

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	13-07-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	13-07-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	University Of Allahabad
कार्यालय का नाम/Office Name	Govind Ballabh Pant Social Science Institute
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :dirgbpssi.ah-up@gov.in Buyer Email id: buyer1.ua.up@gembuyer.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Skilled; ITI; Others , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Others
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)	150 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation 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) *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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a). 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 :

Administrative Officer

Govind Ballabh Pant Social Science Institute, Jhusi Prayagraj

(Administrative Officer, Govind Ballabh Pant Social Science Institute Prayagraj)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

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

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

3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within $L-1+ 15\%$ (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1782126333.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1782126860.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Not Required; Others (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

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
1	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	4	• Minimum daily wage (INR) exclusive of GST : 781 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.9 • EPF Admin Charge (INR per day) : 3.9 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 25.38 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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
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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
1	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	2	• Minimum daily wage (INR) exclusive of GST : 693 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.46 • EPF Admin Charge (INR per day) : 3.46 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 22.52 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Plumber
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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
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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
1	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	1	• Minimum daily wage (INR) exclusive of GST : 693 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.46 • EPF Admin Charge (INR per day) : 3.46 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 22.52 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Mazdoor Agriculture / Cultivator Agriculture
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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
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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	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	4	• Minimum daily wage (INR) exclusive of GST : 693 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.46 • EPF Admin Charge (INR per day) : 3.46 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 22.52 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Electrician
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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
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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
1	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	1	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.59 • EPF Admin Charge (INR per day) : 4.59 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Admin (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Multi-tasking Staff
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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
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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
1	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	3	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.59 • EPF Admin Charge (INR per day) : 4.59 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Others (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Driver - LMV
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Uttar Pradesh
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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
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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	Keshav Kishor Upadhyay	211019,3 Yamuna Enclave Jhusi	2	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.59 • EPF Admin Charge (INR per day) : 4.59 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Purchase Preference (Centre)**

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 manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

3. **Service & Support**

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

4. **Service & Support**

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

5. **Service & Support**

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

6. **Certificates**

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

7. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly

and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc.

and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 कार्यवाई 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---

Notice Inviting Tender

For

**ENGAGEMENT OF MANPOWER AGENCY ON OUTSOURCE
BASIS FOR SUPPLY OF MANPOWER (SKILLED, SEMI-
SKILLED AND UNSKILLED)**

AT

GOVIND BALLABH PANT SOCIAL SCIENCE INSTITUTE

Tender No. 01/2026-27



Govind Ballabh Pant Social Science Institute

(A Constituent Institute of the University of Allahabad)

Near Shashtri Bridge, Jhusi, Prayagraj, Uttar Pradesh - 211019

Email: director@gbpssi.in Website: www.gbpssi.in

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NOTICE INVITING TENDER

Govind Ballabh Pant Social Science Institute (hereinafter referred to as “GBPSSI”) invites bids from duly registered manpower supplier agencies (hereinafter referred to as “Agency”) for the supply of Manpower (Skilled, Semi-skilled and Unskilled) at Govind Ballabh Pant Social Science Institute, Prayagraj” for an initial period of one year which may be extended further for two years in block of six months based on mutual agreement and subject to satisfactory performance of the agency during the contract period. Tender documents can be downloaded through the GeM Portal/ Institute website <https://www.gbpssi.in/>

Please note that online bids submitted through GeM Portal only will be accepted.

Schedule of Invitation of Tender:

Sl. No.	Activity	Remarks
1	Tender No.	01/2026 -27
2	Number of manpower required	17 (06-Skilled, 04-Semi-skilled, and 07-Unskilled)
3	Bid end date & time	As per Bid specification uploaded on GeM portal
4	Bid opening date & time	As per Bid specification uploaded on GeM portal

Online Bids are invited under two Bid systems (containing Technical Bid & Financial Bid) through GeM portal from registered/well-established/ reputed firms.

The tender form, terms & conditions can be downloaded from as per the Bid specification uploaded on GeM portal. Intending tenderers are advised to visit again GeM portal at least 3 days prior to the closing date of submission of tender for any corrigendum /addendum/amendment.

In case any holiday is declared by the Government on the day of opening the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all of the tenders without assigning any reasons thereof.

