned copies of all the documents as stipulated in the bid document. If such document is not uploaded his/her bid will become invalid and may be rejected.
8. If the bidder is found ineligible after opening of bid, his/her bid shall become invalid and shall be rejected.
9. Bidder must ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidder rate of such items shall be treated as "0" (Zero).
10. The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidder participating in e-procurement solution. The bidder can view/download the tender documents from the GeM portal without any cost.
11. The bidders who are desirous of participation through GeM shall submit the price bid in the standard format prescribed in the tender document displayed at GeMportal. The bidder shall upload the scanned copies of all the relevant certificates, documents etc. in support of their price bid/technical bid. The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity. Any document which is not legible/not readable shall not be considered.
12. Payment of Bid Security (Earnest Money Deposit)- EMD shall be paid in the shape of FDR/online e-receipt of any Nationalized/scheduled bank in favour of Registrar, Guru Gobind Singh Indraprastha University, and Payable at Delhi or through online in the University bank account as per detail. Given below:

1.	Account Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account No.	927860555
3.	IFSC Code	IDIB000G082
4.	Bank Name	INDIAN BANK
5.	Micr Code	110019071

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**Tender for Providing Manpower Services for
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6.	CBS Code/Branch Code	02029
7.	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi – 110078
8.	E-Mail ID	accounts@ipu.ac.in

Note: Validity: The bid security should remain valid for a period of 180 Days.

Copy of the FDR/online-receipt is to be scanned and uploaded alongwith the bids by all the interested agencies/bidders and original FDR/online e-receipts shall be submitted by the agencies/bidders in Establishment Branch, Room No. 115, at Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi- 110078 in a sealed envelope superscribed as **EMD FOR PROVIDING MANPOWER SERVICES FOR G.G.S.I.P. UNIVERSITY** on or Before **12.08.2024 upto 2.30 P.M.**

In no case, cheque and/or cash will be accepted. "Micro & Small Enterprises are exempted from depositing EMD, on submission of attested copy of valid registration certificate as MSE from authority defined in the *MSME Act.*" and uploaded/registered on GeM portal.

13. The technical/financial bids will be opened by the constituted Committee at the specified date and time and the result will be displayed on the GeM portal which can be seen by all the bidders who participated in the tender.
14. The process of the tenders and the decision will be known to the bidders online on Gem portal.
15. Signing of agreement: After the award of the contract, an agreement shall be signed for commencement of Services.

1. TERMS AND CONDITIONS

1.0 Definitions

For the purpose of the tender (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-

- 1.1 '**The University**' shall mean the Guru Gobind Singh Indraprastha University established by "[Established by the Govt. of NCT of Delhi vide 'The Indraprastha Vishwavidyalaya Act 1998', Delhi Act No.9 of 1998] Amended by the Indraprastha Vishwavidyalaya (Second Amendment) Act, 1999 (Delhi Act No. 8 of 1999)" and on whose behalf the Registrar or any officer authorized by the University shall execute and sign the correspondence and documentation.
- 1.2 '**Guru Gobind Singh Indraprastha University**' shall mean Guru Gobind Singh Indraprastha University, Dwarka campus (60.46 acres) and Surajmal Vihar, East Campus (18.75 acres) including buildings, play grounds, open areas, roads and parking.
- 1.3 '**Competent Authority**' shall mean the Vice Chancellor of Guru Gobind Singh Indraprastha University or his nominee.
- 1.4 '**Government**' means the Government of National Capital Territory of Delhi;

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**Tender for Providing Manpower Services for
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- 1.5 "Personnel" means persons hired by the Services Provider and assigned to the University for performance of the Services or any part thereof;
- 1.6 "Services" means the duties, obligations, tasks and services to be performed by the Services Provider and its Personnel pursuant to this Agreement; and
- 1.7 'Agency/Contractor' shall mean a tenderer whose tender has been accepted by the University in writing.
- 1.8 'Premium' means the service charges covering overhead and profit excluding Cost of Services, required by the Bidder for providing the Services.
- 1.9 'The Tender' shall mean the tender form (including earnest money deposit, the notice inviting tender the terms & conditions), technical bid and financial bid.
- 1.10 'Letter of Acceptance' shall mean communication by the University to the tenderer to convey the acceptance of the offer.
- 1.11 'Similar work' means the work of providing manpower Services for clerical/secretarial/ministerial but excluding sanitation/housekeeping/security in Central Govt./State Govt./Universities/PSUs/Public Limited Companies/Autonomous bodies of Central/State Government.
- 1.12 Tentative Estimated Cost. The work is tentatively estimated to cost of Rs. 12.10crore (for two years).

2.0 Eligibility Criteria

2.1 **Joint Ventures/Consortiums are not accepted.**

2.2 Eligibility

Bidder should fulfill following eligibility criteria :

- 1) The bidder should have a registered office within the jurisdiction of NCT of Delhi.
- 2) The bidder should have minimum average annual turnover of Rs.4 Crores (Rupees Four Crores) during the last preceding Three financial years ending 31st March 2023 (2020-21, 2021-22, 2022-23) copy of financial statements issued by Chartered Accountant for Annual Turnover of last 3 years to be submitted and Annual Accounts audited (**balance sheet & Profit & loss**) Account to be submitted in (**Annexure-K**) duly audited by Chartered Accountant.
- 3) The bidder should have executed three similar works each costing not less than 4.84Crores (40% of 12.10Crores) or two similar work costing not less than 7.26 Crores (60% of 12.10Crores) or one similar work costing not less than 9.68 Crores (80% of 12.10Crores) in a single contract during the last seven years ending last date of receipt of tender, (details to be furnished in (**Annexure-E1 & E2**)). "Similar work" means the work of providing manpower Services for clerical/Secretarial/technical etc. in Central Govt. /State Govt./Universities/PSUs/Autonomous bodies of Central/State government/or Reputed Organizations.
- 4) The bidder should submit a copy of Performance Certificate. (**Annexure G**).

