

Tender Ref. No.: HC/TE/2024/UNSKILLED MANPOWER

Date: 17 DEC 2024



ONLINE TENDER DOCUMENT
FOR HIRING OF UNSKILLED MANPOWER
AT HINDU COLLEGE, DELHI UNIVERSITY

THIS TENDER DOCUMENT CONTAINS 27 NOS.OF PAGES
INCLUDING THIS COVER PAGE

Cost of Tender document: Rupees 10000/- (Ten thousand only)



NOTICE INVITING TENDER

Office of The Principal, Hindu College, University of Delhi, New Delhi 110007 invites E-BIDS (ONLINE TENDER) from registered agencies for providing Unskilled Manpower for its premises as per the requirements specified in the Bidding Document under two Bid System through Central Public Procurement Portal.

The description of works is given in the tender document. The tender document floated for the purpose can only be downloaded from Central Public Procurement Portal and bids can only be submitted in online mode through the same portal (www.eprocure.gov.in). Bids submitted other than CPP Portal will not be accepted. The tender documents may also be downloaded from this office website <https://www.hinducollege.ac.in/>. Important dates related to this tender are furnished below for information:

SL	Particulars	DATE	TIME
1	Date of online publication of tender	17.12.2024	12:00 NOON
2	Starting date of downloading tender document	17.12.2024	12:00 NOON
3	Starting date of submission of bid	17.12.2024	03:00 PM
4	Closing date of submission of bid	27.12.2024	01:00 PM
5	Opening date of technical bid	30.12.2024	03:00 PM
6	Opening date of Commercial bid	Will be decided by technical evaluation committee	

The college reserves the right to reject any or all the bids or cancel the tender at any stage without assigning any reasons and the decision of the competent authority of Hindu College will be final and binding to all parties.



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**E-PROCUREMENTTENDER DOCUMENT FORHIRING OF
UNSKILLED MANPOWERAT HINDU COLLEGE, UNIVERSITY OF DELHI**

Online tenders are invited from reputed and experienced agencies / Organization with sound Technical and Financial capabilities for Providing Unskilled Manpower at Hindu College under two bids system for an Initial period of twoyears and extendable for a further period of two more years, one year at a time, subject to satisfactory performance by the agency.

Interested Manpower providing agencies should visit the campus for ascertaining the work before submitting their proposal.

Information & Instructions for Bidders

1.	Cost of Tender Form (Non-Refundable)	Rs.10000/- (Rupees Ten Thousand only) through DD/Banker's Cheque in favour of The Principal, Hindu College, Payable at New Delhi. Tender cost in original copy should reach the office of Administrative Officer, Hindu College, New Delhi-110007 before the end date and time of bid submission, failing which the bids will not be considered for evaluation. Bidders, however have to attach a scanned copy of tender cost along with the e-tender (technical bid).
2.	Tentative / Estimated Bid Value	Rs 3.25 Cr(Rupees Three Crore twenty five lakhs)
3.	Earnest Money Deposit (EMD)	5% of the total bid value, Rs.16,25,000 (Rupees SixteenLakhstwenty five thousand only/-) in form of an Account payee Demand Draft in favour of The Principal, Hindu College, New Delhi, Payable at Delhi. EMD cost should reach the Administrative Officer, Hindu College, New Delhi-110007 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e tender (technical bid).
4.	EMD Exemption	Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFR, 2017, should submit documentary proof thereof alongwith technical bid online through CPP Portal. Besides, they have also to enclose a hardcopy of same valid exemption certificate(s) and ensure that the same is submitted to the officer above mentioned.
5.	Issue of Tender Document	Tender Document may be downloaded from the college website https://www.hinducollege.ac.in and CPP Portal https://eprocure.gov.in/eprocure/app as per the schedule provided below.
6.	Date of issue of Tender document	17.12.2024 AT 12:00 NOON
7.	Bid document Download Start Date &Time	17.12.2024 AT 12:00 NOON
8.	Bid Submission Start Date & Time	17.12.2024 AT 03:00 PM
9.	Last date and time for submission of tender	27.12.2024 AT 01:00 PM
10.	Date, time and venue of technical bid opening	30.12.2024 at 03.00 pm. in Conference Hall, Hindu College.
11.	Address of communication	The Administrative Officer, Hindu College, University of Delhi, New Delhi- 110021
12.	Contact Official	Ms. Rajesh Sharma, Administrative Officer

13.	Contact Details	Phone:- Email: principal@hinducollege.org
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Tenders are liable to be rejected if any of the conditions contained in tender document are not complied with. Amendment/corrigendum, if any in the tender document shall appear only on the website of Hindu College and CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hindu College reserves the right to cancel any or all tenders without assigning any reason thereof.