This NIT shall also form part of the tender document. In case of contradiction between the rules/provisions of GBPSSI tender document & those of GeM portal, preference shall be given to GBPSSI tender document.

Sd/-

Administrative Officer

Govind Ballabh Pant Social Science Institute

TENDER

1. **Submission of Tender:** Tenders should be submitted mandatorily online on GeM portal. A copy of tender document will also be available on the Institute website <http://www.gbpcsi.in/> for information.
2. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates for 90 days (from Bid end date).
3. **Language of Tender:** The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the employer shall be in English and/or Hindi.
4. **Contents of Tender document:** The tenderer is expected to examine carefully all the contents of the tender document. Eligibility criteria, terms & conditions should be taken fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's risk.
5. **Technical Bid:** Technical Bid is to be submitted in the proforma prescribed at **Annexure-2** along with the documentary evidence. **Technical bid evaluation will be done in two steps i.e. Step-1 and Step-2. Step-2 evaluation will be done only for those who will qualify the Step-1:**
 - (a) Please page number all your tender documents and indicate the same in the relevant column of Annexure-2, failing which the bidder will be disqualified from the Technical Bid and other points will not be evaluated.
 - (b) There must be a local office of the firm in Uttar Pradesh. The proof to this effect must be submitted by the agency.
 - (c) The agency should have a minimum 5 years of continuous experience (in Govt. higher educational institution/Research Centre/Govt. University) in executing contracts for manpower supply in any Govt. educational institution/Govt. University.
 - (d) Please upload properly scanned visible documents and do not repeat documents.
 - (e) The Technical proposal should not contain any price information. Violation of this will lead to the rejection of the tender documents.
6. **Financial Bid:**
 - (a) The Price Bid shall contain the Agency's service charges. The minimum wage is as per the Central Labour Commissioner (Central) and. Minimum wages shall be revised from time to time and the same shall be used as amended from time to time.
 - (b) Bidder should not quote service charges below **3.85%** in view of various applicable taxes and charges etc. An undertaking (**Annexure- 3**) on this to be uploaded while submitting the tender.

7. Evaluation of Bid:

- (a) Bids will be evaluated on Technical and Financial criteria.
- (b) Technical evaluation will be done by the Committee constituted by the Competent Authority of GBPSSI.
- (c) The opening of the Financial Bid will be intimated through the GeM portal to a technically qualified agency.

Note:

- (i) The GBPSSI reserves the right to annul all Bids without assigning any reason.
 - (ii) Any evidence of overwriting or erasing found in the Bid documents shall render the same invalid. If unavoidable, all cuttings/overwriting should be attested by the authorized signatory.
 - (iii) The Bids must contain the information as required in the format prescribed. The Bids which do not contain the information as desired and are not supported by necessary documents will not be considered for evaluation.
 - (iv) The documents submitted in the Bid should be arranged in the order mentioned at **Annexure – 2.**
8. GBPSSI reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever and the decision of GBPSSI in this regard will be binding on all the bidders.
9. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. The GBPSSI reserves the right to accept the lowest or cancel the tender in whole or in part.
10. No escalation shall be paid to the agency on his service charges except for the revision of minimum wages as prescribed and amended from time to time by the Central Labour Commissioner and applicable in GBPSSI after the approval of the Competent Authority.
11. No deviation from the stipulated terms and conditions shall be allowed and the tender shall be unconditional.
12. The agency shall acquaint itself/ himself/ herself fully with the site conditions and working environment at GBPSSI before quoting its rates. No request for compensation on account of any site difficulties shall be entertained.
13. All the correspondence shall be communicated Through email “ao@gbpssi.in only”
14. The GBPSSI reserves the right to award the work order to any L-1 agency on the following conditions: -
- (a) If the agency does not accept the award of work on GeM, with in stipulated time the offer made shall be deemed to be withdrawn
 - (b) If the agency refuses to provide Manpower services within the contract period

