

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-07-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-07-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Telangana
विभाग का नाम/Department Name	Industries And Commerce Department Telangana
संगठन का नाम/Organisation Name	Young India Skills University
कार्यालय का नाम/Office Name	Hyderabad
क्रेता ईमेल/Buyer Email	buycon1.yisu.ap@gembuyer.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Fixed Remuneration - Housekeeping; Housekeeping; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Others; Attendant; High School , Manpower Outsourcing Services - Fixed Remuneration - Office Helper; Office Helper; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Admin; Computer Operator; Graduate
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	75 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience	Yes
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	5000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	150000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	2

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Registrar

Kautilya Block, ESCI (Transit Campus), Beside Khajaguda Lake, Gachibowli, Hyderabad, Telangana-500032
(Young India Skills University, Telangana)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
---	-----

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. 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.
3. 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.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
5. 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.
6. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per Section-III under Qualification/Eligibility Criteria of Tender Document

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:60

Geographic Presence: Office registration certificate:Telangana

Scope of work & Job Description:[1749561832.pdf](#)

**Manpower Outsourcing Services - Fixed Remuneration - Housekeeping;
Housekeeping; Not Required (7)**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Housekeeping
List of Profiles	Housekeeping
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 1 Year
State	NA
District	NA
Zipcode	NA
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Housekeeping

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Gandu Raja Chanasha	500032,Engineering Staff College of India Campus, Beside Khajaguda Lake, Gachibowli, Hyderabad, Telangana	7	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 15600 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 507 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Attendant; High School (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Attendant
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	1 Year
State	NA
District	NA
Zipcode	NA
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Office Subordinate

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
-------------------	--	-------------	---	---

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Gandu Raja Chanasha	500032,Engineering Staff College of India Campus, Beside Khajaguda Lake, Gachibowli, Hyderabad, Telangana	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 15600 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 507 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Office Helper; Office Helper; Not Required (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Office Helper
List of Profiles	Office Helper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required

विवरण/ Specification	मूल्य/ Values
Specialization for PG	Not Applicable
Experience	0 to 1 Year
State	NA
District	NA
Zipcode	NA
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Office Helper

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
---------------	--	-------------	--	---

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Gandu Raja Chanasha	500032,Engineering Staff College of India Campus, Beside Khajaguda Lake, Gachibowli, Hyderabad, Telangana	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 15600 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 507 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Computer Operator; Graduate (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Computer Operator
Educational Qualification	Graduate
Specialization	Commerce for Accounts Department and Any Degree for other departments
Post Graduation	Not Required

विवरण/ Specification	मूल्य/ Values
Specialization for PG	Not Applicable
Experience	1 to 3 Years
State	NA
District	NA
Zipcode	NA
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Computer Operator

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
---------------	--	-------------	--	---

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Gandu Raja Chanasha	500032,Engineering Staff College of India Campus, Beside Khajaguda Lake, Gachibowli, Hyderabad, Telangana	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 22750 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 739 • Tenure/ Duration of Employment (In Months) : 12

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

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

अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

**TENDER NOTICE FOR PROVIDING MANPOWER SERVICES
AT YOUNG INDIA SKILLS UNIVERSITY, TELANGANA.**

NIT No. 2025-26/02
Date of Issue:10-06-2025
Date of Closing: 02-07-2025



**Address: Kautilya Block, ESCI (Transit Campus), Beside Khajaguda Lake,
Gachibowli, Hyderabad-500032**

INDEX

Section	Contents	Page No.
I	Notice Inviting Tender (NIT)	2
II	Instructions to Bidders (ITB)	3
III	Qualification/ eligibility criteria	4-5
IV	Activity schedules and other requirements	6-9
V	General Condition of Contract (GCC)	10-15
VI	Special Condition of Contract (SCC)	16-21
VII	Standard Formats Format-I: Technical Bid Format Format-II: Experience Format Format-III: Financial Information Format IV: Financial Bid Format-V: NEFT Mandate Format Format-VI: Declaration by Bidder	22-29

SECTION-I
NOTICE INVITING TENDER (NIT)

“Providing Manpower Services at YISU, Telangana”

1. The Young India Skills University, Telangana (YISUT) invites e-Tender under Single Stage Two Envelops System (Two Bid System) through Government e Marketplace (GeM) Portal (<https://mkp.gem.gov.in>) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/agencies/companies for “Providing Manpower Services at YISUT.
2. The interested bidders can visit the University website <https://yisu.in/> →go to TENDERS tab or GeM portal <https://mkp.gem.gov.in> for details.
3. Interested firms/ agencies/ companies are advised to visit GeM website <https://mkp.gem.gov.in>, University website <https://yisu.in/tenders/> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment. After closing date, any notice regarding tender will be published in University website.