TENDER DOCUMENT
FOR PROVIDING THE UNSKILLED MANPOWER
IN HINDU COLLEGE, UNIVERSITY OF DELHI

1		BID SUBMISSION FORM
2	Annexure-A	Tentative Requirement of unskilled manpower
3	Annexure-B	Technical Bid
4	Annexure-C	Financial Bid
5	Annexure-D	Specimen for Agreement
6	Annexure-E	Work Experience Certificate to be submitted with Technical Bid
7	Annexure-F	Details of the employed Staff with EPF Nos. to be submitted along with the Technical Bid
8	Annexure-G	Undertaking

BID SUBMISSION FORM

(To be printed on Bidder's letter head, signed and stamped in original, scanned and submitted online through CPP Portal)

Date:

LETTER OF BID

The Principal
Hindu College
Delhi University-1100007

Ref: Invitation for Bid No. **HC/TE/2024/Unskilled Manpower**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We undertake to provide the unskilled manpower to your office in conformity with the Bidding Document.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent. Collusive or coercive practices or any other failure/lapses of serious nature.
6. We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc. and agreement will be binding on us.
7. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory
Full Name and Designation

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

ABOUT THE COLLEGE

Hindu College is a premier educational institution*of University of Delhi which has recently completed its glorious 125 years.

The college is seeking an agency through e-tendering who shall provide unskilled manpower at Hindu College for various types of works (such as maintain / clean/ protect the Land, buildings & its properties etc.) as specified in the scope of work and to the satisfaction of the administration of Hindu college, University of Delhi.

The term educational institution in this document wherever mentioned shall mean

“A central government sponsored Co-educational institution for higher education in Delhi having strength of over 3500 students.”

SCOPE OF WORK/CONTRACT

1. The tentative number of unskilled manpower required are enclosed as per Annexure-A. The Agency will be required to provide total services either manually or mechanically to maintain/ clean/ protect the land, buildings including washrooms, fittings and fixtures therein; plant & machineries, equipment's installed, moveable and immovable properties of Hindu College campus area.
2. The unskilled manpower will also be responsible to look after the belongings of Hindu college at their designated area of work.
3. The requirement for unskilled manpower may increase or decrease as per the deployment plan of the College. The unskilled manpower will be deployed on eight hours shift duty.
4. The College gets a number of distinguished visitors from within India and abroad who are to be treated very carefully/ courteously by the provided staff.
5. The college will separately pay a sum of Rs 1000 per person per month towards supply of cleaning material to maintain/clean the designated area as required by the college.
7. Minimum mandatory Eligibility Criteria: The manpower agency should fulfill the following mandatory requirements.

SL	DETAIL	PROOF
(a)	Statutory Govt. Registrations: (i) Certificate of Incorporation (ii) Registration under Employee Provident Fund Act (iii) Registration under Employees State Insurance Act (iv) Department of Labour Registration/License i.e. Form C (v) Valid Registration under GST and GST Number (vi) Valid Agency/Company PAN Number (vii) Valid quality assurances certificate ISO 9001	Scanned copy of self-attested certificates
(b)	Average Annual turnover in last 3 financial years ending Mar 2024: Rs 2 Crore and above (Total turnover of last 3 financial years divided by 3)	Self-attested copies of balance sheets/certificate from CA
(c)	Registered Manpower: 100 workers in its delhi branch as on date with atleast 10 female workers.	Self-attested ECR/EPF copy

8. WORK EXPERIENCE

<u>Description</u>	<u>Document to be attached</u>
(i) Should have an experience of a minimum of 25 years since incorporation.	Self-attested copy of registration certificate.
(ii) Should have a satisfactory working experience of 3 years in an educational institution in one single contract.	Certificates from Institute on its letterhead
(iii) Should have executed one single satisfactorily contract in an educational institution during which the vendor has provided at least 25 unskilled manpower including 5 females on monthly basis during financial years 2021-22, 2022-23 and 2023-24 .	
(iv) Should have executed at least one single similar contract for supply of unskilled manpower in an educational institution for Rs 70 Lacs per year and above in financial years 2021-22, 2022-23 and 2023-24 or	
(v) Should have executed two similar contracts for supply of unskilled manpower in an educational institution for Rs 35 Lacs per year each in financial years 2021-22, 2022-23 and 2023-24.	

