



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007  
Phone: 27667905, 27666519 • Fax: 27666510  
Website: www.srcc.edu • email: principaloffice@srcc.du.ac.in

February 22, 2023

## NOTICE INVITING BIDS FOR HIRING MANPOWER ON OUTSOURCE BASIS

Proposals are hereby invited from reputed, financially sound and experienced agencies for providing the following requisite categories of manpower on outsource basis for a period of one year w.e.f. April 1, 2023:

Title of Position/ Manpower required	Number of positions
Estate Manager	01
Executive Assistant	01
Data Management Officer	01

Academic qualifications and work experience as required to be possessed by the individuals in respect of the above positions are mentioned in Annexure - I.

### Eligibility criteria for submission of bid/ proposal

The bidder must fulfil the following eligibility conditions to be eligible for submission and consideration of the bid:

- 1. Legal Status of the bidder:** The bidder should be a company registered under the Indian Companies Act or a Partnership firm registered under the Indian Partnership Act or a proprietary concern. *Self-attested documentary proof in support of the same is required to be submitted.*
- 2. Turnover:** The bidder should have turnover of at least Rs. 50,00,000/- (Rupees Fifty Lacs) in each year during the last three financial years. *Self-attested copies of the Audited Financial Statements – Profit & Loss Account, Balance Sheet etc. for the last three years to be provided.*
- 3. Experience:** The bidder should have at least 03 years' experience of deployment of different categories of manpower in government departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities during the last 3 years to be eligible to submit bid. *List of organizations served during the last 3 years and currently being served along with Client Satisfaction Certificates are required to be submitted.*
- 4. Location in Delhi/ NCR:** The bidder should be located in the city of Delhi/ New Delhi. Bidders from outside Delhi will not be considered. *Proof of address to be provided.*
- 5. Registration under various laws:** The bidder must be registered under tax laws viz. Income Tax, GST, ESI, EPF etc. *Requisite proof(s) with respect to all registrations are required to be submitted.*



## How to apply

Sealed tenders along with the required documents in **two bid system** i.e. Technical & Financial Bids, as per *Annexures- A & B*, respectively, in separate sealed covers superscribed with '*Notice Inviting Bids for hiring Manpower on Outsource Basis*' on top of the covering envelope are to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110 007 latest by **1600 hrs on March 15, 2023**.

## Documents required to be submitted

- (a) Technical Bid proforma duly filled and signed as per **Annexure - II** in separate sealed cover.
- (b) Financial Bid proforma duly filled and signed as per **Annexure - III** in separate sealed cover.
- (c) Undertaking duly signed as per **Annexure - IV**
- (d) **EMD** of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi.
- (e) Document in support of legal status of the bidder.
- (f) Documents in support of Turnover - self-attested copies of the Audited Financial Statements - Profit & Loss Account, Balance Sheet etc. for the last three years to be provided.
- (g) Document in support of experience - list of government organizations/ institutions to which manpower was provided on outsource during the last 3 years (in given format in Annexure - A) along with Client Satisfaction Certificates.
- (h) Proof of organization's office address in Delhi.
- (i) Requisite proof(s) with respect to registration under the Income Tax Law, GST, ESI, EPF etc.
- (j) Undertaking of non-black listing by any government department/ institution as per **Annexure - V**.

Bidders must go through carefully the Terms and Conditions governing the Notice Inviting Bids and the resultant contract thereto appended herewith.



*Principali*  
PRINCIPAL

प्राचार्या/Principal  
श्री राम कॉलेज ऑफ कांमर्स  
Shri Ram College of Commerce  
दिल्ली विश्वविद्यालय/University of Delhi  
दिल्ली/Delhi-110007

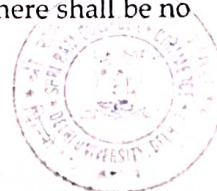
## TERMS AND CONDITIONS

### A. TECHNICAL BID

1. Technical Bid is to be submitted duly filled and signed as per prescribed proforma in **Annexure - II** in a separate sealed cover. 'TECHNICAL BID' should be mentioned clearly on the right hand corner of the covering envelope.
2. Bid can only be submitted in the prescribed respective format.
3. Technical Bid should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
4. The technical bids shall be evaluated based on the available documents submitted by the bidder. During the examination, evaluation, comparison of the bids and qualification of the bidders, the college may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder which is not in response to the request by the college shall not be considered.
5. If a bidder does not provide clarification sought in respect of its bid, the bid is liable to be rejected by the college.
6. Conditional bids with deviations from the conditions laid down by the college, bids not meeting minimum eligibility criteria, technical bids not accompanied with EMD of the requisite amount or any other requirements, stipulated in the tender document are liable to be rejected.
7. The bidder(s) which qualifies the technical evaluation stage shall only be eligible for opening of financial bids.

