

KALINDI COLLEGE
UNIVERSITY OF DELHI,
East Patel Nagar, New Delhi – 110008

NOTICE INVITING TENDER

Kalindi College is inviting “**Tender for Providing Manpower Services**”. It is necessary to comply the following terms and conditions:

1. Online bids are invited on Gem Portal on single stage two/three (licensed & experienced) bid system for “**Tender for Providing Manpower Services**”. Manual bids shall not be accepted.
2. **DOCUMENT DOWNLOAD:** Tender documents may be downloaded from Kalindi College website <https://www.kalindicollege.in> or from GeM Portal <https://gem.gov.in>.
3. **EARNEST MONEY DEPOSIT:** 1% of the estimated value of Tender shall be deposited towards Earnest Money Deposit (EMD) through Demand Draft in favour of Principal, Kalindi College, payable at Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation. Tender document not accompanied with the EMD is liable to be rejected. No exemption of any kind will be given in this regard. The EMD shall be submitted in the college on or before the last date of submission of bids on GeM Portal. However, Exemption is allowed as per GFR 170.
Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above.
4. **INTEREST FREE EMD:** The EMD amount will be refunded to the unsuccessful bidders after entering into a contract with the successful bidder. No interest will be paid on EMD to the bidders. The EMD will also be returned to the successful bidder after finalizing the contract with him, depositing the Performance Security and placing the work order with him.
5. **PERFORMANCE SECURITY DEPOSIT:** 3% of the estimated value of Tender shall be deposited towards Performance Security by the successful bidder by way of Demand Draft / Bank Guarantee / Fixed Deposit of any nationalized / scheduled bank in favour of Principal, Kalindi College, payable at Delhi. The Performance Security shall be deposited prior to finalizing the contract agreement.
6. **VALIDITY OF PERFORMANCE SECURITY DEPOSIT:** The validity of the Performance Security will be two months beyond the contract period which will be returned after the contract is over. No interest shall be payable on the Performance Security. However, in the case of any dues / damages / penalty / non-compliance of norms stipulated for such service, reported during the tenure of contract period, the same shall be adjusted against the Performance Security.

7. BID SUBMISSION:

Bids shall be submitted online only at GeM portal website: <https://gem.gov.in> Bidders are advised to follow the instructions on the Gem Portal for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

8. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
9. Tenderer who has downloaded the tender from the Kalindi College website <https://www.kalindicollege.in/> or <https://gem.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/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 Kalindi College.
10. Intending bidders are advised to visit the Kalindi College, website <https://www.kalindicollege.in/> OR Gem Portal <https://gem.gov.in> regularly till the last date of submission of tender for any corrigendum / addendum / amendment.
11. The cost of tender fee, earnest money, original copy of ITRs, and Audit Reports (last three year preceding, CA. certificate) must be uploaded on the GEM Portal. Tenderer shall likely to be rejected for non-submission of original payment instrument like Demand Draft etc. against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.
12. The bidders should have the average minimum turnover of ₹ 10cr and above during the last three financial years (i.e 2019-20, 2020-21 and 2021-22). Certificate to this effect from Chartered Accountant shall be submitted as per **Annexure -IV**

OR

The Bidders should have experience in the similar field for providing manpower services in the Government Departments / Reputed Private Institutions (having average minimum turnover of ₹10 cr) for the last three financial years (i.e 2019-20, 2020-20 and 2021-22) or more. Relevant proof for supporting i.e.

certificate from the Government Departments / Reputed Private Institutions for the same shall be submitted (not more than six months old). **Annexure -V**

13. The Bidder should submit Audit Report, Income Tax Return (ITR) for the last three financial years (i.e 2019-20, 2020-20 and 2021-22) and GST Return for the financial year 2021-2022.
14. The bidder should submit the documentary proof of EPF, ESI Challan and Electronic Challan cum Return (ECR) for last six months.
15. **The Bidder should submit Bank solvency certificate not less than ₹50 lakhs in favour of Principal, Kalindi College of not less than 6 months old. Document must be uploaded online.**
16. Bids will be opened as per date/time mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Price-Bid opening will be intimated later.
17. The service provider has been debarred/blacklisted due to any reason in the College/University of Delhi / Institution are not eligible.
18. The bidders shall at its own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to College and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employment of children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the College indemnified from all acts of omission, fault, breaches and/or any demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision.
19. **PANEL VALIDITY:** - The College may prepare panel for lowest three bids for providing manpower services. In the case of unsatisfactory service, the contract for manpower Service will be awarded to the next bidder. The panel will be valid for two years for award of contract.