(9) The vendor shall attach Clientele list with the performance certificate from the agencies mentioned should be furnished in the Annexure-E.

(10) The vendor shall attach details of the registered manpower with EPF Nos. along with the Technical Bid (Annexure –B).

(11) The vendor shall attach an undertaking (Annexure-F) stating that the agency has carefully read the complete tender document and has agreed to all the terms and conditions, scope of work, Agency's & College obligation, Penalty clause and all other conditions as mentioned in the tender document.

(12) Bidder should not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability.

BID SUBMISSION:

- (a) "Technical Bid" shall comprise of all documents as per Annexure-B.
- (b) "Financial Bid" shall comprise of the price bids of the items included in Annexure-C.
- (c) Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
- (d) Conditional tenders will not be accepted.
- (e) Manual bids shall not be accepted. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>
- (f) Bidders are advised to follow the instructions provided in the Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- (g) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the bid documents are liable to be rejected.
- (h) Bidder, who has downloaded the tender from the College website & Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and earnest money deposit (hereinafter referred to as 'EMD') would be forfeited.

EARNEST MONEY DEPOSIT (EMD):

1. The tenderer must submit an Earnest Money Deposit of Rs.16,00,000, (Rupees sixteen Lac only/-) which is 5% of the total bid cost, in the form of Demand Draft of any nationalized bank.
2. The bid security is normally to remain valid for a period of forty five days beyond the final bid validity period.
3. The Demand Draft shall be in favour of Principal, Hindu College.
4. The Bidder should scan a copy of the earnest money deposit and upload it online through CPP Portal. The original copy of the earnest money deposit should be sent to Administrative Officer, Hindu College on or before the time of closing of the uploading of the Bids.
5. The original of the EMD can be sent by Speed Post or Registered Post. It can also be handed over in person.
6. In the event of non-receipt of the EMD before the closing of the uploading of the Bids, the bid shall not be opened or rejected.
7. Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof there of alongwith technical bid online through CPP Portal. Besides, they have also to enclose a hard copy of same valid exemption certificate(s) and ensure that the same is submitted to the officer in charge.
8. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made here in or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Hindu College.
9. Validity of EMD -up to a minimum period of forty-five days from the date of opening of financial Bids.
10. Refund/ Return of EMD- The EMD will be returned/ refunded to unsuccessful bidders within 30 days after the award of the contract. However, in case of successful bidder, it will be refunded/ returned only on receipt of Performance Security Deposit of requisite amount.
11. No interest will be paid on EMD.
12. The bid security (earnest money deposit) may be forfeited:
 - (a) If the bidder. Withdraws his bid during the period of bid validity specified by the bidder in the bid form; or In case of successful bidder, if the bidder fails to sign the contract in accordance with the terms of the bid document.
 - (b) Fails to furnish required performance security in accordance with the terms of bid document within the time frame specified by the Client.
 - (c) Fails or refuses to honor his own quoted prices for the services or part thereof.
 - (d) In such case, the bidder is also liable to be debarred from future tendering.

REJECTION OF TECHNICAL BID

1. The technical bid submitted shall become invalid/ be rejected in case of the following:
 - (a) Submission of Manual Bids.
 - (b) The bidder does not fulfill Minimum Eligibility Criteria as per the tender document and Technical Bid Annexure-II.
 - (c) The bidder has not uploaded and submitted requisite documents, certificates, EMD, Annexures in tender format etc.
 - (d) The bids without Earnest Money shall be summarily rejected.
 - (e) The uploaded documents are not in consonance with the tender document.
 - (f) The uploaded documents are found not legible.
 - (g) The documents / Certificates / Registrations are found not valid at the last date of submission.
 - (h) If contradictions are found in uploaded documents.
 - (i) If, the Technical Committee recommends rejection after antecedent verification.
 - (j) Unresponsive Bids.
 - (k) Non-submission of valid registrations and certificates.
 - (l) Turnover found below the minimum requirement as per tender document and not attached the turnover claim documents like Auditor Report or Certificate for annual Turnover from manpower Services for the Financial Year 2021-22, 2022-23 and 2023-24.
 - (m) Non-submission of Complete Tender Documents and requisite Annexures in the given format duly filled and signed on agency letterhead.
 - (n) Experience Certificate not as per Tender Clause.
 - (o) Registered Office not in Delhi/NCR or non-submission of documentary proof for the same.