### B. FINANCIAL BID

1. Financial Bid is required to be submitted in separate sealed cover as per prescribed proforma in **Annexure - III**. 'FINANCIAL BID' should be mentioned clearly on the right hand corner of the covering envelope.
2. Bid can only be submitted in the prescribed respective format.
3. Financial Bid should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
4. Financial bid is required to be indicated both in words and figures. No overwriting or cutting is permitted in the financial bid. Such bids with overwriting or cutting will be summarily rejected.
5. Rates of remuneration in respect of all positions to be clearly quoted along with service charges, GST, etc. to be also stated clearly.
6. Financial bids of only technically qualified bidders shall be opened.
7. Qualified bidders shall be notified through SRCC website regarding opening of Financial Bids. Absence of bidders or their authorized representative while opening of bids shall not impair the legality of the process.
8. Since the college itself stating the consolidated salary to be offered for each position in the notice inviting bids, the L-1 (lowest) financial bid shall be determined on the basis of service charges.
9. In case of two or more bidders offer same percentage of service charges, then the bidder having highest turnover will be considered as L-1 (lowest) bidder.
10. The bidders, who quote unrealistic rate of service charge i.e. 0% or NIL shall be debarred for further consideration of the bid.
11. Consequent to award of the contract, rates of remuneration, service charge etc. as stated in the Financial Bid shall remain valid throughout the period of contract and there shall be no revision thereto.



### C. EMD

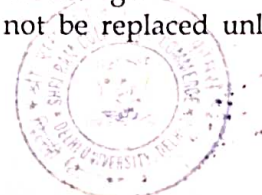
1. EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi shall be required to be submitted along with the bid.
2. Bidders should mention the agency's name and contact number of the authority representative on back of the Demand Draft.

### D. REQUIREMENTS TO BE FULFILLED BY THE SUCCESSFUL BIDDER BEFORE DEPLOYMENT OF MANPOWER

1. The successful bidder/ agency shall be required to enter into an Agreement of Service with the college in respect of the contract.
2. The successful bidder/agency shall share at least 5 CVs of suitable candidates as per requirement of the college in respect of each of the positions.
3. The college reserves the right to select most suitable candidate for deployment through personal interaction with the candidates.
4. Consequent to finalization of the candidates to be deployed in the college, the agency shall provide complete CVs of such candidates with passport size photograph along with documents in respect of age, educational qualifications, work experience, Govt. Photo ID proof – Aadhar/ PAN/ Voter ID etc.
5. The successful bidder will be required to deposit Rs. 1,00,000/- (Rupees One lakh only) towards refundable **Performance Security** deposit in the form of Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi, within 7 days from the date of receipt of communication from the college regarding award of the contract.
6. No interest shall accrue on the refundable performance security deposit and the same will be refunded on successful completion of the contract after adjustments of dues, if any.

### E. LIABILITIES OF THE AGENCY IN RESPECT OF THE MANPOWER DEPLOYED

1. The successful bidder/ agency shall ensure that the personnel deployed in the college confirms to the requirements of the college in terms of educational qualifications, work experience etc.
2. The successful bidder/ agency shall ensure that the persons deployed in the college are medically fit.
3. The successful bidder/ agency shall get the antecedents of all personnel deployed in the college verified by concerned police/ state authorities and report in respect of the same shall be required to be submitted in the college.
4. The successful bidder/ agency shall be responsible for proper conduct of its deployed personnel in the college. In case of any damage/ loss/ theft etc. to the property of the college, which is caused by the personnel deployed by the successful bidder/ agency, the agency shall be responsible to make the loss good on the basis of the value of the property so damaged as determined by the college or the value so determined shall be recovered from the performance security or payments due to the agency.
5. The personnel deployed by the successful bidder/ agency should be polite, cordial, positive, efficient and capable of finishing the assigned work to the satisfaction of his/ her superior officer. In case the personnel deployed by the successful bidder/ agency commit any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence, the successful bidder/ agency will be liable to take disciplinary action against such delinquent personnel including his/ her removal from the college.
6. The personnel deployed by the successful bidder/ agency shall not be replaced unless



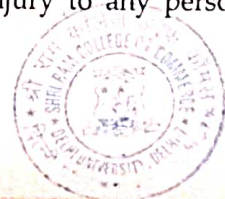
- there is specific request from the college.
7. It will be the responsibility of the successful bidder/ agency to meet transportation, medical and other requirements in respect of the personnel deployed in the college.
  8. For all intents and purposes, the successful bidder/ agency shall be the 'employer' within the meaning of various labour legislations in respect of personnel deployed in the college. The personnel so deployed by the successful bidder/ agency shall not have the employee and employer relationship with the college.
  9. The successful bidder/ agency shall be solely responsible for redressal of grievances/ resolution of dispute relating to personnel deployed by it in the college. The college shall not be responsible for settlement of such issues whatsoever.
  10. The personnel deployed by the successful bidder/ agency shall have no right to claim or entitled to pay, allowances or perks etc. as admissible to regular employees of the college.
  11. In case of termination of the contract on its expiry or otherwise, the personnel deployed by the successful bidder/ agency shall not be entitled to and will have no claim for any absorption or regularization on any position in the college.
  12. The successful bidder/ agency shall be responsible for compliance of all statutory provisions relating to Provident Fund, Payment of Bonus etc. in respect of the personnel deployed by it in the college.