SCHEDULE OF TENDER:

Name of the Work	Providing Manpower Services at Young India Skills University, Telangana
Type of Tender	Single Stage Two Envelops System (Two Bid System)
EMD	₹1,50,000/- (Rupees One Lakh Fifty Thousand Only)
Mode of EMD Payment	The Bidders should send separate NEFT /Online Payment Transfer details for EMD to the account of “Young India Skills University, Telangana. Bank Account Details: Name of the Beneficiary: Young India Skills University, Telangana Account No: 43452954044 IFS Code: SBIN0004187 Branch: Hitec City
Publication of e-Tender on GeM	As per GeM
Pre-Bid Meeting	Not applicable
Last date and time for Submission of online tender documents on GeM	As per GeM
Date and time of Tender Opening	As per GeM

SECTION-II

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website: <https://yisu.in/> → go to TENDERS tab or GeM portal at <https://mkp.gem.gov.in>.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All terms and conditions should be accepted and the bid should be filled as per the requirements of the GeM portal.
4. All offers should be duly filled on GeM portal.
5. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
6. Address and contact numbers for seeking clarifications & Communication: -
 - a) Address for Communication:

The Registrar,
Young India Skills University,
Engineering Staff College of India Campus,
Beside Khajaguda Lake, Gachibowli,
Hyderabad-500032, Telangana.
 - b) Contact Person Details for seeking clarifications:

Name/ designation of the contact personnel: Mr. S Vamsi, Manager (F&A)
Telephone/Mobile Numbers: 8374305711
Email ID of Contact Personnel: sudha.vamsi@yisu.in

SECTION-III

QUALIFICATION/ ELIGIBILITY CRITERIA

The bidder must have experience in the area of providing Manpower Services in Central/ State Government/ PSUs/ Nationalized Banks/ Autonomous bodies/ Reputed Organizations for a minimum period of three years ended 31st March, 2024. Service rendered with list of such Central/ State Government/ PSUs/ Nationalized Banks/ Autonomous bodies/ Reputed Organizations with duration of service and work value shall be furnished. Estimated cost of work is **₹ 50 Lakhs (Rupees Fifty Lakhs Only)** approximately.

1. **Financial Capability:** Average annual financial turnover of the bidder during the last three financial years ending 31st March, 2024 should be at least Rs. 75 Lakhs (Rupees seventy-five Lakh only).
2. **Past Experience:**
 - a) The bidder must have at least three years' experience of providing Manpower Services to Central/ State Government/ PSUs/ Nationalized Banks/ Autonomous bodies/ Reputed Organizations.
 - b) The bidder must have successfully executed/ completed similar manpower services, over the last three financial years ended 31st March, 2024: -
 - i. Three similar completed services not less than the amount equal to 40% of estimated cost;
or
 - ii. Two similar completed services costing not less than the amount equal to 50% of estimated cost;
or
 - iii. One similar completed service costing not less than the amount equal to 80% of estimated cost;
3. Self-attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.
4. **Licence:** Copy of valid Labour license for providing Manpower Services at Telangana.
5. Self-attested copy of following additional documents: -
 - a) Valid labor license under the contract Labor (Regulations & Abolition Act, 1970)
 - b) GST Registration certificate
 - c) Registration under EPFO
 - d) Registration under ESIC
 - e) PAN Card
 - f) Registered branch office in Telangana
6. Technical Bid duly filled with all supporting documents (**Format-I**).

7. Self-attested Copies of work orders and experience with financial value in Manpower Services for last three years and names & address of clients who may be contacted for further information on those contracts **(Format-II)**.
8. Income Tax returns filed for the last three financial years ended 31st March, 2024.
9. Certified copies of Audited Financial Statements of the last three financial years ended 31st March, 2024 by CA comprising following: - Please fill **Format –III**
 - a) Balance sheet
 - b) Profit and loss Statement/Income and expenditure account
10. Bank Account details (NEFT Mandate Form) **(Format-V)**
11. An undertaking on non-judicial stamp paper of Rs. 100.00 to be furnished as per the **Format-VI** of the tender document.

Note: Bidders not complying with above conditions or not providing complete information as described shall not be considered and hence out rightly rejected.

SECTION – IV

ACTIVITY SCHEDULES AND OTHER REQUIREMENTS

1. The Manpower agency shall inspect the site (if necessary) at Young India Skills University, Telangana and fully acquaint themselves with scope and nature of working conditions etc. No claims will be considered later on the grounds of ignorance or otherwise of the conditions under which the work will have to be executed. The housekeeping staff deployed by the agency shall be responsible for maintaining cleanliness and hygiene across all designated areas of the University premises, including but not limited to classrooms, laboratories, administrative offices, corridors, washrooms, common areas, canteens, and outdoor spaces such as pathways and gardens, other manpower as per the roles and responsibilities defined. In addition, other manpower provided by the agency, as per the roles and responsibilities defined in the scope of work, shall perform their respective duties diligently and in accordance with the instructions of the University authorities, ensuring uninterrupted support to the academic and administrative functions of the University.
2. YISU is currently operating from its temporary campus. The successful bidder will be required to provide services at any location within Telangana/Hyderabad where the University, its satellite campuses, or branches may be located or relocated, as and when required.
3. **Description of Services & Activity Schedule:** Young India Skills University, requires services for Engagement of manpower for the following:
 - a) **Housekeeping Manpower:** YISU requires Housekeeping Manpower Services from Monday to Saturday, between 08:00 Hrs and 16:30 Hrs, including a 30-minute lunch break. Services may also be required on Sundays or public holidays in case of official meetings, university events, or other special requirements as notified by the University.

Housekeeping Duties:

- a) Daily cleaning of classrooms, offices, corridors, staircases, etc.
- b) Periodic deep cleaning of glass surfaces, window panels, furniture
- c) Deep cleaning and sanitization of restrooms and replenishing consumables.
- d) Waste segregation and disposal in compliance with hygiene standards.
- e) Maintenance of outdoor premises: pathways, entry gates, courtyards.
- f) Support for official events and functions – setup, cleaning, and post-cleaning.
- g) Cleaning of pantry/dining/kitchenettes (if applicable).
- h) Specialized cleaning (floor polishing, carpet cleaning, pest control, etc.).
- i) COVID-related disinfection of high-contact surfaces and general sanitization.
- j) Prompt reporting of maintenance issues and adherence to assigned schedules.
- k) Staff must wear proper uniforms and follow safety/hygiene protocols at all times.

