



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5038944
Dated/दिनांक : 11-06-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	26-06-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	26-06-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Central Institute Of Indian Languages (ciil)
Office Name/कार्यालय का नाम	Mysore
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; IT-Technical; Language Laboratory Assistant , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Clerical Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Watch and Ward , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	9 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	4 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2471509
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	5000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	1.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	12

(a). 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी 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।

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

Beneficiary/लाभार्थी :

The Principal
Urdu Teaching and Research Centre, (Ministry of Education), Department of Higher Education, Solan
(The Principal)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. 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 and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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. F.1/4/2021-PPD dated 18.05.2023 [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.
6. 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.

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

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

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

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:

- a. One similar work of Annual value not less than Rs. 20,00,000/-
- b. Two similar work of Annual value not less than Rs.15,00,000/-
- c. Three similar work of Annual value not less than Rs.10,00,000/-

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:

- For Security services - at least 20 people
For Housekeeping Services - at least 10 people
For Lab Assistant services - at least 5 people
For Clerical Assistant services - at least 5 people

Geographic Presence: Office registration certificate:The bidder should have their registered office preferably in Solan or anywhere in Himachal Pradesh

Scope of work & Job description:[1718112062.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1718112478.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1718112489.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; IT-Technical; Language Laboratory Assistant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	IT-Technical
List of Profiles	Language Laboratory Assistant
Educational Qualification	Graduate
Specialization	Must be familiar with networking of computers viz LANWAN Internet and Intranet
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Devendra Lingwal	173211,Urdu Teaching Research Centre, Power House Road, Saproon	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 862 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0.75 • 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) : 28 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Clerical Assistant (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin

Specification	Values
List of Profiles	Clerical Assistant
Educational Qualification	Graduate
Specialization	7Must be well versed in handling accounts in the Public Management Financial System PFMS and eoffice
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Devendra Lingwal	173211,Urdu Teaching Research Centre, Power House Road, Saproon	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 862 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0.75 • 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) : 28 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Watch And Ward (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled

Specification	Values
Type of Function	Others
List of Profiles	Watch and Ward
Educational Qualification	High School
Specialization	3Under THE PRIVATE SECURITY AGENCIES HIMACHAL PRADESH RULES 2007 every security guard must have undergone for a minimum 15 days of training at Police Training College Daroh initially
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Devendra Lingwal	173211,Urdu Teaching Research Centre, Power House Road, Saproon	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 734 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0.75 • 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) : 24 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper

Specification	Values
Educational Qualification	Middle class pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Devendra Lingwal	173211,Urdu Teaching Research Centre, Power House Road, Saproon	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 522 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0.63 • 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) : 17 • Provident Fund (INR per day) : 63 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

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

1. Generic

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

2. 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.

Disclaimer/अस्वीकरण

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

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

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा

जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

GeM BID
NOTICE

E-Tenders are invited from eligible agencies having experience of handling Security, Housekeeping, Administrative and Language Laboratory related works in reputed organizations preferably in Government or Public Sector for at least three years (providing Certificate of Satisfactory Performance from such clients to be enclosed).

Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five Thousand only), if applicable, as per bid details on the GEM portal through the Demand Draft drawn in favour of "The Principal, Urdu Teaching and Research Centre, Solan" payable at Solan (Himachal Pradesh).

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids - all duly signed on the GeM portal within the stipulated / last date of BID.

Bid Documents are also available for viewing on the website of CIIL, Mysore i.e. www.ciil.org