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- 5) The bidder should not have incurred loss in more than two financial years in preceding three financial year, Copy of certificate issued by Chartered Accountant on profit & loss for last three years income tax returns to be submitted or copy of audited profit & loss account / balance sheet to be submitted.
- 6) The bidder should have at least 150 manpower on roll as on last date of receipt of tender. He should provide copy of the EPF return in support of Manpower on roll during the last financial year i.e. 2023-24.
- 7) The agency should not be blacklisted by Central Government/State Government/Universities/PSU/Autonomous Bodies/Institute for the last 5 years upto last date of receipt of tender. Declaration to this effect shall be attached as per **Annexure-H**. In case blacklisting has been revoked by same organization or by court order, same shall not be considered as blacklisted.
- 8) The bidder shall provide a declaration as per the following:-
 - (a) That the bidder has not been punished by way of imprisonment and /or fined in last 5 years put last date of receipt of tender.
 - (b) That the bidder should not have any criminal case pending against its proprietor/partners or having been earlier convicted on grounds of offences involving economic offences or moral turpitude or for violation of laws in force put last date of receipt of tender.
 - (c) That the bidder should have, during the last three years, neither failed to perform on any agreement, as evener by imposition go as penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder up to last date of receipt of tender.
- 9) The bidder should submit Legal status of the company/organization with legal proof (as per **Annexure J**).
- 10) The bidder should submit the Integrity pact and Integrity Agreement.
- 11) The bidder should submit EMD (Bid Security) of Rs. 36.30 lakhs in favour of Registrar, GGSIPU. OR Valid certificate issued under MSME Act for the purpose of claiming EMD exemption .
- 12) Should have Valid Registration no. of the Firm/company.
- 13) Should have Valid EPF Registration
- 14) Should have Valid ESI Registration.
- 15) Should have GST Registration
- 16) Should have submitted solvency certificate issued by Nationalized Bank of Rs 4 crores which should not prior to six month from the date of close of Tender

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**Tender for Providing Manpower Services for
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2.3 Checklist for submission of bid.

S.No.	Description/Prescribed	Annexure	Yes or No	Page No.
1.	INTEGRITY PACT	A & A1		
2.	INTEGRITY AGREEMENT	B		
3.	BIDDER DETAIL FORM	C		
4.	LETTER OF TRANSMITTAL	D		
5.	DETAILS OF PAST SIMILAR WORKS OF PROVIDING MANPOWER SERVICES	E1 & E2		
6.	POWER OF ATTORNEY	F		
7.	PERFORMANCE CERTIFICATE	G		
8.	DECLARATION OF NOT BLACKLISTING/DEBARRING	H		
9.	DECLARATION OF NO CRIMINAL CASE PENDING	I		
10.	BIDDER PROFILE WITH LEGAL STATUS OF THE COMPANY	J		
11.	FINANCIAL INFORMATION-ANNUAL TURNOVER AND PROFIT LOSS ACCOUNT	K		
12.	FINANCIAL BID	L		
13.	FORM OF PERFORMANCE SECURITY (GUARANTEE)	M		
14.	SOLVENCY CERTIFICATE	O		

Bidder is requested to clearly attach/enclose all the Annexures as per the checklist & must assign page No. to each annexure & mention the same in the checklist for proper evaluation of the Bid.

All the above documents countersigned by authorized signatory of the Agency, excluding EMD, shall again be required to be submitted by the lowest bidder (L1) within 7 days of opening of Financial Bid.

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**Tender for Providing Manpower Services for
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Note: EMD should be submitted in Hard Copy in the office of Assistant Registrar, Establishment Branch(Non- Teaching) Room No 115.GGS IP University. Any postal delay university is not responsible..

2.4 Technical Bid Evaluation:

2.4.1 Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.4.2 Even though any bidder may satisfy the above requirements he/she would be liable to disqualification if he/she has:

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

3.0 Scope of the Work for Manpower

The Scope of work shall cover providing of designated manpower routine/specialized work in various departments Guru Gobind Singh Indraprastha University. The bidder will be required to provide trained & motivated manpower which would include clerical/ministerial/secretarial/technical person only in accordance with the requisite qualification and experience.

4.0 Submission of Tender

4.1 There may be pre-bid meeting, to be held in the Admn. Block, Seminar Hall at Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi- 110078 under the Chairmanship of the Committee for intending applicants in which any of their doubts shall be clarified besides discussion on any other related issue proposed by the perspective bidders.

4.2 The Copy of the FDR/online e-receipt is to be scanned and uploaded alongwith the bids by all the interested agencies/bidders and original FDR/online e-receipts shall be submitted by the agencies/bidders in Establishment Branch (Non Teaching), Room No.115 at Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi- 110078 in a sealed envelope superscribed as **EMD FOR PROVIDING MANPOWER SERVICES FOR G.G.S.I.P. UNIVERSITY** on or Before **12.08.2024 upto 2.00 P.M.**

RTGS/ECS Details		
1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account NO.	927860555

**Tender for Providing Manpower Services for
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3.	IFSC Code	IDIB000G082	
4.	Bank Name	Indian Bank	
5.	MICR Code	1110091071	
6.	Account type	SB (Saving)	
7.	CBS Code/Branch Code	02029	
8.	Branch Name & Address	GGSIPIU, Sector 16-C, Dwarka, New Delhi-110 078	
9.	Banker's Phone NO.	011-28035244	

In case of online submission of EMD, no physical submission is required. However, copy of online receipt clearly mentioning UTR number of transactions is to be scanned and uploaded on e-tender website.

No interest on EMD shall be payable both in offline or mode, EMD shall be valid for 180 days beyond bid validity period.

5.0 Financial Bid

5.1 The bidder should quote the amount tendered in financial bid in the format attached as Annexure 'L' and it should be uploaded on the GeM portal.

5.2 Opening of Financial bid and evaluation:

5.2.1 The University will open the 'Financial Bids' of technically qualified bidders, as per clause 2.3.

5.2.2. The bidders who are technically qualified, will be updated on the GeM portal and financial bid of only technically qualified bidder will be opened with the approval of the competent authority.

5.2.3 Rejection of Tender

- The tenders not accompanied with Earnest Money Deposit / valid certificate issued under MSME Act and uploaded /registered on Gem portal for the purpose EMD exemptions shall be summarily rejected.
- Agency quoting 0% service charges shall be summarily rejected.
- The entire column and rows in the tender form (including tender form and Financial Bid) should be filled up. Tender incomplete by any mean may be rejected without assigning any reason.

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- d. The Competent Authority of the University may reject any or all tender(s) without assigning any reason.
- e. If the bidder proposes any alteration in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his/her tender is liable to be rejected.
- f. The bidders are advised to ensure that all the documents submitted in support of their eligibility are legible/readable otherwise no correspondence in this matter shall be entertained.
- g. Office of the agency providing manpower must be located in Delhi NCR Region, otherwise the tender may be rejected.
- h. Disbursement of salary on time (i.e. within 7 days of the following month) to the Manpower hired from agency in GGSIP University due to failure penalty may be charged as per decision of the Competent Authority, of GGSIP University.