CRITERIA FOR TECHNICAL EVALUATION OF TENDER:

1. The evaluation of the tenders will be made by a Tender Evaluation Committee first on the basis of technical information furnished in form given in Annexure-B, which is an eliminatory round, and then only financial bid will be opened.
2. The financial bids shall be evaluated on the basis of commercial information furnished in form given in Annexure-C.
3. A notional value of engaging 50 unskilled manpower shall be calculated and taken into account as per the rates quoted in Annexure-C.
4. The bidder should not be blacklisted by any government agency/autonomous body/PSU or any private company and certificate in this regard is to be furnished along with the tender document failing which the bidder is liable to be disqualified. The bidders are mandated to disclose all the civil and criminal cases pending against the company and/or their Directors/owners/partners including any FIRs, Police/Vigilance Complaints etc. pending against them. Non-disclosure of it would make the bidder liable to be disqualified. If such mandatory disclosure has not been done by the successful tenderer, the contract would be terminated at the option of Hindu College the security deposit shall be forfeited to the extent deemed fit by Hindu College.
5. Technical evaluation will be conducted, keeping in view the requirements/ expectations in respect of unskilled manpower in Hindu College. Further, prior to the opening of the Financial Bid, antecedents of the agencies/tenderer will be verified by a Technical Committee of Hindu College which may also decide to visit/inspect the offices & training center and as well as the sites of the eligible agencies. The Technical Committee will also interact with employees of the agency and as well as its clients. Further, the Technical Bid of the bidder can also be rejected/disqualified on the basis of the antecedent's verifications/reports, conducted & prepared by the Technical Committee constituted by Hindu College.

OPENING OF FINANCIAL BID AND EVALUATION

1. After the Technical evaluation of the bids, the College will open on a notified date and time, the 'Financial Bids' (BOQ) of all those bidders who are found qualified in the technical bid.
2. In case the date of technical bid opening is declared a holiday, the bids will be opened on the next working day at the same time.
3. Date of Financial Bid Opening: The date will be intimated subsequently on CPP portal to the technically qualified bidders and/or published on the College website.
4. Evaluation of Financial bids
 - (a) The Financial Bid Quotation must be submitted in the uploaded BoQ file as sought in the enclosed Annexure C. Any modification/tampering with the BoQ file shall lead to disqualification.
 - (b) The college has fixed a benchmark of minimum service charge @ 6 % on basic wages only. This is the fee charged by the agency responsible for providing unskilled manpower to cover expenses related to record-keeping, operational charges, incidental charges, Uniform, and other additional administrative costs. The BOQ consists of rates of Service Charge for one unskilled manpower. See Annexure C for details. Bids quoting less than 6 % service charge will be rejected. The service charges will remain the same for the whole tenure and the extended term (if any).
 - (c) A notional value of engaging 50 unskilled manpower shall be calculated and taken into account as per the rates quoted in Annexure C.
 - (d) Combined value of the grand totals shall be taken into account from the rates quoted in Annexure-C. The rates must be quoted as provided in Annexure-C covering the entire activity as per the scope, of the contract. Rates agreed upon shall remain the same throughout the period of the contract.
 - (e) The wages and other statutory emoluments mentioned in Financial Bid (Annexure-C) for one unskilled manpower shall not be less than the minimum amount laid down as per norms by the Govt. of NCT of Delhi (and/or by other relevant acts/statutes as in force) for the corresponding category of workers, as applicable from time to time.
 - (f) **In case of multiple L1 or a tie among the bidders in the financial bid (BOQ), then L1 will be decided as per following chronological order:**
 - (aa) The bidder who has highest experience in providing unskilled manpower in a single contract with an educational institution in last 10 years.
 - (ab) The bidder who has provided unskilled manpower to an educational institution and has higher average annual turnover for financial years 2021-22, 2022-23 and 2023-24.
 - (ac) The decision of the evaluation committee will be final and binding.
- (5) Bids, which do not comply with the conditions laid down in the tender document, or are unrealistic, are liable to be rejected.
- (6) Hindu College shall be entitled to reject any or all bids of the tender without assigning any reason whatsoever.
- (7) Rejection of the Financial Bid: The Financial bid submitted shall become invalid/ be rejected in the following cases:
 - (a) Non-submission of BOQ file.
 - (b) Bids quoting Service charge less than 6% of the minimum wages (basic pay) per unskilled manpower as mentioned in Annexure C.
 - (c) If Service charges is quoted in decimal places OR If bid is found non-realistic.
 - (d) As per the recommendation of the Technical Committee after evaluation of the Financial bid.