-Sd/-
PRINCIPAL,
UTRC SOLAN

TERMS AND CONDITIONS OF BID

1. **Estimated Bid value:** The estimated tender value is Rupees Twenty Five Lakhs approximately for one year.
2. **Period of Contract:** The Contract shall initially be valid for one year and may be extended further for one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of the contract. UTRC SOLAN, however, reserves the right to terminate the contract by serving one month's notice, in writing. The Contract may be terminated by the other side by giving two months notice in writing.
3. **Earnest Money Deposit (EMD) :** EMD of Rs.5000/- (Rupees Five Thousand) if applicable to be deposited in the form of a Demand Draft drawn in favour of "The Principal, Urdu Teaching and Research Centre, Solan" payable at Solan (Himachal Pradesh). The scanned copy of the same is to be uploaded on the GeM portal. Firms registered under MSME will be exempted from EMD as per existing guidelines on production of relevant documents.
4. Last date of submission: The last date of uploading of Bid is stipulated on the GeM portal.
5. Date of opening of Bids: Technical Bids will be opened on the stipulated date and time on the GeM portal.
6. Eligibility Criteria: The Bidder should have successfully completed any one of the following work in the last 3 years.
 - a. **One similar work** of Annual value not less than **Rs. 20,00,000/- (Rupees Twenty Lakhs)** (equals to 80% of the value of work to be executed)
 - b. **Two similar works** of Annual value not less than **Rs.15,00,000/- (Rupees Fifteen Lakhs)** (equals to 60% of the value of the work to be executed)
 - c. **Three similar works** of Annual value not less than **Rs.10,00,000/- (Rupees Ten Lakhs)** (equals to 40% of the value of the work to be executed)
7. The Agency must be registered with the following statutory bodies such as **ESI, EPF, CLRA, Income Tax and GST.**
8. The average annual turnover of bidders must be duly certified by the appropriate Chartered Accountant/Auditor/any other prescribed authority and it should be a minimum of Rs.50,00,000/- (Rupees Fifty Lakhs Only)
9. The Bidder should have a **Registered Office / Branch Office in Solan.**

10. The bidder firm should not have been indicted for any criminal, fraudulent or anti competition activity and should not have been blacklisted by any Government Department.
11. Registration under Contract Labour (R&A) Act, 1970 for providing Security (skilled), Housekeeping, Clerical and Language Laboratory Assistant (highly skilled) Services is mandatory.
12. Only agencies having valid registration under contract Labour Act, ESI, EPF and other statutory laws required for providing Security, Housekeeping, Clerical and Language Laboratory Assistant Services shall apply.
13. The agency must be registered under the Private Security Agencies (Regulation) Act, 2005 with the Government of Himachal Pradesh for providing security services.
14. Certified translated copy of supporting documents should be uploaded in Hindi/English, in case of documents available in Regional language.
15. Documents to be uploaded : Bidders firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of the following documents failing which their bids may be rejected:-
 - i. Copy of Audited Accounts Statement of annual turnover for the last three financial years (2021-22, 2022-23 and 2023-24).
 - ii. Registration / Incorporation Certificate of firm.
 - iii. EMD in the form of DD of Rs.5000/-, if applicable (to be submitted by post).
 - iv. Proof of registration with Contract Labor (Regulation & Abolition Act, 1970), Goods and Services Tax (GST), Employees' State Insurance Act, 1948, Employees Provident Fund Act.
 - v. Copies of satisfactory work completion report in support of eligibility conditions. A satisfactory Work Completion report shall be considered for determining the work experience of the bidder.
 - vi. Copy of PAN No.
 - vii. Declaration as per format at Annexure A.
 - viii. Scanned Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder.

The EMD must be submitted to, "The Principal, Urdu Teaching and Research Centre, Solan, Himachal Pradesh", in a sealed cover, before the last date of submission of tender as per GeM Portal.

OTHER TERMS AND CONDITIONS

Evaluation of technical and financial bid

- a. The Bidders are required to upload a Technical bid as per the Bid Specification uploaded on the GEM Portal.
- b. Each and every page of the attached document should be signed and stamped by the bidder or the authorized representative of the Bidder.
- c. The competent authority of UTRC, Solan reserves the right to reject all or any Bid in whole, or in part, without assigning any reason thereof.
- d. Lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder as per GEM guidelines.
- e. The earnest money shall be refunded to the unsuccessful Bidders after finalization of the contract. It shall be refunded to the successful Bidder on receipt of the performance security deposit. No interest is payable on the EMD.
- f. The bid shall be valid for 90 days from the date of opening.
- g. Bids which are incomplete or conditional in any form shall be rejected outrightly.
- h. In case the successful Bidder declines the offer of Contract, for whatsoever reason(s), their EMD shall be forfeited.
- i. A formal contract shall be executed/entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as the Contractor.