5.2.4 Selection Criteria

1. Technically qualified firm/agency will be selected for opening of financial bid.
2. The tender will be awarded to that firm who had quoted lowest amount of Services Charges.
3. In case of multiple L-1 bidders in services, L-1 determination will be made on the basis of random algorithm run by Gem.
4. The decision of the Competent Authority, Guru Gobind Singh Indraprastha University, Dwarka shall be final and binding on all the bidders.

6.0 MONTHLY REMUNERATION TO THE OUTSOURCE MANPOWER / PAYMENT TO THE MANPOWER HIRED FROM OUTSOURCE AGENCY

6.1.1 Payment

- 6.1.1 The University will reimburse the wages in conformity with the latest minimum wages notified by Labour Department, Govt. of NCT of Delhi from time to time on the basis of biometric attendance of manpower deployed. The payment will be reimbursed of all posts under the category i.e. Graduate and above rates notified by the Labour Department, Govt. of NCT of Delhi time to time.
- 6.1.2 PF (12% of maximum wage ceiling of Rs.15000/-) i.e. subject to maximum of Rs.1800/- per employee per month or as per Govt. policy.
- 6.1.3 The current Employer Share PF (12% of maximum wage ceiling of Rs.15000/-) i.e. subject to maximum of Rs.1800/- per employee per month or as per Govt. policy.
- 6.1.4 Admin Charges are 0.50% i.e. subject to a minimum of Rs.75 per employee per month or as per Govt. Policy.

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- 6.1.5 EDLI Charges @ 0.50% of maximum wage ceiling of Rs. 15000/- i.e. %, subject to a minimum of Rs.75/- per employee per month or as per Govt. Policy.
- 6.1.6 GST will be payable/reimbursable by the University as applicable from time to time.
- 6.1.7 ESIC as applicable from time to time will be reimbursed by the University on production of challan towards deposit of the requisite amount to the concerned office/in the Bank in respect to the services provided to the University.
- 6.1.8 EPF as applicable from time to time will be reimbursed by the University on maximum wage ceiling of Rs.15000/- on production of challan towards deposit of Provident Fund to the concerned govt. agency in respect to the services provided to the University. Outsource agency will provide the list of employees highlighted on the payment submitted each outsource employees-wise.
- 6.1.9 The payment to the Outsource Manpower shall be under Electronic Fund Transfer/ as per Govt. directions from time to time by the Agency.
- 6.1.10 Bill will be raised by the agency in respect of Outsource Manpower on monthly basis.
- 6.1.11 Wages will be determined as per office order No.F.No.(142)/02/MW/VII/Part file/5206-5224 Dated: 23.10.2023 of the commissioner (Labour) Government of NCT of Delhi (Labour Department) 5, Sham Nath Marg, Delhi-110054 and updated/revised from time to time as per government order of Labour Department.

Category of person required	Rates as on 01/10/2023 (per Month)	Rate as on 01/10/2023 (per day)
Jr.Assistant/Assistant/Assistant Accountant/Stenographer	23,082/-(26 Days Salary excluding on Sunday)	888/-
Laboratory Assistant	23,082/- (26 Days Salary excluding on Sunday)	888/-
Front Desk Services (Receptionist / Telephone Operators)	23,082/- (26 Days Salary excluding on Sunday)	888/-

7.0 Tentative requirement Outsource Manpower.

The tentative requirement of the Outsource Manpower for the University is as under:

S. No.	Scope of Work (Category of Personnel required)	No. of Personnel
1	Jr. Assistant/Assistant/Assistant Accountant/Stenographer	120
2	Laboratory Assistant	30
3	Front Desk Services (Receptionist / Telephone Operators)	02

Number of manpower stated above is tentative. Number of manpower may increase or decrease at any stage depending upon their requirement

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8.0 Liability / Responsibility of Outsource Manpower Agency

- 8.1 It will be the responsibility of the Agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations..
- 8.2 The Agency has to maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds Commissioner and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.
- 8.3 The Agency will be liable to provide the manpower service within one week from the date of issue of letter of acceptance. Any delay in executing the work beyond this period shall attract penalty as defined under clause 20.3 and any other clause as applicable.
- 8.4 The contractor shall ensure that its personnel shall not at any time, without the consent of the University in writing disclose any information about the affairs of University.
- 8.5 During the course of contract, if any contractor's personnel are found to be indulging in any fraudulent/corrupt practices, University shall be entitled to terminate the contract forthwith and forfeit the contractor's Performance Guarantee and take legal action, if any.
- 8.6 In the event of default being made in the payment of any money in respect of monthly remuneration/salary of any person deployed by the contractor for carrying out work of this contract and if a claim thereof is filed in the office of the Labour Authorities, and proof thereof is furnished to the satisfaction of the Labour Authorities, the University may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contract to the said Labour Authorities and any sums so paid shall be recoverable by the University from the contractor.
- 8.7 If any money shall, as the result of any instructions from the Labour Authorities or claim or application made under any of the Labour Laws, or Regulations, be directed to be paid by the University, such money shall be deemed to be payable by the contractor to the University within seven days. The University shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
- 8.8 The contractor shall not engage any subcontractor or transfer the contract to any other person in any manner. The agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/firm/agency.
- 8.9 The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the University.
- 8.10 No cooking or lodging shall be allowed in the University for the personnel engaged by the Agency.