GENERAL TERMS AND CONDITIONS

1. The tenderer will be suspended by Hindu College on the happening of any one or more of the following events:
 - (a) If, after submission of the quotation, the tenderer fails to accept the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.
 - (b) If the tenderer withdraws the offer during the validity period of the quotation.
 - (c) If the successful tenderer fails to commence the contract at the stipulated time in accordance with the terms and conditions of the tender.
 - (d) If the successful tenderer fails to submit the Performance Bank Guarantee/Security Deposit within 07 days of the start of contract. This will also warrant closure or termination of contract.
2. Hindu College reserves the right to award the contract to deserving parties either in full or in parts. The decision of the College will be final and no enquiry will be entertained in this regard.
3. Hindu College reserves the right to relax/ withdraw any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
4. Canvassing in any form entails the tenderers' disqualification. If any tenderer is found influencing or intimidating other tenderer/tender processes, its tender is liable for disqualification.
5. Please note that any falsification/suppression of information could lead to tenderers disqualification.

PRICE AND VALIDITY

1. The rates must be quoted as detailed in Annexure-C covering the entire activity as per the scope of the contract.
2. Rates agreed upon shall remain same throughout the period of Contract.
3. Offer quoted should be valid for a minimum period of 6 Months from the date of opening of Technical Bid.
4. The rates should be quoted in words as well as in figures and in INR only.
5. For the purpose of comparison of the rates, conditional discounts, if any, offered will not be taken into account. However, Hindu College reserves the right to avail of the same as part of award of the contract.
6. Tenderers are advised to understand the magnitude of the work involved for the services in the College before submitting their bids. They may visit Hindu College during working hours with prior appointment from Administrative Officer of Hindu College. No clarification will be entertained after receiving the bids.

DURATION OF THE CONTRACT

1. The initial contract will be valid for a period of two years w.e.f. the date of commencement of services.
2. Hindu College reserves the right to extend the validity of contract on mutual consent on the same terms & conditions for a maximum of two more years, one year at a time, upon the satisfactory functioning of the agency.
3. In this case, the agency may ask for revision of the wages paid to its workers, which shall not be more than the minimum wages duly notified by the Govt. of NCT of Delhi. The college shall consider such proposal and approve an appropriate amount as wages.
4. In case the contract is extended beyond the initial period of two year, the administrative/service charges will remain fixed during the contract period as well as for extended contract period, if any.
5. Hindu College reserves the right to terminate the contract at any time by giving 30 days' notice to the agency.

PERFORMANCE GUARANTY

1. The successful bidder should provide the Performance Security deposit equal to 3% of the value of the awarded contract (DoE, OM NO.F9/4/2020-PPD dated 30. 12.2021) within 7 days of the award of contract.
2. Award of Contract: The financial comparison will be done only on Administrative/ Service Charges basis and the work will be awarded to the L1 bidder.
3. Agreement: The successful bidder shall sign an Agreement in accordance with the form of Agreement on a stamp paper of appropriate denomination and submit the same to the Principal, Hindu College within 10 days of the receipt of work order.
4. Statutory Taxes may be deducted at source, as per rules.

INSTRUCTIONS/GUIDELINES FOR TENDERERS

1. Each page of tender document should be numbered and signed by the tenderers with rubber stamp of the firm affixed on each page.
2. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. The tenders will be valid for a minimum 120 days from the date of its opening. In case of any discrepancy between the amount in figure and words, the amount in words will stand.
3. In case the date of receipt or opening of tenders is declared a Govt. holiday then the tender will be opened on the next working day at the same time.
4. Hindu College in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any of the terms and conditions of the tender.