Performance Security Deposit

The successful Bidder will have to deposit a Performance Security Deposit (equivalent to one fourth amount of the total contract or two months of the contractual amount) as per Bid Details on GeMin in the form of a Demand Draft in favour of "The Principal, Urdu Teaching and Research Centre, Solan" payable at Solan (Himachal Pradesh).

The successful Bidder will have to deposit the Performance Security Deposit and execute the contract within 15 days of acceptance of the Bid.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The agency shall not employ any person below the age of 21 years and above the age of 60 years. Manpower so engaged should be trained to provide security, housekeeping, administrative and language laboratory services.
2. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum wages, ESI, PF contributions, service charges (minimum 5%), all kind of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI & EPF and service charges (minimum 5%) are liable to be rejected.
3. Minimum wages as fixed and revised from time to time by the office of the Chief Labour Commissioner (central) as applicable to "WATCH AND WARD" – "skilled (unarmed)", housekeeping, clerical and language laboratory assistants (high skilled) should be paid by the contractor.
4. Whenever Minimum wages are revised by the respective Labour Commissioner authorities, it shall be the duty of the contractor to immediately pay such revised minimum wages to the contract personnel deployed and then reimbursement may be claimed from The Principal, Urdu Teaching and Research Centre, Solan (Himachal Pradesh).
5. The Agency shall comply with Contract Labour (R&A) Act, PF provisions, ESI provisions etc. whichever is applicable and all other statutory payments will be the liability of the Agency, applicable from time to time.
6. The deployed security staff and housekeeping staff should be of sound Health and preferably have education up to Matriculation (8th Standard for housekeeping staff). Their character antecedents must be verified by the concerned Police Station by the Agency and proof thereof should be submitted to the authorities of UTRC, Solan before their deployment.
7. The Agency must provide standard liveries (uniform) at their own cost to the security as well as the housekeeping staff. The deployed staff shall be in proper uniform as approved by UTRC, Solan with their identity cards properly displayed.
8. The essential qualification for Clerical Assistants shall be graduation (any stream) or equivalent from a university with sound knowledge of computers with a minimum typing speed of 30 wpm and working experience of not less than 3 years with Central or State Government or PSU. Weightage shall be given to those with higher qualifications and experience.
9. The essential qualification for Language Laboratory Assistant shall be graduation (any stream) from a recognized university with sound knowledge of computers (preferably a Diploma or Degree in Computers). Working experience of a minimum 3 years with Central or State Government or PSU (preferably education sector). Sound knowledge of operating computerized audio/video laboratory and handling specialized laboratory audio/video equipment.
10. The deployed staff whose services are provided by the agency will at all times and for all purposes, be the employees of the Agency who will be responsible for necessary service benefits to them. The authorities of UTRC, Solan shall have exclusive rights to terminate the services of employee(s) whose role is found dubious.
11. No security staff shall be relieved/replaced from his duties at UTRC, Solan and its campus without seeking the approval of the Principal, UTRC, Solan.
12. The Agency shall not engage any sub-contractor or transfer the contract to any other person.

13. The approximate number of persons required to be engaged will be 4 Security Guards (including one reliever), 2 Housekeeping Staff, 2 Clerical Assistants and 1 Language Laboratory Assistant. However, the Principal, UTRC, Solan has the right to change the number of deployed staff at his/her discretion at any time and the agency shall be bound to provide the amended number of required staff as and when the need arises.
14. The **Eight Hours Shift** will normally commence from **0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs and 2200 hrs to 0600 hrs** and would be called Morning, Evening and Night Shifts respectively. But the timings of the shift are changeable and can be fixed by this office from time to time depending upon the requirements. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed at any cost. No payment shall be made by UTRC Solan for double duty, done if any.
 1. **Weekly Day of Rest:** An employee (Security Guard) in a scheduled employment in respect of which minimum rates of wages have been fixed under the Act, shall be allowed a day of rest every week (hereinafter referred to as "the rest day") which shall ordinarily be Sunday, but the employer may fix any other day of the week as the rest day for an employee under intimation to the authorities of UTRC Solan. The maximum working days of the deployed security guards/employees shall be 26 days.
 2. Attendance of deployed personnel will be maintained by the Service Provider and copy of the same shall be provided along with the monthly bill to the office of the UTRC, Solan on the 1st working day of the following month. However, the Principal UTRC, Solan and the other authorities of the Centre will have the liberty to cross check and verify the attendance records as and when required.
 3. On any given day, if any of the contractor's personnel(s) deployed under the contract remains absent or fails to report on time, the contractor must provide a suitable substitute on time, for this purpose the contractor must monitor on a daily basis the sanction of leave to the staff deployed.
 4. The administrative issues like leave, weekly off, discipline etc., of the security personnel are the responsibility of the contractor.
 5. The Agency shall deploy security personnel after medical examination at its own cost and medical certificate is to be submitted to the authorities of UTRC Solan at the time of deployment.
 6. The list containing the names, signatures, verified addresses, copies of Aadhar card, police verification report along with their bio-data affixing a photograph of each employee appointed by the Agency shall be made available to the authorities of UTRC, Solan before commencing of the contract.
 7. No enhancement in the agreed rates will be allowed during the Contract period except statutory revision if any.
 8. The Agency will submit the proof of deposit of EPF and ESI within three weeks from the disbursement of wages every month, to the authorities of UTRC Solan. Copy of the Challans vouchers in relation to ESI & EPF subscription deposit with the Bank should be submitted every month with the certified copy of the list of deployed staff against whom the amount is deposited. Certified copies of returns submitted to the ESI & EPF authorities should be produced periodically.