- b) Office Subordinate (Attender):** The following works will be looked after by the Office Subordinate: -
- a) Keeping files in orderly and organized manner.
 - b) Timely opening and closing of offices.
 - c) Movement of official documents/ files between various departments/ sections.
 - d) Arrangement of all the basic amenities at officer's desk.
 - e) Making entries of the all incoming and outgoing documents/ letters/ files etc.
 - f) Arrangement of Refreshment during the meeting.
 - g) Do the work in accordance with the instruction issued by the Reporting Officer/ Competent Authority.
 - h) An order will be issued separately regarding the roles and responsibilities and the reporting officer by the Competent Authority.
- c) Office Helper/MTS:** YISU requires the services of Office Helper to support daily office-related errands and minor logistical tasks. The Office Helper will assist with the following.
- i) Bringing essential items for office use.
 - ii) Submitting official papers and documents to government/private offices;
 - iii) Depositing cheques and documents at banks, and collecting receipts if required;
 - iv) Performing general movement-based tasks as instructed by the University authorities.
 - v) Assisting in setting up meeting rooms and handling movement of stationery / documents within campus as needed.
 - vi) The deployed individual must be punctual, physically fit, and capable of handling assigned duties efficiently. Duty hours and responsibilities will be as per the operational requirements of the University.

d) Computer Operator (Accounts/Admin/Academics and Purchase & Stores):

1. For Accounts Department

Key Roles and Responsibilities:

- a) Enter day-to-day financial transactions accurately in accounting software (Tally Prime).
- b) Maintain records of bills, vouchers, receipts, and other financial documents.
- c) Assist in preparing monthly financial statements and reports.
- d) Support in maintaining files for audits and financial reviews.
- e) Ensure proper filing of GST, TDS, and other statutory data.
- f) Prepare and update ledgers, cash books, and bank reconciliation statements.
- g) Assist in handling correspondence related to accounts.
- h) Maintain confidentiality of financial records and data.
- i) Perform any other accounting-related duties assigned by the department.

2. For Administration Department

Key Roles and Responsibilities:

- a) Enter and update administrative data, records, and reports.
- b) Maintain files related to office administration, HR, inventory, etc.

- c) Assist in preparing letters, notices, circulars, and office documents.
- d) Support daily office operations like attendance tracking, logistics, and file movement.
- e) Handle email communication and follow-up on routine matters.
- f) Maintain databases for staff records, leave, and office supplies.
- g) Coordinate with vendors for office-related requirements as needed.
- h) Maintain confidentiality of official documents and correspondence.
- i) Perform any other admin-related tasks assigned by the department.
- j) Working knowledge of FRSR and applicable government rules related to service matters

3. For Academics Department

Key Roles and Responsibilities:

- a) Answering phones, emails, and correspondence.
- b) Scheduling appointments and meetings.
- c) Maintaining records and databases.
- d) Preparing briefing materials, agendas, and reports.
- e) Preparing minutes of meetings.
- f) Ensuring compliance with policies and procedures.
- g) Assisting with advising, admissions, and course logistics.
- h) Handling student inquiries and resolving academic issues.
- i) Managing student records and data.
- j) Other Responsibilities as assigned by the management.

4. For Purchase & Stores

Key Roles and Responsibilities:

- All procurement activities under Purchase & Stores.
- Tracking orders, ensuring timely delivery, and resolving issues.
- Managing stock/Inventory levels
- Receiving and inspecting goods, identifying and storing them appropriately.
- Maintaining accurate records of inventory, tracking movements, and managing documentation.
- Handling requests for goods, packaging and shipping them as needed.
- Collaborating with various departments to understand their inventory needs.
- Knowledge of GFR-2017 with regard to procurement.
- Thorough knowledge of GeM portal operations
- Any other responsibilities as assigned by the management.

Note-1: Any requirement of additional work may be informed as per the requirement of the University.

4. Man-Days/ Manpower Schedule

The no. of person will be approximately 17 manpower. This may increase/ decrease as per requirement of the University. The service provider shall depute an experienced and qualified manpower.

Sl.No.	Manpower/Post	Category	Required Manpower	Remarks
01.	Housekeeping	I	07	
02.	Office Subordinate/Attender	I	04	
03.	Office Helper/MTS	I	02	
04.	Computer Operator (Accounts/Admin/Academics and Purchase & Stores)	III	04	
Total			17	

Note: - The Purchaser reserves the right to increase or decrease the quantity as per requirement of the University/GeM norms during the contract. Bidders are bound to accept the orders accordingly.