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**Tender for Providing Manpower Services for
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- 8.11 Provide employment to any personnel of the Agency and the University recognized no employer-employee relationship between University and the personnel deployed by the Agency.
- 8.12 Bear any financial responsibility or otherwise for any injury to the personnel in the course of performing the duties as per this tender.
- 8.13 The Agency shall indemnify the University against all damages/charges and expenses for which the University is held liable or pays on account of the negligence of the Agency or its representatives or any persons under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any persons or in executing the work or otherwise and against all claims and demands thereof.
- 8.14 Any person who is in Government Service or an employee of the University should not be made a partner to the tender by the Agency directly or indirectly in any manner whatsoever.
- 8.15 The personnel deployed by the Agency shall not consume liquor or any other intoxicant while on duty otherwise suitable action will be taken as per applicable laws.
- 8.16 The University shall have the right to ask for the removal of any person of the Agency, who is not found to be competent and orderly in the discharge of his duty.
- 8.17 The University reserves the right to cancel the tender/contract/agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality University further reserves the right to get the work done through other agencies. In case any person employed by the agency is inefficient, quarrelsome, infirm and invalid or indulges in unlawful activity or the like, the agency shall replace such person with a suitable substitute at the request of the University.
- 8.18 The staff of the Contractor shall work under overall supervision and directions of Establishment Branch(Non-Teaching) of Guru Gobind Singh Indraprastha University or as notified by University from time to time.
- 8.19 The agency should submit an indemnity bond in support of having Police verification for all deployed personnel to the University and the agency will be solely responsible to the deployed personnel to the University.
- 8.20 Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
- 8.21 The agency has to ensure monthly submission of agency's contribution towards EPF and ESIC. In case the agency fails to submit the proof of having made payment to ESIC and EPF, it will be considered as a default at the part of the agency and a warning will be issued to the agency. In case in the subsequent month also, the agency fails to submit the same, an amount equivalent to 10% of the amount payable to the agency towards EPF and ESIC will be withheld. Further, if agency improves and make pending payments for next three months including settlement of earlier defaults, the amount earlier withheld shall be released.

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- 8.22 A complete list of the manpower personnel to be engaged by the Agency for deployment at the campus, shall be furnished by the Agency along with complete address and other antecedents after acceptance of tender. The agency should deploy only those personnel whose antecedents have been verified by the Delhi Police.
- 8.23 The Agency will ensure that all the instructions of the University are strictly followed and there is no lapse of any kind.
- 8.24 Requirement of posting of manpower will be reviewed and monitored by the University from time to time.
- 8.25 The manpower shall carry out such other duties as are entrusted to them from time to time by the University.

9.0 Educational Qualification & Experience for Outsource Manpower:

S. No.	Post of Outsource Manpower at various levels	Qualification
1	Jr. Assistant/Data Entry Operator/Accounts Assistant/Stenographer	<p><u>Jr. Assistant/Data Entry Operator</u> (1) Sr. Secondary School Certificate (10+2) with at least 55% or Bachelor's degree from a recognized University or equivalent with proficiency in MS Office. (2) Data Entry Speed of 8000 key depressions per hour in English on computers. (3) Experience in relevant field.</p> <p><u>Account Assistant</u> (1) B.Com from a recognized University in case of Accounts Assistant and Knowledge of Tally preferably. (2) Experience in relevant field.</p> <p><u>Stenographer</u> (1) Bachelor's degree from a recognized University or equivalent (2) Secretarial course from a recognized Institute with 80 W.P.M in shorthand in case of Stenographer. (3) Experience in relevant field.</p>
3	Laboratory Assistant	<p>(1) 10+2 with Science subject with at least 55% marks or ITI in a Science/technology discipline from a recognized Board / Institution or equivalent from a recognized Board or BCA/B.Sc./Diploma in Engineering from a recognized University / Board or equivalent. (2) Any Graduate with CCNP/CCNA certification. (3) Preference will be given to who has done certified course in hardware, software and networking from a recognized institute for posting in IT labs. (4) Experience in relevant field.</p>
7	Receptionist / Telephone Operators	<p>(1) Graduate with good communication skills and one year experience in relevant field. (2) Proficiency in working with Computer.</p>

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9.1 A complete list of the Outsource Manpower to be engaged by the Agency for deployment at the campus, shall be furnished by the Agency along with complete address and other antecedents after acceptance of tender. The agency should deploy only those personnel whose antecedents have been verified by the Delhi Police. The agency should submit an indemnity bond in support of having Police verification for all deployed personnel to the University and the agency will be solely responsible to the deployed personnel to the University.

10.0 Duty Hours of the Outsource Manpower

Working hours would be from 9:00 AM to 5:30 PM every day or as notified from time to time. However, in case of exigencies of work he/she may be required to work after office hours and holiday if required.

11.0 Period of Tendered Work

The tender will be awarded for initially for a period of Two years which can be extended for another one year. The extension of contract shall however be solely at the discretion of University, with the consent of the Agency, depending upon the review of services by the Competent Authority, at the same terms and conditions. The decision of Competent Authority shall be final & binding upon the Outsource Manpower Agency.

12.0 Payments of Bills

12.1 The agency shall be required to disburse of monthly remuneration/salary, to the staff engaged with Outsource Agency, latest by 7th of every month and raise a detailed bill thereafter for reimbursement.

12.2 Payment against the said bill shall be released by the University with respect to remuneration/salary in the first instance and on account of the remaining portion, i.e. EPF, ESI, GST deposits etc. subsequently.

12.3 Payment will be done by University within 30 working days from the date of receipt of the bill. The bills shall be submitted in triplicate along with requisite document i.e. Attendance record through Bio-metric system installed and maintained by the Establishment Branch with programming/format duly approved by the University, duly verified on daily and shift basis by the officials deputed/designated by the Competent Authority of the University and detailed calculation of the bill in respect of each person deployed by the agency and any other document/details specified by the University from time to time in compliance of Clause 6.0 (i.e. MONTHLY REMUNERATION TO THE OUTSOURCE MANPOWER). The disbursement of monthly remuneration/salary will be made by ECS (Electronic Clearance Services) by the agency awarded the contract and a copy of the same shall be submitted by the Contractor to the office of Deputy Registrar, Establishment Branch (Non Teaching) for record and necessary action. The reimbursement of EPF, ESI deposits, shall be made by the University on production of relevant challan/paper submitted by the Agency.