20. **PERIOD:** - The Manpower Service Contract shall be awarded for a period of three years and the agreement to this effect will be signed between both the parties on a non-judicial stamp paper of Rs. 100/-. However, the performance will be reviewed on half yearly basis for further extension of contract as per the terms & conditions and as well as satisfactory work.
21. **EXTENSION OF CONTRACT:** - The extension of Contract will be subject to satisfactory performance. Satisfactory report of college administration endorsed by development committee and approved by the principal of College.
22. **PENALTY:** - In case of non-compliance of any terms & conditions mentioned in tender documents, penalty may be imposed from 20% to 100% of monthly bill. The decision of the Principal shall be final and binding.
23. **CANCELLATION OF CONTRACT:** During the period of contract, if the conduct / services / work of the contractor are not found appropriate or the statutory compliances are not fulfilled, the contract shall be cancelled by giving the notice of one month by the principal of College.
24. **DUTIES & RESPONSIBILITIES:** The contractor will be responsible for all the duties assigned by the administration of college under supervision of Principal.
25. **NUMBER OF PERSONNEL / STAFF (UNSKILLED OR SKILLED):-** The Principal of the college may increase or decrease the number of unskilled or skilled persons as per requirement of college on the same terms & conditions.
26. As per notification no. 29(1)/2014-PPD dated 28/01/2014 issued by ministry of Finance, if a firm quotes NIL charges, the bid shall be treated as unresponsive and will not be considered.
27. The service provider must have 5 years' experience of providing manpower services at least one Girls College/ University in Delhi. Supporting document must be uploaded online.
28. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.

Prof. Anula Maurya
Principal

SUBMISSION OF TENDER

The tender shall be submitted online in two parts, viz., technical bid and financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/Email/Post shall not be considered. No correspondence will be entertained in this regard.

TECHNICAL BID

The following documents are to be furnished / uploaded by the bidder along with

Technical Bid:

- 1) Signed and Scanned Copy of Tender Fee and EMD. If any exemption, the bidder must submit supporting document.
- 2) Signed and Scanned copy of valid GST certificate, PAN No., EPF & ESI Registration No, Labour License certificate under the Contract Labour (Registration & Abolition) Act, 1970.
- 3) Signed and Scanned Copy of Incorporation certificate shall be submitted. (like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate / Trade license certificate / Enlistment certificate / Incorporation certificate in any Govt. Deptt. / Statutory body / PSU).
- 4) Signed and scanned copy of supporting documents at Point No., 12, 13 and 14 as mentioned in Notice Inviting Tender (NIT).
- 5) Signed and Scanned copy of Tender Acceptance Letter. (**Annexure -I**) and Technical Data Sheet (**Annexure -II**)
- 6) **The Bidder should submit Bank solvency certificate not less than ₹50 lakhs in favour of Principal, Kalindi College not less than 6 months old. Document must be uploaded online.**
- 7) **Non-Blacklist Deceleration Certificate on non Judicial Stamp of Rs. 100/-.**

- 8) Signed and scanned copy of documentary proof of EPF, ESI Challan and Electronic Challan cum Return (ECR) not less than 500 employees for Last Six Months.
- 9) Work Competition Certificate for last 3 years(Preference will be given to govt institution/University of Delhi/ Colleges of University of Delhi).

In case of non-submission of any of the above mentioned document(s) the bidder will be liable for rejection at any stage of evaluation process.

FINANCIAL BID

- (a) Financial bid undertaking (**Annexure VI**)
- (b) Financial Bids to be uploaded on the Gem Portal <https://gem.gov.in>

Prof. Anula Maurya
Principal

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

The Principal,
Kalindi College
University of Delhi
East Patel Nagar,
New Delhi – 110008

**Sub: Acceptance in respect of Terms & Conditions of Tender Document of
“Tender for Providing Manpower Services”**

Ref: NIT NO- Dated

Dear Madam,

- 1) I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <https://www.kalindicollege.in> or <https://gem.gov.in> as per your advertisement, given in the above mentioned website.
- 2) I/We hereby certify that I/We have read all the terms and conditions of tender document (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/We shall abide hereby all terms and conditions / clauses contained therein.
- 3) The Corrigendum(s) issued from time to time by your institution has also been taken into consideration, while submitting this acceptance letter.
- 4) I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document / corrigendum / addendum etc as applicable in its totality / entirely.
- 5) I/We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking. Further, I/We do hereby declare that there is no criminal legal suit pending or contemplated against us.
- 6) In case fail to upload any documents in technical bid or any provisions of this tender are found violated, then your Institution shall without prejudice to any

other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.