(ANNEXURE-A)

TENTATIVE REQUIREMENT OF UNSKILLED MANPOWER

UNSKILLED MANPOWER OF VARIOUS TYPE TO CLEAN,
MAINTAIN, PROTECT THE LAND, BUILDINGS AND PROPERTIES
AS PER REQUIREMENT -

- 50 NOS

(ANNEXURE-B)
TECHNICAL BID

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

1	DETAILS of COMPANY/ FIRM/ ORGANISATION	To be filled by tenderer	for office use only
(a)	Name of the company		
(b)	Registered Address		
(c)	Address of Office at Delhi/NCR		
(d)	Contact person/s Name		
(e)	Designation		
(f)	Contact number (mobile)		
(g)	Email ID		
(h)	Type of Firm (Please tick and enclose copy of Memorandum/Articles of Association/Certificate of Incorporation)	Private Ltd /Public Ltd. /Cooperative / PSU	
2	STATUARY GOVT. REGISTRATIONS		
(a)	Certificate number of incorporation (Please enclose attested photocopy)		
(b)	Registration number under Employee Provident Fund Act (Please enclose attested photocopy)		
(c)	Registration number under Employee State Insurance Act (Please enclose attested photocopy)		
(d)	Registration/License number from Department of Labour i.e Form C (Please enclose attested photocopy)		
(e)	GSTIN Number of company (Please enclose attested photocopy)		
(f)	PAN Number of company (Please enclose attested photocopy)		
(g)	Quality assurance certificate ISO 9001 number (Please enclose attested photocopy)		
3.	FINANCIAL BACKGROUND		
(a)	Has the firm attached the EMD as per the tender? If yes enclose the copy or		
	Has the firm attached certificate from MSME of micro or medium category , if yes enclose the copy		
(b)	Annual Turnover in FY (Please enclose attested photocopy by CA)		
	Apr 2023-2024		
	Apr 2022-2023		
	Apr 2021-2022		
(c)	Registered Manpower of agency in delhi /NCR branch in current month (Please enclose attested list as per Annexure E with EPF nos.)		
4.	WORK EXPERIENCE		

(a)	Number of completed years since incorporation		
(b)	Does the firm possess a satisfactory working experience of 3 years in an educational institution in one single contract? If yes, provide the work experience certificate (As per Annexure D)		
(c)	Has the firm executed one single satisfactorily contract in an educational institution during which it has provided at least 25 unskilled manpower including 5 females on monthly basis during financial years 2021-22, 2022-23 and 2023-24. If yes, enclose the work experience certificate (As per annexure D).		
(d)	Has the firm executed at least one single similar contract for supply of unskilled manpower in an educational institution for Rs 70 Lacs per year and above in financial years 2021-22, 2022-23 and 2023-24 .If yes, enclose the work experience certificate (As per annexure D). or		
(e)	Has the firm executed two similar contracts for supply of unskilled manpower in an educational institution for Rs 35 Lacs per year in each financial year, 2021-22, 2022-23 and 2023-24. If yes , enclose the work experience certificates (As per annexure D).		
(f)	Has the company given the Undertaking (As per annexure F)		

Antecedents of the agency/tenderer shall be verified by the Tender Committee of Hindu College and only on the basis of the satisfactory report of this Committee; the Financial Bid will be opened.

Signature of Tenderer
Date:

IMPORTANT NOTE: Two Bid System Tender

1. **Technical Bid:** "Technical Bid" shall comprise of document as per Annexure-B,Annexure-D, Annexure-E& Annexure-F. The bid should be accompanied by scanned copies of other documents mentioned.

2. **Financial Bid:** Schedule of price bid in the form of BoQ_Unskilled_Manpower.xls The Financial Bid format is provided as BoQ_Unskilled_Manpower.xls along with this tender document at <https://eprocure.gov.in/eprocureapp> . Bidders are advised to download this BOQ as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the college. No need to enclose the Annexure-C, it should only be upload in the form of BOQ in xls format on the e procurement website.)