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- 12.4 Wherever any over payment comes to the notice of University the same shall be deducted by University from any sum due or which at any time thereafter may become due to the Agency under this tender/agreement/contract and failing that under any other tender/contract/agreement with University or from the Performance Security of the tenderer.
- 12.5 University reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. University further reserves the right to enforce recovery of any overpayment whenever detected.
- 12.6 If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the Agency or alleged to have been done by the Agency under the tender/agreement/contract, it shall be recovered by University from the Agency by any or all the methods prescribed above or through a Court of law as the situation warrants.
- 12.7 Last payment of the agency will be cleared only after ascertaining clearance of any liability pending with the Agency.
- 13.0 Notice of University**
- Subject to as otherwise provided in this Tender, all notices to be given on behalf of University and all other actions to be taken on its behalf may be given or taken by the Registrar, GGSIPU or any other official authorized by the University.
- 14.0 Liquidated Damages and Penalty**
- 14.1 Liquidated Damages for error/variation
- In case any error or variation is detected in the Services rendered by the Services Provider or its Personnel and such error or variation or delay is the result of negligence or lack of due diligence on the part of the Services Provider or its Personnel, the damages caused thereby shall be quantified by the University in a reasonable manner and recovered from the Services Provider by way of deemed liquidated damages, subject to a maximum of 10.0% of current bill value.
- 14.2 Encashment and appropriation of Performance Security
- The University shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Services Provider in the event of breach of this Agreement or for recovery of liquidated damages specified above.
- 15.0 The University shall not be under any obligation to:**

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- 15.1 No residential accommodation has been provided to the Outsource Manpower hired from outsource Agency.
- 15.2 Provide employment to any personnel of the Agency after expiry of tender/agreement/contract period and the University recognizes no employer-employee relationship between University and the personnel deployed by the Agency.

16.0 Termination of Tender

- 16.1 If the agency at any time makes default in executing manpower services with due diligence and continue to do so, and/or the Agency commits defaults in complying with any of the terms and conditions of tender and does not re-modify it or does not take effective steps to remedy it, as per terms and conditions of the tender and within the period specified in the notice given to him in writing or made itself liable for full penalty of 10% under clause 14.0 the University may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the Agency, cancel the tender/contract/agreement, after one month's notice. University on such cancellation shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the Agency.
- 16.2 The University reserves the right to terminate the contract without assigning any reason by giving to the tenderer two months' notice of its intention to do so and on the expiry of the said period of notice; the tender/contract/agreement shall come to an end.
- 16.3 In case the Agency wants to terminate the contract/agreement, it shall have to give three months' notice in advance to this effect to the University. On that case, performance security of agency shall be forfeited.

17.0 Dispute Resolution Clause:

In the event of any dispute, controversy, or claim arising out of or relating to this tender document (hereinafter referred to as the "Dispute"), the parties agree to resolve such Dispute through binding arbitration in accordance with the rules and procedures of Arbitration & Conciliation Act.

Upon the occurrence of a Dispute, the University shall provide the other party with a list of qualified arbitrators from its panel of arbitrators. The other party shall have 7 Days time to give its choice of a sole arbitrator from the provided list.

Upon receiving the selection from the other party within the specified timeframe, the University shall appoint the arbitrator from the panel of arbitrators maintained by the University to act as the sole arbitrator for the resolution of the Dispute.

If the other party fails to select a sole arbitrator within the specified timeframe as mentioned above the University shall reserve the right to appoint the sole arbitrator from the provided list.

The seat of arbitration shall be New Delhi. The language of the arbitration shall be English.

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Each party shall bear its own costs associated with the arbitration, including legal fees and expenses. The parties shall equally share the fees and expenses of the sole arbitrator.

The decision of the sole arbitrator shall be final and binding upon both parties.

18.0 Terms and conditions of the Services

- 18.1 The tender form should be legibly filled in ink or typed. Change in the name of the tenderer shall not be allowed under any circumstances.
- 18.2 Every paper of the tender should be signed by the authorized signatory of tenderer with seal of Agency/Firm/Company. In case any person signing the tender/contract/agreement on behalf of Limited Company or Firm, he will produced letter of authority/resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm.
- 18.3 If any information furnished by the tenderer is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated and the security deposit will be forfeited by the University.
- 18.4 No change in constitution/shareholding of the successful tenderer will be done under any circumstances without the prior approval of the University in writing.
- 18.5 The University will deduct Income Tax and other statutory tax liabilities at source as applicable from time to time.
- 18.6 The tender shall remain valid and open for acceptance for a period of 120 days from the last date of Submission of Tender.
- 18.7 All the terms and conditions contained in this tender document will be a part and parcel of the agreement/contract to be executed by the Agency with the University including correspondence leading to award of work. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender. **In addition to this, terms & Conditions available on Gem portal will also be followed/executed by the Agency.**
- 18.8 Canvassing in connection with the tender is strictly prohibited. Tender must be unconditional.
- 18.9 Any other provisions as advised by the University shall be incorporated in the agreement to be executed by the agency and the same shall be binding on the agency.
- 18.10 That the successful tenderer shall take immediate steps to get a license under Contract Labour (R&A) Act, 1970 (Wherever applicable).
- 18.11 The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract / agreement with the University as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the University, whichever is earlier. No payment shall be released without signing of agreement.



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- 18.12 All the intending tenderers are advised to visit the University to see and to satisfy and understand the scope of work to be executed as per this tender and to acquaint themselves of conditions for execution of work including any contingencies, external factors etc. before participating in the Tender and filling the financial bid, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the University under any circumstances.
- 18.13 For any clarification regarding the scope of work and/or any terms and conditions of tender the intending tenderer in person can seek clarification from the office of Deputy Registrar, Establishment (Non Teaching) on any working day during office hours, with prior appointment, before last date of submission of tender. A pre-bid meeting is also scheduled on **16.08.2024 at 3:00 p.m.** to reply to the queries of prospective bidders. No representation, whatsoever, will be entertained after the tenders have been opened and all the decisions taken by the University will be binding on the tenderer.
- 18.14 The agency shall ensure payment of monthly remuneration by the Services Provider to the Outsource Manpower as per University Policy as specified in terms and conditions Clause 6, through electronic transfer, not later than 7 (seven) days after completion of a calendar month in respect of which Services have been provided by the respective Agency:
- 18.15 The services provider should make payment as per said schedule failing which a penalty of Rs.500/- per day will be imposed by the University on two continuous defaults (monthly). However, in case payment is not made till beyond the 7th of every month, a penalty of Rs.500/- per day will be imposed from 8th onwards. In case default to make timely payment continuous till 25th of the month, University reserves the right to encash the Performance Security of the agency to the extent of one month remuneration/salary bill of agency's employees and make direct payment to the employees.
- 18.16 The agency will make payment of contributions towards ESI, EPF, etc. relating to all Personnel not later than 15 (fifteen) days after completion of a calendar month in respect of which Services have been provided by the respective Personnel;
- 18.17 The agency will ensure police verification of each Personnel (which should be held periodically) and submission of the evidence thereof to the University alongwith a photograph;
- 18.18 The agency will certify of the credentials of Personnel deployed in University. A copy of credentials of each personnel covering name, qualification father's name experience, date of birth, address, contact number, blood group alongwith id proof shall also be submitted to the University.
- 18.19 The agency will issue a photo identity card to each personnel with all relevant particulars such as name, father's name, date of birth, address, contact number, blood group.
- 18.20 The agency will take necessary action for compliance with the provisions of the Payment of Wages Act, 1936; Payment of Gratuity Act, 1972; Equal Remuneration Act, 1976; Child Labour (Prohibition and Regulation) Act, 1986; Minimum Wages Act, 1948; Employees