9. The bill for each month shall be presented in triplicate by the Agency by 3rd of every following month duly pre-receipted. The Agency will pay the wages to their workers latest by the 10th of every month. Payment of wages shall be done through a bank account only by electronic clearance system. The payment to workers is not linked with the payment of bills by UTRC, Solan.
 1. The authorities of UTRC Solan shall be at liberty to ask the deployed workers for submission of the copy of their bank account statements, ESI and EPF statements for verification as and when required.
 2. The Performance security deposit shall be returned to the Agency on the expiry of the contract period on furnishing the usual clearance/No Demand Certificate. The Security Deposit shall be returned on the expiry and termination of the Contract subject to conditions that the Agency has indemnified the 1st Party (Principal, UTRC, Solan) for all payments to the staff. The Agency while requesting for release of the Performance Security Deposit shall certify that all payments including Labour Laws obligations have been fulfilled and that the authorities of UTRC, Solan shall not be responsible for such payments to the staff arising out of the decision of the Labour court, if any.
 3. The Contract shall come into force from the date of the Agreement signed by both parties. In case the Agency fails to execute the job after signing the Agreement Deed or leaves the job before completion of the period of the Contract at their own accord, the Principal UTRC, Solan shall have the right to forfeit the Performance Security Money Deposited by the Agency for the execution of the Contract.
 4. The Agency shall comply with the Labour laws applicable and UTRC, Solan shall not be responsible for any litigation/default from Agency side.
 5. In addition to existing criteria for selection, in case there is any tie in the rates, the documentary supports on the period of experience for engagement of personnel in various Govt. /Semi. Govt. offices and the number of such personnel shall be given more weightage in selection.
 6. The security personnel should be rotated from their deployment at an interval of three months.
 7. The Principal, UTRC, Solan shall have the full powers to terminate the tender process at any stage, without assigning any reason. The decision of the Principal, UTRC, Solan in this regard will be final.

PENALTY CLAUSE

1. In case of any loss/theft of property, the Principal, UTRC, Solan will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the Principal, UTRC, Solan, the Agency will pay the recovery of the loss within a specified period or else deduction of the cost will be made from the security bill of the following month.
2. For any breach of contract, the Principal, UTRC, Solan shall be entitled to impose a penalty to the extent of Rs.1,000/- on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Principal, UTRC, Solan.
3. If the lapse is repeated again, the extent of the penalty will be doubled on each such occasion. The decision of The Principal, UTRC Solan in this regard shall be final and binding upon the Agency. Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation, breach or contravention of any of the terms and conditions as well as assigned duties and in the following conditions:-

- a. If the deployed personnel are not found in proper Uniforms and displaying their Photo Identity Card.
- b. If the deployed personnel are found indulging in smoking/drinking/sleeping during duty hours.
- c. If the deployed personnel are found performing double Duty within 24 hours without prior approval of the Principal UTRC Solan.
- d. The Agency is supposed to provide 3 Security Guards, 2 Housekeeping Staff, 2 Clerical Assistants and 1 Language Laboratory Assistant per day at UTRC, Solan. If the Agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed.
- e. Penalty will also be imposed if the behaviour of any deployed personnel is found discourteous.
- f. If any Security Guard is found performing duty while impersonating someone else.
- g. No other personnel other than those mentioned in the approved list supplied by the agency should be engaged for duty.