SECTION-V

GENERAL CONDITIONS OF CONTRACT

1. **Bid Security (EMD):** The bidder shall transfer ₹1,50,000/- (Rupees One Lakh Fifty Thousand Only), as per GFR-2017, through NEFT/ Online Payment towards Bid Security/ EMD to the account of “Young India Skills University, Telangana”, details must be submitted along with the tender document. The details of bank Account has been mentioned under Section-I at Schedule of Tender.
2. **Performance Security:** On receipt of notification of award of work order from the University, the successful Bidder within 15 days shall furnish the performance security @ 5% of annual contract value (awarded work) in the form of online transfer or in the form of Bank Guarantee from a Scheduled Commercial Bank if permitted by University in the account of “Young India Skills University, Telangana” with following terms and conditions: -
 - a) Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor/ agreement.
 - b) The Performance Security will be forfeited and credited to the University account in the event of a breach of contract/ agreement by the contractor.
 - c) It will be refunded after 60 days, post successful completion of all contractual obligations and duly performs of all agreed assignments as per agreement.
3. **Contract Period:** The contract will be **initially period of One Year** and shall be renewed annually on the basis of performance and mutual consent with the same terms and conditions for the maximum period of three years. The contract shall be terminated by the University giving prior notice of 60 days to this effect. However, the contract can also be terminated by the agency giving prior written notice of 90 days.
4. **Payment Terms & Conditions:** Payment to Service Provider shall be made on monthly basis. Bill/s (in duplicate-pre-receipted) shall be submitted by the firm/ agency after completion of every month duly enclosing therewith: -
 - a) Ink-signed copy of Commercial invoice
 - b) Attendance certified by an officer authorized by the University.
 - c) Salary payment sheet of the current month, with bank transaction details duly signed by the employed security personnel.
 - d) A separate challan (Duly signed & stamped by company officials) showing proof of remittance of ESI and EPF in respect of personnel deployed under the contract for previous month to the respective authorities.
 - e) A separate challan of deposit of GST and other statutory liability as applicable (Duly signed & stamped by company officials) for previous month.
 - f) Enclose NEFT Bank Details for making payment through online mode of transfer.
 - g) **The agency has to pay the remuneration as per Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021, as the case may be, to the engaged personnel by the**

Seventh (07) day of the following month without linking to payment to be received from the University.

5. The University will release payment **within 15 working days** from the date of the receipt of bills along with all the above necessary documents, if found in order.
6. The successful bidder/firm/agency **shall not be paid any kind of advance** under any circumstances.
7. **Deduction of Income Tax, GST and so on, at source from payment to suppliers:**
This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.
8. **Refund from Supplier** - If the supplier, after claiming and receiving reimbursements for GST or other taxes and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds, Such refunds contain the University share also (out of the payments already made by the University to that vendor) and that should be **refunded to the University**.
9. The successful bidder shall have to obtain labour license before commencement of work from concerned labour authorities, wherever applicable, under the provisions of contract labour (Regulations & Abolition) Act, 1970 and the rules/ amendments made there under from time to time. The bidder shall also ensure renewal of such license well before its expiry.
10. The agencies/bidders/firms should maintain all the records/ registers / documents which are necessary under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at Young India Skills University at all times.
11. **Site Visit:** - The bidder, at the bidder's own responsibility, risk and expenses, is encouraged to visit and examine the site (if necessary) and its surroundings and shall obtain all information that may be necessary for preparing the bid and entering into a contract for the services only on working days.
12. **Workmen Safety and Insurance:** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their employed personnel, who are engaged for the Manpower Services of the University. The University shall not be liable/ responsible for any compensation in case of any fatal injury/death caused to or by engaged manpower while performing/ discharging their duties/ for inspection or otherwise.
13. **Registered Branch office in Telangana:** The agency/ firm shall have a proper registered branch office in Telangana. The office shall have effective communication facilities like telephone, e-mail, mobile phones, vehicles etc. and manned control room to ensure quick response. **Documents pertaining to registered branch office** i.e. Registration documents, rent agreement/ property documents etc. shall be submitted with technical bid. **Payment of First bill/ invoice will be linked with the said documents.**
14. **Modification of bids:** The University reserves the right to alter/ modify any or all conditions of this tender document before submission of Technical and Financial bids. The agencies/ bidders/ firms shall not be permitted to alter or modify their bids after last date of submission of bids. At any time prior to the deadline for submission of

tender, the University may amend the tender documents by issuing addendum/ corrigendum.

15. Selection of the Bidder: For the purpose of selection of the bidder, a Single Stage Two Envelops System (Two Bid System) process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid & Financial Bid.**

- a) **Technical Bid:** Technical bid should contain information regarding the company/ firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. (Format I, II, III, IV, V, VI) must be uploaded as part of Technical Bid along with supporting documents).
- b) **Financial Bid:** Financial bid should contain rate of the service charge required to be supplied along with tender form, duly filled and signed by the authorized person. Conditional Offer will not be accepted (Format IV).

16. Evaluation of bid:

- a) Technical Bid along with pre-qualification criteria of this tender will be evaluated by an evaluation committee nominated by competent authority to conclude the tender. Financial bids of bidders who are technically qualified as per evaluation committee will only be opened.
- b) L1 (lowest bid) will be decided on service charge basis (as mentioned in financial bid of GeM) and the committee decision is final.
- c) Unless otherwise stated in the price bid, it will be construed that the price quoted is inclusive of all taxes and duties. No claim in this regard will be entertained at a later stage.
- d) The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence.
- e) In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the Reasonableness of the rates quoted by the tenderer in the financial bid as per GeM terms and conditions. **The bidder shall not quote rate less than 03.85% in Service Charge.**
- f) The overall successful bidder/ lowest bidder (L1) will be decided on the basis of lowest reasonably quoted service charge (above the minimum threshold as mentioned above) in Financial Bid. In case of tie to the service charge, the lowest bidder (L1) will be decided as per GeM/University.