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Provident Fund & Employees Provisions Act, 1952; ESI Act, 1948; Workmen's Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act, 1961; Contract Labour (Regulations and Abolitions) Act, 1970 and Goods & Services Tax Act 2016 or any modifications thereof or any other laws relating thereto and rules made thereunder from time to time; and

- 18.22 The agency should submit certified copy of the CV of manpower deployed by them.
- 18.23 The agency should not charge any amount from the deployed manpower and those who charge will be debarred.
- 18.24 The Parties agree that the Personnel deployed by the Services Provider shall have no contractual relationship whatsoever with the University and the relationship of master and servant or employer and employee shall subsist only between the Services Provider and the respective Personnel. The University shall exercise no direct administrative, supervisory and managerial control over the Personnel deployed by the Services Provider and no liability or obligations, present or future in respect of such Personnel.
- 18.25 The Services Provider shall employ and provide only such Personnel who have the required skills for performing the tasks and are experienced and trained for this purpose meeting the University's requirement. The University shall be at liberty to seek removal of any Personnel, who in the opinion of the University, fails to perform the task assigned to him satisfactorily or is incompetent or negligent in the performance of his duties or indulges in misconduct. The Services Provider shall, upon receiving instructions of the University, withdraw such Personnel forthwith and shall provide a suitable replacement in lieu thereof. The Services Provider shall ensure that the Personnel withdrawn on the specific instructions of the University are not deployed at the offices of the University without prior approval of the University.

19.0 PERFORMANCE GUARANTEE

- 19.1 The Earnest Money Deposit of the successful bidder shall be refunded on receipt of Performance Guarantee.
- 19.2 Bid securities of the unsuccessful bidders shall be returned to them within 30 days after expiry of the final bid validity or declaration of result of first stage i.e. technical evaluation etc. whichever is earlier excluding administrative delay if any.
- 19.3 The total Performance Guarantee will be 5% of the total cost of work in the format attached for a total contract period of 02 years. The agency has to deposit the performance Guaranty within 15 days after acceptance of award letter in form of FDR pledged in favour of Registrar, Guru Gobind Singh Indraprastha University or irrevocable Bank Guarantee from any of the nationalized bank in the format attached. The period of validity of the FDR/Bank Guarantee shall be 60 Day after the expiry of the Contract (as Annexure-M).
- 19.4 No interest shall be paid by the University on Earnest Money or Performance Guarantee.

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19.5 In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited.

20.0 Code of Integrity and Integrity Pact:

The bidder should observe the highest standards of ethics and should not indulge in any of the prohibited practices such as corrupt practice, fraudulent practice, anti-competitive practice, coercive practice, conflict of interest, obstructive practice either directly or indirectly at any stage during the bidding process or during execution of the resultant contracts and shall duly honour to the terms of the integrity pact/agreement. Any bidder found to have been indulged into aforesaid practices shall be disqualified.

21.0 Relationship' Clause:

That the contract with the successful bidder will be on 'Principal to Principal' basis and cannot be transferred or assigned by the successful bidder to any other person/firm. If any liability, in terms of order, award or decree is fastened on the university regarding employment of contractor's employees with the university, the said liability can be adjusted by the university from the bills payable to the contractor. The contractor/successful bidder shall not appoint any sub-company/Agency to carry out any obligation under the contract emanating from the tender results.

22.0 Governing Law and Jurisdiction clause:

The tender or the tender process and the contract with the selected bidder shall be governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of courts at New Delhi.

23.0 Confidentiality Clause:

The manpower service provider and his personnel shall not either during the term or after the expiration of this contract, disclose any proprietary or confidential information relating to the services of this contract or the university's business or operations without the prior written consent of the university.

24.0 Amendment & Withdrawal of Tender Documents clause:

The competent authority of university reserves all the rights for the amendment & withdrawal of the tender documents, which may be done by issuing corrigendum/addendum with requisite notice.

25.0 Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. Which may prevent either party to discharge his obligations, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall be reason

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of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may as its option terminate the contract.

26.0 FRAUD AND CORRUPT PRACTICES

26.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the University shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the University shall, without prejudice to any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the University for, inter alia, time, cost and effort of the University, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

26.2 Without prejudice to the rights of the University under Clause 22.1 hereinabove and the rights and remedies which the University may have under the LOA or the Agreement, if a Bidder or Services Provider, as the case may be, is found by the University to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder or Services Provider shall not be eligible to participate in any tender or RFP issued by the University during a period of 2 years from the date such Bidder or Services Provider, as the case may be, is found by the University to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent.

27.0 Disclaimer clause:

"The tender is not a contract and is neither an offer nor invitation by University to the prospective bidders or any other persons. The purpose of this tender is to provide interested parties with information that may be useful to them in making their commercial offer pursuant to this tender. The issue of this tender does not imply that university is bound to select a bidder or to appoint the selected bidder or contractor as the case may be for the service it seeks to produce and university reserves the right to reject all or any of the bidders or bids without assigning any reasons whatsoever".



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Annexure-A

INTEGRITY PACT

To,

Sub: NIT No. GGSIPU/ Manpower Services/Non-Teaching (P-II)/2023-24 for the work of providing Manpower Services in the Guru Gobind Singh Indraprastha University (Dwarka Campus and Surajmal Vihar, East Campus).

Dear Sir,

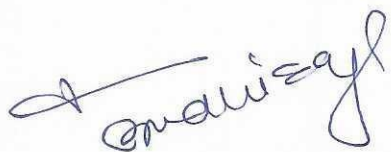
It is here by declared that Guru Gobind Singh Indraprastha University is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the Guru Gobind Singh Indraprastha University.