- (c) If the services of the agency will not found satisfactory during the contract period
15. The agency must enter into an agreement (**Annexure- 1**) with the Director, GBPSSI before taking up the work in the GBPSSI.
 16. The successful agency shall be required to submit a security deposit within 15 days from the date of work award in the form of a Bank Guarantee as prescribed at **Annexure-4**.
 17. On the award of work, the agency will be required to furnish a Bank Guarantee for his performance security valid for an additional 90 days beyond the entire contract period (As per bid specification uploaded on GeM portal). If GBPSSI gives an extension to the agency based on its satisfactory performance, the agency will have to submit a renewed/fresh bank guarantee.
 18. The agency shall comply with the provisions of the Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948 and all other Labour Laws and other Statutory regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. GBPSSI shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the agency and the onus of compliance lies solely with the agency.
 19. The agency is advised to maintain an attendance register of its staff employed at sites and wage register for payment with all records up to date as per the labour regulations. The agency may be asked to submit the monthly payment records to the personnel employed by him. The agency is advised to ensure that the payment is regularly credited to the bank account of the individual personnel employed within the time schedule of Labour laws and pay slips for respective payments are duly issued regularly. GBPSSI may ask for past pay slips and payment records to be submitted along with the monthly bill.
 20. The GBPSSI will make payment on the basis of the successful bidder's quoted/ negotiated service charges on the successful completion of each completed month. It shall be subject to verification of invoice by the competent authority of the GBPSSI authorized by the Administrative Officer, who may at his/her discretion affect deduction for non-performance, delayed/improper and absence from work. The payments will always be made through PFMS after the deduction of taxes and other dues as applicable. The GBPSSI will not consider to make the payment of bill raised, if the agency has not enclosed the documents with regard to the deposit of ESI & EPF and the details of wages paid for the previous month in favour of personnel deployed in GBPSSI.
 21. The agency must ensure payments to the deployed personnel as per the latest Minimum Wages Act. Further, the payment should be disbursed to the deployed personnel digitally to their bank account on or before the seventh (7th) day of every month, irrespective of whether the previous monthly bill has been paid by GBPSSI or not. Under no circumstances will GBPSSI be responsible for any liability arising due to non-performance by the agency.

22. The agency personnel deployed inside the premises will abide by the conditions given in the tender document. Any damage/theft to the property of the GBPSSI due to mishandling or carelessness of the agency or of its workmen will be recoverable from the agency's bill.
23. All the personnel deployed at the GBPSSI will have to carry identity card which will be issued only by the agency in-respective of registration fee. Any negligence on their part will attract immediate removal from the site.
24. All the deployed personnel of the agency must be covered under ESI against any personal accident and the GBPSSI shall not be liable for payment of any compensation on that account.
25. The GBPSSI reserve the right to terminate the contract or impose a penalty on account of non-satisfactory services, failure to mobilize the site, non compliance of set norms/orders and violation of any contract provisions by the agency. The decision of GBPSSI shall be final and binding on the agency.
26. The contract can also be terminated at the request of the agency after giving three months' notice.
27. In case of default, the agency shall have to pay the liquidated damages @10% of the tender value in addition to the Performance Security deposit.
28. The agency must agree to indemnify, keep indemnified, defend and hold harmless GBPSSI and their representative(s), assignees and agents from and against all costs, expenses, liabilities, losses, damages, claims, demands, proceedings or legal costs which the GBPSSI suffers as a result of a breach by the agency, its representatives, assignees or agents of any of the enforceable terms of this tender.
29. Any dispute arising between the GBPSSI and the agency shall be resolved by an arbitrator appointed by the Director, GBPSSI.
30. Any dispute arising out of this contract shall be subject to the jurisdiction of the Hon'ble Court at Allahabad, Uttar Pradesh.

SCOPE AND GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. The present requirement of manpower (Skilled, Semi-skilled & Unskilled) is approximately 17 (Seventeen). **GBPSSI can increase/decrease any quantity as per requirement** and the agency will be paid the service charge only on the pro-rata basis calculation. Nothing extra will be paid by the GBPSSI on account of the decrease in the number.