MANPOWER

1. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with a written intimation to The Principal UTRC, Solan.
2. The contractor should ensure to maintain an adequate number of manpower. In case the available manpower is less when compared to the required, a penalty of Rs.1000/- per day will be deducted from the bill.
3. Employment of child labour is strictly prohibited and will lead to the termination of the contract. The contractor shall be responsible for payment of wages etc. by following the Minimum Wages Act, ESI Act, EPF Act as applicable and also of obeying all existing Labour laws.
4. The number of manpower required is likely to increase or decrease depending upon the actual requirement for which the Agency shall be intimated in due course of time.

Termination clause:

During the period of the agreement if it is found that the agency is not providing proper services or charging in a fraudulent manner or otherwise, the entire security deposit held with UTRC, Solan or part thereof shall be forfeited in favor of UTRC, Solan and the agreement will be terminated after giving advance notice of 2 months.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Agency shall be responsible for overall security measures and arrangements to safeguard themovable and immovable property and prevention of theft within the premises of UTRC, Solan.
2. The Agency with a valid licence to operate shall be required to impart sufficient training to its personnel in proper turn-out, physical fitness, premises security, personal security, firefighting, crowd control, documents examination, identification of explosive and other subversive material, non-prohibited weapon handling defensive driving, knowledge of basic under regulation and liaising with other law enforcing agencies.
3. Under THE PRIVATE SECURITY AGENCIES HIMACHAL PRADESH RULES, 2007 every security guard must have undergone for a minimum 15 days of training at Police Training College, Daroh initially and thereafter must have attended an annual refresher course of the same duration (15 days) at the PTC, Daroh or must have received training of minimum 15 days from a government recognized training institute in watch and ward services.
4. The Security Staff deployed by the Agency shall work round the clock on duty. They will be deployed in three shifts **i.e. 6 AM to 2 PM / 2 PM to 10 PM / 10 PM to 6 AM**. The guard of the previous shift will submit the attendance of the incoming guard within 15 minutes of the commencement of the shift to the caretaker on duty for verification.
5. The Agency shall provide proper uniforms, whistles, batons for the day shift workers and Torch Light and 5 ft. long sticks for staff on night duty.
6. The Agency shall be fully responsible for the performance and fitness on the duty of their deployed personnel (Guards). For this, the Agency will have to keep close liaison with the authorities of UTRC Solan the caretaker and Principal-in-charge.
7. The Agency shall have to maintain a round-the-clock Control Room with Telephone Numbers, Mobile Numbers, and names of persons manning the Control room in their office for any urgent communication regarding any extra-ordinary situation.
8. The Agency shall conduct surprise Night Patrolling and shall submit a written report to the Principal, UTRC, Solan periodically at least twice a month.
9. The agency shall provide its own communication system to its staff for coordination with Officers/officials of UTRC, Solan.
10. The Agency shall undertake any other work of similar nature assigned to them by the Principal, UTRC, Solan from time to time.
11. The deployed security personnel shall watch that no unidentified /unclaimed /suspicious objects/persons are present in the building/premises.
12. The deployed security personnel shall also ensure that all electrical equipment/instruments/ lights and ~~frs~~ are switched off at the time of closure of the office or part of the office.
13. The security guards must be deployed in such a way that no part of the building /premises remains unnoticed /unattended.
14. The security personnel should not leave the point of duty unless and until the reliever comes for shift duties.

15. The security supervisor will maintain all the registers, kept at the main gate and other points.
16. To check people on entry/exit based on the production of identity cards, issue entry passes, etc., and maintain visitor's records.
17. To check incoming and outgoing material against gate passes duly signed by the authorized signatory must be done by the deployed security staff.
18. To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.
19. The deployed security staff must take rounds of the buildings at fixed intervals.
20. Collecting intelligence about anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief – mongers trying to gain entry on the campus.
21. The security personnel must have the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc. for the sake of emergency if any.
22. The Agency shall have to provide the active Mobile numbers preferably the ones linked with alternative calling facility such as WhatsApp) of all the security guards for records.