17. Rejection of Bids:

- a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the EMD/ Performance Bank Guarantee and cancel the order, if awarded.

- b) If the technical offer contains any price information the offer will be summarily rejected.
 - c) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
 - d) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection. All pages of the tender documents have to be duly signed and stamped by the authorised signatory.
 - e) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
 - f) The Tenderer must confirm in their bid acceptance of all the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render/liable the Quotation for rejection.
 - g) The University reserves the right to reject any or all the bids without assigning any reason thereof.
 - h) Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.
 - i) Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered.
18. **Withdrawal of bids:** No bidder will be allowed to withdraw its bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's bid security and other sanctions.
19. **Bid Validity:** Bids should be valid for a period of 180 days from the date of opening of technical bid.
20. **Settlements of disputes:** All the disputes shall be initially settled with mutual discussions or arbitration. Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, if any, with regard to providing services and interpretation of any clause in this agreement, the Hon'ble High Court of Telangana shall have the Jurisdiction.
21. **Arbitration:**
- a) The seat of Arbitration shall have been at Telangana.
 - b) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended time to time.
 - c) The language of the arbitration shall be English.
22. **Final decision-making authority:** The Vice Chancellor, Young India Skills University, Telangana reserves the right to accept or reject any bid and to annul the tender process and reject any or all bid at any time, without assigning any reason or incurring any liability to the applicants.
23. Subcontracting/Subletting of the contract is not allowed.

24. **Cancellations of tender/ Contract:** The University may cancel agreement entered with vendor in whole or in part, for no cause, upon written, e-mail, or telex notice to the Vendor, in the event that the vendor fails to comply with any term or condition of tender or there is any breach to the terms and conditions in the contract/work order.
25. **Penalty for use of Undue influence:** The firm/ agency undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the University or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of Telangana for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of Telangana. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the firm/ agency) or the commission of any offers by the firm/ agency or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the University to cancel the contract and all or any other contracts with the firm/ agency and recover from the firm/ agency the amount of any loss arising from such cancellation. A decision of the University or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the firm/ agency. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the firm/ agency towards any officer/employee of the University or to any other person in a position to influence any officer/employee of the University for showing any favour in relation to this or any other contract, shall render the firm/ agency to such liability/ penalty as the University may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Performance Security and refund of the amounts paid by the University. Penalty, if any, imposed by the University shall be recoverable from running bills or Performance Security

26. **Force Majeure clause:**

- a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/ Services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (Ten) days from the moment of their

beginning.

- d) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods/services received.
27. The Agencies/ Firms shall perform all the assigned jobs to the satisfaction of the University and shall be liable for any loss or damage to the University as stated herein:
- a) The Agencies/Firms and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the areas of responsibility given to the man, not knowingly lend to any person or Agencies/Firms/Agency, any effects or assets of the University under its control.
 - b) **In event of any loss being caused to the University that is prime-facie on account of the negligence and/or dereliction of duties by the Agencies/Firms or its staff, a Joint Committee comprising of a representative of the University and Agencies/Firms shall determine whether the loss is on account of unsatisfactory performance of the Agencies/Firms and in that case, it will also determine the compensation to be paid to the University by the Agencies/ Firms. There commendations of the Joint committee will subject to the approval of the Vice Chancellor, YISU Telangana.**
 - c) The liabilities are met by the Agencies/ Firms. For the liabilities the Agencies/ Firms may make good such a loss by compensating to the University due to negligence or poor performance by the Agencies/Firms.
 - d) However, the Agencies/Firms will not be held responsible for the damages caused due to Force Majeure circumstances.
28. In case, the Service Provider does not execute the work as per the terms and conditions of the work order/ Agreement, the same shall be executed through other firm/ agency and the expenditure, „if any“, incurred in this regard shall be recovered from the Service Provider's Security Deposit and Pending bills and University may initiate appropriate action as deemed fit, including termination of contract.
29. In case, the bidder awarded contract for manpower services, fail to execute the work/ services as per work order/ agreement, the University shall award the work to the next higher responsive bidder at the rates offered by lowest responsive bidder. (Rule 173(xvi) of GFR 2017)
30. Disputes, grievances, if any, between the Manpower agency/ Service Provider and personnel deployed by it or between deployed personnel, has to be settled/ resolved by the Service Provider only.

SECTION - VI

SPECIAL CONDITIONS OF CONTRACT

1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work.
2. The employed personnel action shall promote goodwill and enhance the image of the University.
3. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him.
4. The University may also require a replacement of any deployed manpower with immediate effect without assigning any reason.
5. **The University reserve the right to decide and select the candidates to be deployed considering the age, qualification and experience etc.**
6. The University **shall not allow** any employee of the Agencies/Firms to work inside the University without uniform (Housekeeping) except in cases wherein specifically asked for.
7. If during the period of contract the uniform is torn, it shall be the responsibility of the Agencies/Firms to supply another pair of uniform to the employed housekeeping personnel and ensure that the persons wear uniform while they are on duty in the University.
8. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc.
9. All services shall be performed by persons qualified and experienced in performing such services.
10. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.
11. The employed staff, in any circumstances, **shall not** divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential/ secret in nature.
12. The employed staff, in any circumstances, **shall not claim** any benefit/ compensation/ absorption/regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University. **(Format-VI).**
13. The service provider shall ensure deployment of suitable personnel post collection and diligent verification of following documents **(Pre-requisites):-**
 - a) Certified/ proper background/ character verification certificate by the local police.
 - b) Proof of identity as per document issued from Govt. of India/ Telangana
 - c) Proof of residence as per document issued from Govt. of India/ Telangana
 - d) Proof of Age/ DOB as per document issued from Govt. of India/ Telangana
 - e) Aadhar Card