2. Under the new contract, the manpower will be retained by the successful bidder / service provider as per the details given below :-

Manpower Category	No. of manpower to be retained
Skilled	
Semi-skilled	
Unskilled	

3. The manpower deployed by the agency shall be the employees of the agency
4. GBPSSI may allow the agency to provide well-trained manpower. The manpower must possess good health and age should not be below 18 years but not more than 58 years.
5. The deployment of the manpower will be done on the direction of the Administrative Officer in consultation with Director, GBPSSI.
6. The deployed personnel shall be available for work from Monday to Saturday and their duty timings will be as per the office timing of GBPSSI. This is to be documented either online or offline
7. The agency will be responsible for any damage or theft caused or allowed to be caused by Personnel deployed and the penalty mentioned in the service level agreement (SLA) given in the GeM portal shall be applied.
8. The agency must ensure that the personnel engaged for the contract have not instituted any legal dispute against the GBPSSI.
9. The agency has to ensure that the personnel deployed at GBPSSI does not have any criminal background. The police verification of each personnel shall be done mandatorily by the agency and the consolidated report of all the personnel deployed must be submitted to GBPSSI.
10. The contract shall be valid for a period of one year. The extension of the agency shall be at the sole discretion of GBPSSI and it cannot be claimed as a matter of right by the agency.
11. Wages of particular month will be disbursed by the agency to its employees on 1st day of the next month through a bank account without linking the payment to be received from the GBPSSI.
12. No overtime allowance or any compensation of any other kind shall be payable by GBPSSI to personnel deployed by the agency in GBPSSI.
13. Payment to the agency will be made every month after successful completion of the work as certified by the Competent Authority of the GBPSSI. The bill of wages for the month should be submitted to GBPSSI along with the following documents:
 - (i) Attendance sheet: certified by the person/ persons authorized by GBPSSI
 - (ii) Electronic Challan cum Return (ECR) including as EPF & ESI and proof for deposit of ESI & EPF subscriptions

(iii) Member's wage details

14. Full payment will be made only on the proper attendance for work. The GBPSSI has the right to make any deduction in payment and to stop the full payment for improper attendance for work.
15. All statutory taxes shall be borne by the agency only.

GOVIND BALLABH PANT SOCIAL SCIENCE INSTITUTE

(A Constituent Institute of the University of Allahabad)

DRAFT SAMPLE FORM OF AGREEMENT
(ON NON JUDICIAL STAMP PAPER OF Rs. 100)

This AGREEMENT made the _____ day of _____, 2026 between Govind Ballabh Pant Social Science Institute, Prayagraj (hereinafter called GBPSSI) And

M/s. _____

_____ address _____ (hereinafter called the Agency).

WHEREAS the GBPSSI is desirous to engage the agency for providing manpower services on an outsource basis at GBPSSI, Prayagraj and GBPSSI has accepted a bid by the agency for the sum of _____ (Contract price in words and figures, hereinafter called the contract price).

Now this agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract (Tender document) referred to.
2. The following documents shall deem to form and be read and construed as part of this agreement viz:
 - a. Complete tender documents
 - b. Scope and general terms & conditions of contract
 - c. GeM specific terms & conditions
 - d. GeM contract
3. In consideration of the payments to be made by the GBPSSI to the agency, the agency hereby covenants with the GBPSSI to provide the services in conformity in all respects with the provisions of the Contract.
4. The GBPSSI covenants to pay the agency in consideration of the services, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties above named have executed these presents in the presence of the witnesses attesting hereunder on the dates and place mentioned herein below:

For and on behalf of the Agency

For and on behalf of GBPSSI

(Signature of authorized official)

(Signature of authorized official)

Name of authorized official :

Name of authorized official :

Stamp/Seal :

Stamp/Seal :

Signature of Witnesses :

1.

2.

TECHNICAL BID

Firm Name : _____

Address : _____

Mobile No. : _____

Email I.D : _____

[Step – 1]

Sl. No.	Particular	Yes/No	Page No.
1	Indicated proper page number on all tender document		
2	Branch/local office of the agency in Uttar Pradesh <i>(Documentary evidence to be submitted – Electricity bill in the name of agency/proprietor (as the case may be) Ownership/lease agreement of the branch office etc.)</i>		
3	The agency should have a minimum 5 years of continuous experience (in the same Govt. educational Institution/Govt. University) in executing contracts for manpower supply in any Govt. Educational Institution/Govt. University.		