Yours faithfully

**Registrar
(Guru Gobind Singh Indraprastha University)**



**Tender for Providing Manpower Services for
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Annexure-A1

INTEGRITY PACT

To,

The Registrar,
Guru Gobind Singh Indraprastha University
Sector- 16C, Dwarka
New Delhi- 110078

Sub: Submission of Tender for the work of providing Manpower Services in the Guru Gobind Singh Indraprastha University (Dwarka Campus and Surajmal Vihar, East Campus)

Dear Sir,

I/We acknowledge that Guru Gobind Singh Indraprastha University is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed Integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Guru Gobind Singh Indraprastha University. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Guru Gobind Singh Indraprastha University shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours Faithfully,

(Duly authorized signatory of the Bidder)
INTEGRITY PACT



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Annexure-B

INTEGRITY AGREEMENT

THIS Integrity Agreement is made at _____ on this _____ day of _____ 20____

BETWEEN

Guru Gobind Singh Indraprastha University represented through Registrar, (Hereinafter referred as the '**Principal/Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

through _____ (Hereinafter referred as the "**Bidder/Contractor**" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal/Owner has floated the Tender (NIT No. _____) (hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for Providing Manpower Services in the Guru Gobind Singh Indraprastha University Campus at Dwarka hereinafter referred to as the "Contract".


And WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants in this pact, the parties hereby agree as follows and this pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:



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- a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - c) The Principal/Owner shall Endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government/University all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly (for the purpose of



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- competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made or is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of other and/or to influence the procurement process to the detriment of the Government interests.**
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the



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exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

- 2) **Forfeiture of EMD/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1) the principal/owner apart from exercising any legal right that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit / Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The bidder declares that no previous transgressions occurred in the last 5 year with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation (s) of the principles laid down in this agreement/Pact by any of its Sub-contractor/Sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.



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Article 6: Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, Guru Gobind Singh Indraprastha University.

Article 7: Other Provisions

- 1) This pact is subject to Indian Law, place of performance and jurisdiction is the **Headquarters of the Division** of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intensions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact or any action taken by the Owner/Principal in accordance with this **Integrity agreement /pact interpretation thereof shall not be subject to arbitration.**



**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Article 8: Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner)

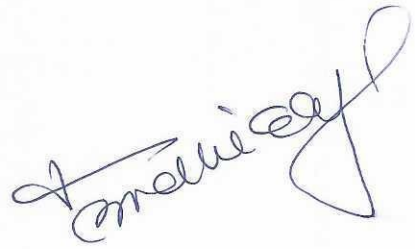
(For and on behalf of Bidder/Contractor)

WITNESSES:

- 1. _____
- 2. _____

Place:

Dated:



**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure - C

To,

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY,
SECTOR 16-C, DWARKA, NEW DELHI – 110 078

Affix duly
attested P.P. size
photograph of
the tenderer/-
authorized
signatory

**Bidder Detail Form for providing Manpower Services at Guru Gobind Singh Indraprastha
University
(Dwarka Campus and SurajmalVihar, East Campus)**

Sl. No.	Particulars of Service Provider	Details	
1	Name of the Bidder (in block letters)		
2	Status of the Agency whether public Ltd./ Pvt Ltd./Partnership Firm/Proprietorship Firm		
3	Registration Number and Year of Establishment of Firm / Company, as per Labour Law		
4	Valid License issued by Contract Labour (R&I) and License No.		
5	EPF Registration		
6	ESI Registration		
7	GST Registration		
8	Form 26AS or TDS Certificate and Certificate of deployment of 150 Manpower Services for Clerical/Secretarial/Ministerial at single site, if required		

**Tender for Providing Manpower Services for
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9	Name and Designation of the authorized signatory of the Bidder			
10	Name of Father/Husband of the authorized signatory of the Bidder			
11	Full Residential address of the authorized Signatory			
12	Bidder Registered office address			
13	Bidder address for correspondence:			
14	Details of Earnest money / valid certificate under MSME Act for the purpose of claiming EMD exemption			
15	Bank Guarantee/ FDR			
I	Dated			
li	Bank			
lii	Amount (Rs. In words)			
Iv	Due Date of Bank Guarantee/ FDR			

1. I/We the undersigned being the tenderer as mentioned above, hereby apply to the University for providing Manpower Services at Guru Gobind Singh Indraprastha University (Dwarka Campus and Surajmal Vihar, East Campus) as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.



**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

3. I/We hereby certify that all the statement made and information supplied in the enclosed Annexures / Forms accompanying statement are true and correct.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender Form

(Signature of the Authorized Signatory)
with Name and Seal

Place:.....

Date:.....

- Any correction in the application form should be fully signed by the authorized signatory of the tenderer.
- All pages of the tender application form should be fully signed by the authorized signatory of the tenderer.
- Strikeout item whichever is not applicable

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure-D

LETTER OF TRANSMITTAL

From:

To

The Registrar
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka
New Delhi - 110078

Sub: Submission of Tender for Providing Manpower Services for Guru Gobind Singh Indraprastha University (Dwarka Campus and Surajmal Vihar, East Campus)

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statement made and information supplied in the enclosed Annexures / Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the requisite Affidavit / certificate and authorize the Registrar, Guru Gobind Singh Indraprastha University to approach Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the Guru Gobind Singh Indraprastha University to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Signature(s) of Bidder(s) with seal

Handwritten signature

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure-E1

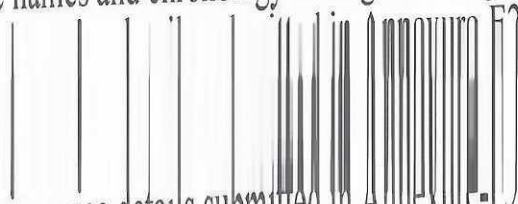
Abstract of Eligible Assignments of the Bidder^s

(Refer Clause 3.1.3)

S. No	Name of Services	Name of Client	Number of Personnel provided for a period of not less than 9 (nine) months	Payment received by the Bidder (in Rs. crore)	Remark if any
(1) [£]	(2)	(3)	(4)	(5)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

^s The Bidder should provide details of only those manpower services that have been undertaken by it under its own name.

[£] The names and chronology of Eligible Assignments included here should conform to the


 service-wise details submitted in Annexure E2.