- f) Driving license, as applicable
 - g) PAN Card
 - h) Recent Coloured Photographs (02)
 - i) Bank account details
 - j) Certified previous work experience certificate
 - k) Education qualification certificate
 - l) Resume of all engaged personnel with all standard/ required details
 - m) Any other relevant documents/ certificate as directed by the University
14. Additionally, for certain key positions — specifically **Office Subordinate (Attender), Office Helper/MTS, and Computer Operator** — the service provider shall submit the profiles of prospective candidates to the **University** for prior review and approval. The final selection and suitability of such candidates shall rest with the **University**, which reserves the right to accept or reject any profile without assigning any reason. Only upon receipt of the University's approval shall the service provider deploy such personnel at the University.
 15. Further, in case the University identifies any suitable candidate for deployment under the scope of this contract, such personnel shall also be deployed through the selected agency, and the agency shall comply with all applicable formalities and ensure proper onboarding of the candidate under its payroll for the purpose of this contract.
 16. The character and antecedents along with all the above documents of each employed personnel has to be verified by the service provider before their deployment and a certification with copy of all above supporting documents to this effect, is to be submitted to the University within 01 month of deployment of personnel.
 17. The service provider shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their remuneration every month as per **Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021**, Contract Labour (Regulations & Abolition) Act, 1970, Payment of Wages Act, 1936 **by the Seventh (07) day of the following month without linking to payment to be received from the University**. In case of delayed payment, the Service Provider is liable to pay the penalty as decided by the competent authority which shall be binding upon the service provider.
 18. The agencies/bidders/firms shall be wholly and exclusively responsible for payment of wages, EPF, ESIC, etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, etc and YISU, Telangana shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.
 19. The service provider shall provide the required personnel for a shorter period also, in case of any service exigencies as per the requirement of the University during various occasions like VIP visits, culture/ sports programmes etc. within 12 hours of receipt of written or verbal directive through authorized University Official.

20. The service provider shall provide a substitute, well in advance, if there is any probability of personnel leaving the job due to his /her own personal reasons.
21. The service provider shall ensure of providing ESI card to all the employed personnel within one month of commencement of work under this contract to enable them to avail of the entitled medical facilities.
22. The remuneration as per **Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021**, revised from time to time shall be applicable for the engaged personnel. The Service Provider shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e- transfer only as per the as per **Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021**, revised from time to time. Payment in cash is totally prohibited. A certificate that the wages have been paid in accordance with the said notification should invariably be furnished along with bank transfer details/ bank manager certificate by the service provider every month along with the monthly bill to the University. Statutory payment such as EPF, ESIC etc." It will be sole responsibility of the Service Provider to maintain/ open EPF/ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.
23. The Service Provider shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.
24. The Service Provider have to maintain EPF account of each person employed.
25. It will be sole responsibility of the Service Provider to maintain/ open EPF/ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.
26. The Service Provider shall be solely responsible for any query raised from the office of Regional/Assistant Labour Commissioner on issues related to EPF/ESI, minimum wages, bonus etc to the employed personnel.
27. **The successful bidder shall enter into an Agreement with the University on Non- Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Award. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and terms and conditions of Bid Securing Declaration Form will be executed, as per GFR – 225 (vi).**
28. In case, the Service Provider fails to make payment of remuneration to his personnel deployed under the contract, the performance security and the amounts payable by the University to the Service Provider, shall be utilized by the University to discharge primary liability of the Service Provider towards various personnel and also liable to terminate the agreement.
29. The Service Provider shall ensure adherence to all relevant acts/ laws including (as amended time to time): -
 - a) The Contract Labour (Regulations & Abolition) Act, 1970

- b) The Payment of Wages Act, 1936
- c) The Workmen Compensation Act, 1923
- d) Minimum Wages Act, 1948
- e) ESI Act 1948
- f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
- g) The Industrial Disputes Act, 1947
- h) The Equal Remuneration Act, 1976
- i) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979

30. **Eligibility criteria of Personnel:** The Agencies/ Firms shall have provided proper standard and trained Manpower. The University will select the manpower in conjunction with following conditions: -

a) The service provider shall not employ or engage any person, unless he/ she: -

- i. Has completed eighteen years of age but has not attained the age of sixty-five years;
- ii. Satisfies the agency about his character and antecedents in such manner as may be prescribed;
- iii. Has completed the prescribed training successfully;
- iv. Fulfils such physical, educational and experience standards as prescribed below: -

Role/ Responsibility	Minimum Education Qualification	Minimum Experience Required
Housekeeping	NA	0-1-year Experience
Office Subordinate/Attender	10th Pass + English (Basic Writing) + Hindi (Basic Speaking) + Telugu (Basic Speaking and Writing)	Minimum 1 year Experience
Office Helper	NA	0-1-year Experience
Computer Operator	1. Bachelor of Commerce for Accounts. 2. Any Degree for Administration.	Minimum 1-3 years' Experience

Note: - The above-mentioned minimum qualifications can be modified by the University as & when required.