[Step – 2]

Sl. No.	Particular	Yes/No	Page No.
1.	Name of the Person authorized to sign and submit the tender <i>(Documentary proof in respect of the letter of Authority/Power of attorney to be enclosed)</i>		
2.	PAN No. <i>(Attach attested copy)</i>		
3.	GST No. <i>(Attach attested copy)</i>		
4.	ESI and EPF certificates <i>(Attach attested copy)</i>		
5.	Registration certificate under Contract Labour (Regulation & Abolition) Act 1970. <i>(Attested copy of Registration certificate under UP Shop and Establishment Act 1962)</i>		
6.	The agency should have a valid labour licence from the Regional Labour Commissioner or any other statutory authority for manpower supply of at least 25 Nos. (Skilled, Semi-skilled, Unskilled) <i>(Attach attested copy)</i>		

7.	Minimum average annual turnover in last three Financial Years (2023-24, 2024-25 & 2025-26) is Rs. 150 Lakhs (One Hundred Fifty Lakhs) <i>Turnover in the last three financial years (2023-24, 2024-25 & 2025-26) should not be less than Rs. 100 lakhs (One Hundred Lakh) in each of the financial year. (Audited balance sheet including profit & loss statement/published accounts/profit & loss account statement of the tenderer should be submitted for the last three years. However in case the date of the constitution/incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of the constitution shall be taken into account for this criteria) UDIN is mandatory for all certificates certified by C.A.</i>		
8.	<u>Year of past experience :-</u> The Bidder must have executed at least ONE single order of 80% value of the bid for similar services in the last three financial years (2023-24, 2024-25 & 2025-26) to any Central/State Govt. organization/PSU/Autonomous Body (Central/State Govt.)/Govt. University/Govt. Institution OR The Bidder must have executed at least TWO orders each of 50% value of the bid for similar services in the last three Financial Years (2023-24, 2024-25 & 2025-26) to any Central/State Govt. organization/PSU/Autonomous Body (Central/State Govt.)/Govt. University/Govt. Institution OR The Bidder must have executed at least THREE orders each of 40% value of the bid for similar services in the last Three Financial Years (2023-24, 2024-25 & 2025-26) to any Central/State Govt. organization/PSU/Autonomous Body (Central/State Govt.)/Govt. University/Govt. Institution (Copies of contracts/work orders and documentary evidence of successful execution/completion in support of past experience of similar services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer)		
9.	Undertaking for Service Charge (Annexure-3)		
10.	Tender acceptance letter in Annexure- 5		
11.	Positive net worth certificate of last Financial Year 2025-26 from Chartered Accountant (UDIN no. is mandatory on the Certificate)		
12.	Copy of IT return of last 3 Financial Year (2023-24, 2024-25 & 2025-26)		

Note: UDIN is mandatory for all certificates certified by a Chartered Accountant (C.A.) failing which your Bid will be rejected.

Date : (Signature of the authorized signatory of the agency)

Name :

Seal :

UNDERTAKING FOR SERVICE CHARGE

I/We _____
hereby undertake that we have quoted service charges not below **3.85% (Three point eight five percent)**.

Date : _____ (Signature of the authorized signatory of the agency)
Name : _____
Seal : _____

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE GUARANTEE

To

WHEREAS _____
(name and address of the agency) (hereinafter called "Agency") has undertaken, in pursuance of contract no. _____ dated _____ to supply _____ (description of services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by RBI to you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of Rs _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the _____ day of _____, 20_____

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

TENDER ACCEPTANCE LETTER

From,

M/s _____

To,

The Administrative Officer
Govind Ballabh Pant Social Science Institute,
Prayagraj - 211019

_____ (Tenderer)

I/We hereby undertake that:

- 1) We have carefully examined the tender document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We certify that we have carefully read each and every condition and the scope of work given in the Bid document and have understood the same. We confirm our acceptance without any condition or deviation.
- 3) We agree to keep the Bid valid for a period of 90 days from Bid end date and it shall remain binding on us and may be accepted at any time before the expiry of that period.
- 4) Should this Bid be accepted, we hereby agree to abide by and fulfil all terms and conditions of the Bid document and in default thereof, to forfeit the security money deposit absolutely.
- 5) Unless and until a formal contract is prepared and executed, this tender document together with written acceptance of the tenderer thereof shall constitute a binding contract between GBPSSI and us.
- 6) Our agency has not been blacklisted or banned by any Central/State Govt. organization/PSU/Autonomous Body (Central/State Govt.)/Govt. University/Govt. Institution/Pvt. Company.

(Witness Signature)	(Signature of the authorized signatory of the agency)
Name :	Name :
Address :	Seal :