Certificate from the Statutory Auditor^s

This is to certify that the information contained in Columns 4 and 5 above is correct as per the accounts of the Bidder and/ or the clients.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorised signatory)

^s In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure-E2

Eligible Assignments of Bidder

1.	Name of Bidder:			
2.	Name of the Service:			
3.	Brief description of services performed by the Bidder Firm:			
4.	Name of client and address: (indicate whether public or private)			
5.	Name and telephone no. of client's representative:			
6.	Number of persons provided for a period of not less than 9 (nine) months			
7.	Payment received by the Bidder (in Rs. crore):			
8.	Start date of the services (month/ year):			
9.	Finish date of the services (month/ year):			
<p>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</p> <p style="text-align: right;">(Signature and name of Bidder)</p>				

Notes:

1. Use separate sheet for each Eligible Assignment.
2. Attach an attested copy of the work order or contract for the aforesaid assignment.

(Handwritten Signature)

Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University

Annexure-F

Power of Attorney

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and Ms. authorize Mr. son/daughter/wife of Sh./ Smt. and presently residing at who is presently employed with the position of us and holding as our true and lawful attorney(hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Services Provider to the University including but not limited to signing and submission of all bids, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the University, representing us in all matters before the University, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the University in all matters in connection with or relating to or arising out of our Proposal for the said Services and/or upon award of this assignment to us till the entering into of the Agreement with the University.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....
(Signature, name, designation and address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

- *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

[Handwritten signature]

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure -G

[Letter Head of the Organization]

PERFORMANCE CERTIFICATE

1. Name of work/ Project & Location :
2. Name of Client and Address with
Contact details :
3. Agreement No./ Work Order No. :
4. Value of work as per
work order/Award : Rs.
5. Total value of actual work done : Rs.
7. Date of start :
8. Date of completion :
9. Performance Report (Outstanding/
Very Good/Good/Satisfactory) :

(Signature & Stamp of Competent Authority)
with Phone No./ Mob. No. & E-mail address

Dated :

(Stamp & Signature of Bidder)

Note :

1. This Annexure should be submitted separately for each work completed by the Bidder and the works indicated in **Annexure-E.**
2. The Name, Address, Contact details (Mobile, Fax, E-mail, and Landline Phones) of Client should be indicated to facilitate confirmation of work.



Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University

Annexure-H

**DECLARATION REGARDING BLACKLISTING AND/ OR DEBARRING FOR TAKING
PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ is not blacklisted and/ or debarred by Union / State Government or Union/state Government organizations from taking part in Government tenders either in their own organization or state or Union, as on last date of receipt of tender.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the University, and EMD (Earnest Money Deposit)/ SD (Security Deposit) shall be forfeited.

In addition to the above, the University will not be responsible to pay the bills for any completed /partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Name _____

Address _____



**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure-I

**DECLARATION REGARDING NON PENDING CRIMINAL CASE FOR TAKING PART
IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has no criminal case pending against Partners / Proprietor / Others as on last date of receipt of tender.

AND

I / We _____ (Tenderer) hereby further declare that the Firm / agency namely M/s. _____ has not been convicted on grounds of offences involving economic offences or moral turpitude or for violation of laws in force.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the University, and EMD (Earnest Money Deposit)/ SD (Security Deposit) shall be forfeited.

In addition to the above, the University will not be responsible to pay the bills for any completed /partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Name _____

Address _____



Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University

Annexure -J

BIDDER PROFILE WITH LEGAL STATUS OF THE COMPANY

1. Name and Address of the bidder :
2. Office Address of the Bidder located in Delhi:
3. Telephone No. / Fax No. :
4. Email Address :
5. Legal status of the bidder (attach copies of original documents defining the legal status)
 - An individual
 - A Proprietary Firm
 - A Firm in partnership
 - A limited Company or Corporation
6. Particulars of registration with various Government Bodies:
7. Year of existence in the field :
8. Location of Registered Office :
9. Location of Training Centre :

Signature of
Bidder(S) with seal

Handwritten signature

Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University

Annexure -K

**FINANCIAL INFORMATION
(ANNUAL TURNOVER AND PROFIT LOSS ACCOUNT)**

1) **Financial Analysis** - Details to be furnished duly supported by figures in balance sheet / profit and loss account for the last three years duly certified by the Chartered Accountant with Unique Document Identification Number (UDIN), as submitted by the applicant to the Income Tax Department (Copies to be attached).

Item	2020-21	2021-22	2022-23	Average
Gross Annual turnover* on works				
Profit / Loss				

*Turnover shall be exclusively for Manpower services

2) Proposed financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with seal
seal

Signature of Bidder(s) with



**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure -L

To {To be given on the letter head of the company / firm}

To

The Registrar
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka
New Delhi - 110078

Sub: Financial Bid in respect of providing Manpower services in the University campus at Dwarka & Surajmal Vihar, East Campus.

Dear Sir,

In response to the above work, I on behalf of _____ (name of firm) hereby quoted the Agency overhead and service charges as under:

Agency Services Charges in % _____

Note: Agency to quote considering various terms and conditions of this document.

Signature of the authorized signatory of the Tenderer
With Seal of the Firm

Handwritten signature

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

Annexure-M

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the Guru Gobind Singh Indraprastha University (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "The said Tenderer(s)" for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a Performance Guarantee from the Tenderer for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, (Indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.
2. We, (Indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Tenderer. Any such demand made on the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only)
3. We, the said bank further undertake to pay the University any money so demanded not withstanding any dispute or disputes raised by the Tenderer(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Tenderer (s) shall have no claim against us for making such payment.
4. We, (indicate the name of the Bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Tenderer (s) and accordingly discharges this guarantee.
5. We, (indicate the name of the name) _____ further agree with the University that the University shall have the fullest liberty without our consent and without

[Handwritten Signature]

327/c

**Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University**

affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Tenderer (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said Tenderer (s) and to forbear or enforce any of the term and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tenderer (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Tenderer (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- 6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Tenderer (s).
- 7. We, (indicate the name of the bank) _____ lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
- 8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ for _____ (indicate the name of the Bank).

Seal(s), Signatures
of the Competent / Authorized Bank Officer(s)
with their identity numbers

Handwritten signature

Tender for Providing Manpower Services for
Guru Gobind Singh Indraprastha University

326/c

Annexure-N

Solvency Certificate
[Format for Solvency Certificate]

To

The Registrar
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka
New Delhi – 110078

Solvency Certificate

This is to certify that to the best of our knowledge and information, M/s.....
(Address) a customer of
our bank is respectable and be treated as good for an engagement up to a sum of
Rs..... (Solvency amount) only as on
..... (Date of Certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any
of its officers. This certificate is issued at the specific request of the customer.

Yours faithfully,

For Bank
Bank Officer with designation

[Handwritten signature]