- b) No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any private agency shall be employed or engaged in the manpower services.

31. The Agencies/Firms shall have proper standard and procedures of recruitment and training. The Agencies/Firms will provide a copy of Training Manual for inspection to University authorities.

32. Penalty: - The service provider shall provide immediate replacement in case the personnel of the Agency/Firm is proceeding on leave or leaving the agency.

a) In case of breach of contract, during the contract period, the University will impose/ deduct additional penalty of 5% of total contract value from the final bill, as penalty, in addition to forfeiture of 5% performance guarantee from the agency.

b) In case of failure to provide requisite strength of Manpower and services during the contractual period, following amount will be imposed as penalty:

S. No.	Reason of Penalty	Amount (In Rupees)	Remarks
i	Absence of Personnel	500.00	Per person/ day
ii	Any employed personnel found under influence of intoxicants/ drugs/ liquor	500.00	Per person/ incident
iii	Misbehave/ misconduct with students/employees of university by employed personnel	500.00	Per person/ incident
iv	Delay/Non-payment of remuneration in time i.e. within 07 days of every month (Expect special /Unforeseen circumstances)	1,000.00	Per day
v	Less/ Non-payment of ESI/ EPF/ Bonus to any engaged personnel	5,000.00	Per month

c) Additionally, the University may require the service provider to dismiss or remove and immediately replace the employed personnel from the site of work, as per following service conditions, if: -

- i. He/ She observed to be incompetent to discharge the assigned duties.
- ii. His/ She misconducts with the University officials or students.
- iii. His/ Her services being not required by the University
- iv. He/ She observed to be involved in activities which are considered as threat to the security of university.
- v. He/ She observed to be involved in any unlawful activities within the premises or outside of the University.
- vi. He/ She founded intoxicated
- vii. He/ She observed in Security risk.
- viii. He/ She observed in incompetence.

- ix. He/ She found in conflict of interest.
- x. He/ She found in breach of confidentiality.
- xi. Instruction/ direction received from university in writing or verbal order by competent authority.

- d) If any personnel employed by the agency found to be involved in repeated offence (as mentioned above) twice or found involved in any of the two or more offences at a time, the total penalty will be double the above-mentioned penalty amount. The concerned involved personnel should be removed from service immediately and University may review the performance of the agency for termination of contract.

The Service Provider shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.

Format-I

TECHNICAL BID

Sl No	Particular	Details	Enclosed/ Uploaded Documentary Evidence) Page No.
1	Name of the firm/ contractors/ agency and address		
2	Address of Registered branch Office in Telangana (Undertaking, if not registered at Telangana)		
3	EMD		
4	Mobile No. and E-mail		-----
5	Registration Number and date of registration of company/ cooperative/ agency/ SHG/ Society, if any		
6	Authorization details		
7	Valid MSME Certificate, if applicable		
8	Year of Establishment		
9	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non- individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)		
10	GST Registration no		
11	PAN Card no.		
12	Bank Accounts Details (As per Format – V)		
13	EPFO Registration No.		
14	ESIC Registration No.		
15	Valid Labour License in Telangana under Contract Labour (Regulation & Abolition) Act, 1970		
16	At least three years' experience of providing Manpower Services to Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations. - Format – II with supporting documents		
17	Having successfully executed/ completed Manpower service, over the last three financial years ended 31st March, 2024:- Three similar completed services not less than the amount equal to 40% of estimated cost; or Two similar completed services costing not less than the amount equal to 50% of estimated cost; or One similar completed services costing not less than the amount equal to 80% of estimated cost Format – II with supporting documents		
18	Average annual financial turnover of the bidder during the last three financial years ended 31st March, 2024 (should be at least ₹75 Lakhs) - Format-III		
19	An undertaking on non-judicial stamp paper of Rs. 100.00 to be furnished (As per Format-VI)		
20	Signed Un-priced copy of Financial Bid (BOQ) with “Nil” Written in Rate and amount Column (As per Format III).		

Note: Attach supporting documents for all the above-mentioned details. Page No. is Mandatory to be put indicating supporting documents

(Signature of the Tenderer with stamp of firm with Date)

Format - II**DETAILS OF SIMILAR WORKS COMPLETED DURING LAST THREE (03) YEARS.**

Sl. No.	Name of the project and location	Name of the organization	Cost of work in Lakh	Date of Commencement as per the contract	Stipulated date of completion/ Actual date of completion	Litigation / arbitration pending/ in progress with details (If any)	Page No. of the Documentary evidence
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Notes: -

1. Submit the relevant supporting documents.
2. Please mention all works executed equal to or above the qualifying amount.
3. For stipulated date of completion, submit copy of workorder.
4. For actual date of completion, submit copy of completion certificate from the purchaser.
5. Please clearly indicate the works (in the above form) on the basis of which pre- qualification is being sought.

(Signature of the Tenderer with stamp of firm with Date)

FINANCIAL INFORMATION

Financial Analysis: Furnished following financial details, duly supported by certified copy of audited balance sheet, profit & loss statement for the last three years: -

Financial Year	Annual Turnover	Profit / Loss	Remarks
2021-2022			
2022-2023			
2023-2024			
Gross Total			
Average Annual Turnover of three years			

(Signature of the bidder with stamp of firm with Date)

Details of certifying Chartered Accountant

Name:

Reg No:

Membership No:

Address with Mobile No and Email Id:

Certified by Chartered Accountant (ink signed with stamp)

FINANCIAL BID / BOQ**Scope of work: Providing Manpower Services at Young India Skills University, Telangana.**

Name and full address of the Agencies/Firms _____

(with email id & Tel/Mobile No).