- 7) I/We confirm that our bid shall be valid up to 365 days as mentioned in this tenderdocument from the date of opening of cover-1, Techno-commercial Bid.
- 8) The bidder who has earlier debarred / blacklisted or discontinued by University of Delhi, College of University of Delhi and Kalandi College due to any reason are not eligible for this bid.
- 9) I/We hereby certify that all documents have been uploaded as mentioned in NIT.
- 10) I/We hereby certify that I/We am/are able to start contract within month from date of awardof contract.

I/We certify that all the information furnished by our firm is true and correct to the best of our knowledge. In the event that the information is found to be incorrect / untrue or found violated, then your institution shall have the right to reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Seal and Sign of Authorized Signature:

Name of Authorized Signatory:

Company Name:

Address:

TECHNICAL DATA SHEET

S. No	Particular	Requirement	Current rate and percentage	Remarks
1.	Nurse (Highly skilled category)	01	22146/-	
2.	Supervisor (skilled category)	01	20,357/-	
3.	Office Staff (skilled Category)	02	20357/-	
4.	Library (skilled category)	03	20357/-	
5.	Electrician (skilled category)	01	20357/-	
6.	Gate Keeper (unskilled category)	05	16,792/-	
7.	Safai Karamchari (unskilled category)	08	16,792/-	
8.	Mali (unskilled category)	02	16792/-	
9.	Attendant (MTS) (Semi-skilled category)	10	18499/-	
10.	Plumber (Skilled category)	01	18499/-	
11.	Gym –Instructor (Skilled Category)	01	20357/-	
12.	EPF	On total amount	13%	
13.	ESI	On total amount	3.25%	
14.	Administrative Charges	Upto two decimal in percentage	To be quoted by bidders on gem portal (More than 4%)	
15.	GST	As per applicable rates		

1. Minimum wage is only for 26 days. However, salary shall be paid on the actual number of duties. Guard is considered as Chowkidar / Watchman under unskilled category.

2. Administrative charges including Bonus, Uniforms, Security Equipment and other charges (if any).
3. As per notification no. 29(1)/2014-PPD dated 28/01/2014 issued by ministry of Finance, if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
4. The bidders shall quote their administrative charges in percentage upto two decimal more than 4%.
5. Comparative statement will be made only on administrative charges (in %) only excluding GST.
6. In case of incomplete bids, non-submission of required documents and non-compliance of statutory norms, the Technical Bids will be rejected and their financial bids will not be opened/considered.

Schedule of price bid

The financial bid format mentioned below is provided along with the tender document at <https://gem.gov.in>. Bidders are advised to quote their offer/rates in the allowed column and fill the same in the financial bid at <https://gem.gov.in>. The Bidder shall not tamper/modify the downloaded Price Bid Template in any manner. In case if the same is found tempered/modified in any manner, tender will be rejected and EMD would be forfeited and tenderer will be liable to be banned from doing business with SPM College.

Sl. No.	DESCRIPTION	In percentage (To be filled in by Bidder)
i.	Administrative charges	% in figures..... Percentage in Words

1. The rates shall be quoted in percentage only.
2. The administrative charges will be inclusive of all statutory obligations, uniforms, Security Equipment's and any other charges (if any).
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the contractor at any nationalized / scheduled bank account in India byway of ECS/RTGS after statutory deductions.
5. The quoted percentage shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Seal and Signature of the Authorized Signatory

Company Name:

Address :

Annexure -IV

On the Letter of Head of Chartered Accountant

It is to certify that the M/s has earned the income from the Manpower Service from the period 2019-20, 2020-21 and 2021-22. The following figures are extracted from Audited report of respective years which is related to providing Security Services.

Sl. No	Finance year	Amount (in lakhs)
1	2019-20	
2	2020-21	
3	2021-22	

Seal and Signature of Chartered Accountant with UDIN

Name

Address

ON COMPANY LETTER HEAD

I/We hereby certify that M/s has experience in the Government Departments / Reputed Private Institutions / Company during the respective period and the details of which are hereunder with supporting documents: -

S.no	Government / Private	Name of organization	Total Number of Persons deputed	Period		Total experience	Certificate issued from the organization
				From	To		

Note: The Experience Certificate/ Work order issued by the Government / Private sector will be considered. The work order without the experience certificate / Work order will not be considered.

Seal and Signature of Authorized Signature

Name

Address

FINANCIAL BID UNDERTAKING

**(To be given on Company Letter
Head)**

The Principal,
Kalindi College
University of Delhi,
East Patel Nagar,
New Delhi – 110008

Dear Madam,

1. I hereby submit the Price Bid for the **Tender for Providing Manpower Services** and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, (Annexure III) inclusive of all applicable charges by whatever name called.

Yours Faithfully,

Signature of Authorized Representative and seal