ANNEXURE C
FINANCIAL BID

SL	PARTICULARS	UNSKILLED MANPOWER IN RS. PER MONTH IN Rs
1	Cost to college for 26 days duty at one post (Minimum wages per month as prescribed by the Labour Department, GNCTD under the Minimum Wages Act, 1948 as applicable from time to time(Rs. 695/-per day x 26 days per post)	18,070.00
2	ESI Contribution @3.25% on SI 1	587.27
3	EPF Contribution @ 13.00% on SI 1	2,349.10
4	Sub Total	21,006.37
5	Service charges @ _____ %per month on SI 1	
6	Grand Total SI 4 + SI 5	

Service Charges in rupees per month:

In Figures (Rs.) _____

In words (Rupees) _____

Note:

1. Necessary recoveries of all Government levies/Taxes i.e. GST etc. as applicable from time to time and wherever required the same shall be charged to the agency.
2. The administrative/service charges will remain fixed during the contract period as well as for during extended contract period, if any.

Date:

signature of tenderer

Validate

Print

Help

[Percentage BoQ](#)

Tender Inviting Authority: Principal, Hindu College

Name of Work: HIRING OF UNSKILLED MANPOWER AT HINDU COLLEGE, DELHI UNIVERSITY

Contract No:

Name of the Bidder/
Bidding Firm /
Company :**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1.01	Cost to college for 26 days duty at one post (Minimum wages per month as prescribed by the Labour Department, GNCTD under the Minimum Wages Act, 1948 as applicable from time to time(Rs. 695/-per day x 26 days per post)	1.00	Nos	18070.00	18070.00	INR Eighteen Thousand & Seventy Only
1.02	ESI Contribution @3.25% on SI 1	1.00	Nos	587.28	587.28	INR Five Hundred & Eighty Seven and Paise Twenty Eight Only
1.03	EPF Contribution @ 13.00% on SI 1	1.00	Nos	2349.10	2349.10	INR Two Thousand Three Hundred & Forty Nine and Paise Ten Only
Total in Figures					21006.38	INR Twenty One Thousand & Six and Paise Thirty Eight Only
Quoted Rate in Figures			Select		0.00	INR Zero Only
Quoted Rate in Words					INR Zero Only	

**FORMAT FOR WORK EXPERIENCE CERTIFICATE ON LETTER HEAD
OF THE EDUCATIONAL INSTITUTE AND TO BE SIGNED BY HEAD OF INSTITUTE.
THIS CERTIFICATE IS TO BE ATTACHED WITH TECHNICAL BID**

(any changes made in this certificate will lead to disqualification from tender and financial bid will not be considered).

WORK EXPERIENCE CERTIFICATE

It is certified that this educational institute is a Central government sponsored Co-educational institute for higher education and has average student strength of 3500 + students since year _____.

It is further certified that M/s _____

having its registered office at _____

has been providing/ provided unskilled manpower as per details tabulated below:

DURATION	CONTRACT COMMENCED ON	NO. OF UNSKILLED MANPOWER PROVIDED BY THE AGENCY		VALUE OF THE CONTRACT (In Rs)
		MALE	FEMALE	
FY 2023- 2024				
FY 2022- 2023				
FY 2021- 2022				
FY 2022- 2021				
FY 2021- 2020				
FY 2020- 2019				
FY 2019- 2018				
FY 2018- 2017				

The agency has been providing the said services to the satisfaction of this institute. No penalties or recoveries have been made from the service provider.

SIGNATURE

Name:

Designation:

Contact no.:

Date of Issue:

ANNEXURE E

**DETAILS OF WORKING UNSKILLED MANPOWER
ON THE LETTERHEAD OF THE COMPANY**

To be attached with technical bid

SL	NAME OF WORKER	DATE OF BIRTH	FATHERS NAME	EPF NO.	ESI NO.	DATE OF JOINING THE AGENCY	PLACE OF EMPLOYMENT

Date

Signed and stamp

UNDERTAKING ON COMPANY LETTERHEAD

To be attached with technical bid

I the undersigned as the authorized signatory hereby submit this Undertaking stating that I have carefully read all the terms and conditions as given in the tender document and agree to the terms and conditions, scope of work, Agency's & Hindu College obligation, Payment terms, Penalty clause and all other conditions as mentioned in the said tender document. The agency will abide by all the terms and conditions stipulated in the said tender document if we are awarded this tender.

Name
Designation :
(With Seal of the Agency)