Part-A

Particulars	Remuneration and Deduction should be as per norms	
Remuneration	<i>Not to be Quoted</i>	<i>Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021, revised from time to time.</i>
ESI		
EPF		

Part-B

Particulars		Rate	Remarks
Service Charge	Percentage per	Not Required to Fill in this column and required quote only in the GeM	Security Agency has to quote Service charge in % as per the GeM.

Note: - The minimum remuneration as per Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021, revised from time to time.

(Signature of the Tenderer with stamp of firm & Date)**Note:**

1. Please do not fill price here. Only Signature of the Tenderer with stamp of firm & date is required.
2. The bidder shall not quote rate less than 03.85% in Service Charge. In case the bidder quotes below 03.85% Service Charge, it will be considered as impracticable/ not feasible to execute the assignment, hence, the committee will reject the bid and next bidder, who is equal or above to threshold value will be considered as per grading/ rate.

NATIONAL ELECTRONIC FUNDS TRANSFER (NEFT) – MANDATE FORM

- (1) Name of Account holder:
- (2) Bank Name:
- (3) Bank Branch Address:
- (4) Account Type: Savings/Current/Cash Credit/NRI:
- (5) Account No:

(Bank account number should be written from left to right)

- (6) IFS Code:
- (7) MICR Code:
- (8) Bank Registered Mobile number:
- (9) Bank Registered E-Mail Id:

Signature of the Account holder with Date:

Enclosure: -

- a) Cancelled cheque leaf

Or

- b) If cheque is not having the name of bank holder, then Photo copy of the page of Bank pass book containing details of Bank accounts number, IFS code etc.

DECLARATION BY THE BIDDER

(To be executed & attested by Public Notary/ Executive Magistrate on Non-Judicial Stamp paper of Rs. 100/- by the bidder)

I/We _____ Proprietor of M/s _____ do hereby
declare following, that: -

1. The firm/ company namely M/s _____ has not been black Listed or debarred in the past by Union/ State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the YISU, Telangana.
3. I/ We do accept all the terms and conditions of the tender documents towards “Tender for Providing Manpower Services in YISU Telangana”.
4. I/We have not involved any litigation, current or during the last five years, the parties concerned and disputed amount.
5. At the time of exigencies and special requirement/ events viz. Official gathering/ VIP Visit/ Agitation/ Strike/ festivals and likewise, extra-man days shall be availed from the available lot of man days. It shall be ensured by the agency that total mandays used/ consumed shall not exceed the allotted / sanctioned mandays.
6. All services shall be performed by persons qualified and experienced in performing such services.
7. In any circumstances, engaged personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organizational matters as these are confidential/ secret in nature.
8. In any circumstances, the engaged personnel by our agency shall not claim any benefit/ compensation/ absorption/regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labor (Regulation & Abolition) Act, 1970.
9. I/We shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their remuneration every month **Abstract, Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021**, by the Seventh (07) day of the following month without linking to payment to be received from the University In case of delayed payment, I/We are liable to pay the penalty as decided by the competent authority, which shall be binding on us.
10. I/ We shall be wholly and exclusively responsible for payment of remuneration, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.

11. I/We shall provide a substitute, well in advance, if there is any probability of an engaged personnel leaving the job due to his/her own personal reasons. The agency shall ensure of providing ESI cards to all the employed personnel within one month of commencement work under this contract to enable them to avail of the entitled medical facilities.
12. I/We shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e-transfer only as per the revised remuneration notifications issued by Government of Telangana, from time to time. Payment in cash is totally prohibited.
13. I/We shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the agency/ service provider shall be acknowledged immediately on receipt on the same day.
14. I/We shall not engage an Agent or paid commission or influence any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the firm/agency, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.
15. It will be sole responsibility of the agency/ Service Provider to maintain/ open EPF/ ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.
16. I/We shall replace immediately any of its personnel, if they are found to be unsuitable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.
17. I/We shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University
18. I/We shall enter into an Agreement with the University on Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Award. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Bid Security.
19. I/We shall ensure adherence to following relevant acts/ laws including (as amended time to time)
 - (a) The Contract Labour (Regulations & Abolition) Act, 1970
 - (b) The Payment of Wages Act, 1936
 - (c) The Workmen Compensation Act, 1923
 - (d) Minimum Wages Act, 1948
 - (e) ESI Act 1948
 - (f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
 - (g) The Industrial Disputes Act, 1947
 - (h) The Equal Remuneration Act, 1976
 - (i) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979
21. The information furnished in the technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, and my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

22. In case the above information found false, I/ We are fully aware that the tender/ contract will be rejected/ cancelled by the YISU Hyderabad. Bid Security/ Performance Security shall be forfeited and will be debarred from any future tendering process. Pay the penalty (5% of contract value) as fixed by the University in addition to forfeiture of the performance guarantee for causing administrative inconvenience to the University. The University may also initiate the process of blacklisting our firm/agency for the breach of contract. In addition to the above, YISU Telangana, will not be responsible to pay the bills for any completed/ partially completed work.

I/We shall also indemnify YISU against any claims arising out of deployment of our personnel.

Deponent Witness: -

1.

2. Name

Address Attested:

(Public Notary/ Executive Magistrate)