DUTIES AND RESPONSIBILITIES OF HOUSEKEEPING STAFF

1. The agency should provide a minimum 2 persons for housekeeping services to this office.
2. The Agency should provide uniforms to the deployed staff at the cost of the Agency.
3. Material(s) for cleaning/mopping will be provided by this office.
4. The time of cleaning should be from 08.30 am to 04.30 pm. The cleaning of the office rooms and classrooms should be completed before the start of the office.
5. It should be ensured that the walls of the toilet are cleaned and are free from dirty spots.
6. Garbage should be dumped in a demarcated garbage point.
7. During cleaning no fixture/furniture/records should be damaged at any cost.
8. In case of absence on any day by any person deployed by the Agency for a cleaning job, alternate arrangement should be made by the agency and the names of such persons should be intimated in advance for this purpose.
9. Daily report of satisfactory work should be obtained from the caretaker or officer designated by the Principal, UTRC Solan.
10. Housekeeping services are to be provided on all working days and occasionally on holiday(s), whenever required.
11. Persons deployed for cleaning work by the agency, should perform their duties under over all supervision of Caretaker/Principal incharge.

DUTIES AND RESPONSIBILITIES OF CLERICAL ASSISTANTS

1. Must possess excellent drafting and communication skills in English and workable in Hindi.
2. Must possess a typing speed of 30 wpm in English or 25 wpm in Hindi.
3. Must possess sound knowledge of Microsoft Excel and Word.
4. Must be well versed with procedures of central government offices, noting and drafting, and must be familiar with rules and regulations of the Government of India as amended from time to time.
5. Providing administrative support to the management with minimal supervision.

6. Must be well versed in handling accounts in the Public Management Financial System (PFMS).
7. Must be able to accomplish the given tasks within the given timeframe.

DUTIES AND RESPONSIBILITIES OF LANGUAGE LABORATORY ASSISTANT

DUTIES AND RESPONSIBILITIES OF LANGUAGE LABORATORY ASSISTANT

1. Must possess sound knowledge of computer software and applications as well as hardware.
2. Must have sound knowledge of handling audio/visual equipment of the Language Laboratory.
3. Must have sound knowledge of audio/video editing software.
4. Must be familiar with networking of computers viz. LAN/WAN, Internet and Intranet.
5. Must be able to accomplish the given tasks from time to time as per the given time frame.

DISPUTE SETTLEMENT

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations and if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, Central Institute of Indian Languages, Mysore, whose decision shall be final and binding on both the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of the contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Solan only.

The Courts at Solan shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

TECHNICAL BID
For Security services in ESIC

Technical Bid Page: 1

1.	Name of the Company / Firm	
2.	Name of Owner / Partners/ Directors	
3.	Full Particulars of Office	
	Address	
	Telephone No.	
	Mobile No.	
	E-Mail Address	
4.	Full particulars of the Bankers of Company / Firm / with full address/ Tel. No.	
	Name of the Bank	
	Address of the Bank	
	Account Number	
	IFSC code	
5.	Registration Details :	
	(a) PAN No.	
	(b) GST Registration No.	
	(c) E.P.F. Registration No.	
	(d) E.S.I.C Registration No.	
	(e) Contract Labour Registration No.	
6.	Details of Earnest Money Deposit	
	Amount(Rs.)	
	D.D. / P.O. No. & Date	
	Drawn on Bank	
	Valid upto	

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date :
Place :

Full Name :
Company's Seal:

**DETAILS OF FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT
DURING LAST THREE YEARS**

Sl.No	Financial Year	Income in Rs.	Expenditure in Rs.	Net Profit/Loss in Rs.
1	2021-2022			
2	2022-2023			
3	2023-2024			

**Details of value of contract as per eligibility criteria in the following
proforma**

Sl. No.	Name and Address of the organization	Details regarding the contract including manpowe rdeployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
1					
2					
3					
	Additional information, if any				

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place :

Company's Seal :

Annexure 'A'

DECLARATION

1. I, _____
Son/Daughter of Shri. _____
_____ Proprietor/ Partner/Director/Authorized Signatory of _____
_____ am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I have apprised myself fully about the job to be done during the currency of the period of the agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.

5. Company/Firm has done in past satisfactorily/disciplined work and has not been blacklisted in past by any client.

Signature of Owner/Managing Partner/Director

Date :

Place :

Full Name :

Company's Seal :

FINANCIAL BID

Name of the Bidder: _____

TABLE-A

Manpower charges Security Staff (Skilled) per month (24x7 with Reliever) Area (B):

Description	Description of wages & Allowances		Amount per person per month	Total Amount per Month (Total amount at SI.No.6 of Col.3x3 Nos.)
1	2		3	4
Security Guards (3 nos + 1 Reliever)	1	Minimum wages (Basic Wages+VDA)		
	2	ESI @ 3.25%(on SI.No.1)		
	3	EPF @ 13% (on SI.No.1)		
	4	Total cost for 26 days (SI.No.1+2+3)		
	5	Cost of Reliever@ 16.67% (on SI.No.4)		
	6	Total Amount (SI.No.4+5)		

Description	Description of wages & Allowances		Amount per person per month	Total Amount per Month (Total amount at SI.No.6 of Col.3x2 Nos.)
1	2		3	4
Housekeeping Staff (2 nos)	1	Minimum wages (Basic Wages+VDA)		
	2	ESI @ 3.25%(on SI.No.1)		
	3	EPF @ 13% (on SI.No.1)		
	4	Total cost for 26 days (SI.No.1+2+3)		

Description	Description of wages & Allowances		Amount per person per month	Total Amount per Month (Total amount at SI.No.6 of Col.3x2 Nos.)
1	2		3	4
Clerical Assistants (2 nos)	1	Minimum wages (Basic Wages+VDA) Highly Skilled		
	2	ESI @ 3.25%(on SI.No.1)		
	3	EPF @ 13% (on SI.No.1)		
	4	Total cost for 26 days (SI.No.1+2+3)		

Description	Description of wages & Allowances		Amount per person per month	Total Amount per Month (Total amount at SI.No.6 of Col.3x1Nos.)
1	2		3	4
Language Laboratory Assistant (1)	1	Minimum wages (Basic Wages+VDA) Highly Skilled		
	2	ESI @ 3.25%(on SI.No.1)		
	3	EPF @ 13% (on SI.No.1)		
	4	Total cost for 26 days (SI.No.1+2+3)		

Service Charge :

Description	Service Charge In terms of percentage (%)	Service Charge in terms of Amount inRs.	Total Amount (Inclusive of Service Charge)
Service Charge			

Note:

1. The Service Charge quoted shall not be less than 5%.
2. The selection of the vendor will be decided on the basis of t h e Service Charge quoted by the bidder as other parameter like minimum wages, ESI Contribution and EPF Contribution (Employer Share) as per statutory provision.
3. As Urdu Teaching and Research Centre, Solan is a subordinate office of Central Institute of Indian Languages, Mysore under Ministry of Education, Department of Higher Education hence it is exempted from GST vide Notification No.11/2017-Central Tax (Rate) and No.12/2017-Central Tax (Rate) dated 28th June, 2017; hence no Bonus and GST shall be paid by UTRC, Solan on Security and Housekeeping Services provided by the Agency.
4. The minimum wages shall be as per the structure issued from time to time by the office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Govt. of India.

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place :

Company's Seal :

CHECK LIST OF DOCUMENTS TO BE UPLOADED

Sl.No	Document	Uploaded/Missing
1	Tender document signed and stamped (Terms & Conditions and Other Instructions etc.)	
2	Audited Account Statement (2021-22, 2022-23, 2023-24)	
3	EMD/DD	
4	Proof of Exemption Certificate if exempted from EMD	
4	Registration / Incorporation Certificate	
5	Labour License under the Contract Labour Act (1970)	
5	ESIC Registration with latest paid challan	
6	EPFO Registration with latest paid challan	
7	GST Registration	
8	PAN Number	
9	Declaration Form	
10	Technical Bid	
11	Financial Bid	
12	Satisfactory Performance Certificate from the previous Employer	