#### **F. PAYMENT TO THE SUCCESSFUL BIDDER/ AGENCY**

1. It will be sole responsibility of the successful bidder/ agency to pay salary and deliver other statutory benefits, if any, to its staff deployed in the college regularly directly to their bank account through ECS/ NEFT transfer on or before 7th of every month.
2. The ECS statement in respect of payment of monthly salary duly verified has to be submitted along with the bill for reimbursement of payment of salaries.
3. Payment to the successful bidder/ agency will be made against running bills on monthly basis subject to delivery of satisfactory services. Along with the monthly bill, the successful bidder/ agency will be required to submit detailed salary sheet, attendance record, receipts towards EPF/ESI, tax returns etc.
4. Payment shall be made by electronic fund transfer to the contractor's account by NEFT or RTGS for which the successful bidder/ agency is expected to submit its complete bank details.
5. The college shall be entitled to deduct, in accordance with the applicable law in force, income tax at source (TDS) or other deductions as the case may be, from payments made to the and the amount so deducted shall be deemed to be a payment made to the successful bidder/ agency. The college shall provide a TDS certificate certifying the deduction so made.
6. No payment shall be made in advance to the successful bidder/ agency.
7. The college administration will be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.

#### **G. OBSERVATION OF DISCIPLINE BY THE PERSONNEL DEPLOYED**

1. The personnel deployed by the successful bidder/ agency shall follow strict punctuality in adherence to college hours and shall be required to mark attendance as per norms of the college.
2. The successful bidder/ agency shall issue Identity cards to its staff deployed in the college at its own cost and it should be ensured that all staff wear neat and clean formal clothes and are in possession of identity card while on duty.
3. The college administration reserves the right to order any worker of the contractor to leave the college premises if his/her presence at any time is felt undesirable.
4. The college shall not be responsible for any financial loss or any injury to any person



deployed by the successful bidder/ agency during the course of deployment in college while performing duties.

#### H. GENERAL

1. The contract may be extended further for a further period of one year on the same terms and conditions depending upon the requirement of manpower, administrative convenience and satisfactory delivery of services by the successful bidder/ agency. The number of such extensions cannot be more than two.
2. The contract shall be liable to be terminated by the college administration any time during the period of the contract on account of breach of any condition of the contract or unsatisfactory services which will mean and include for providing sub-standard quality of manpower deployed in the college or non-compliance and non-fulfilment of any of the obligations on the part of the successful bidder/ agency by giving one week's notice. This would result in forfeiture of the performance security deposit and no payment will be released.
3. The successful bidder/ agency may also opt for premature cancellation of the contract by giving two months' notice in writing. If the contract is cancelled without any notice, the college shall have the right to forfeit the performance security deposited by the successful bidder/ agency.
4. The college reserves the right to withhold the payment in the event of unsatisfactory services by the successful bidder.
5. Furnishing of wrong information and producing false documents will make the bidder ineligible for bidding and liable to be debarred/ blacklisted from participation in tender enquiries.
6. In case any document furnished by the successful bidder/ agency are found to be false or incorrect at any stage, it would be deemed a breach of the terms and conditions of the contract thereby rendering the successful bidder/ agency liable for legal action besides termination of the contract.
7. Bids submitted in response to this notice shall remain valid for a period of 90 days from the last date for submission of bids.
8. Bids can only be submitted as per the schedule announced. Bids received after the last date of submission will be summarily rejected.
9. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
10. The decision of the college regarding approval of bids shall be final and binding on all bidders.
11. Under no circumstances the successful bidder/ agency can appoint any sub-contractor or transfer/ assign/ pledge/ sub-let the contract. In the event of contractor contravening this condition, the college shall be entitled to place the contract elsewhere on the contractor's risk and cost and the successful bidder/ agency shall be liable for any loss or damage, which the college may sustain in consequence or arising out of such replacement of the successful bidder/ agency.
12. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
13. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of this contract.



## Annexure - I

Position	Educational Qualifications	Work Experience
<b>Estate Manager</b>  Consolidated Remuneration - Rs. 40,000 per month	Preferably an Ex-Serviceman with minimum 15 years' of experience in the Army.  <i>Essential</i> <ol style="list-style-type: none"> <li>1. Graduate in any stream</li> <li>2. Good knowledge of working on computer - Email; web search; data management; MS Word/ Excel etc.</li> </ol>	Should have experience of supervising/ handling civil/ electrical repairs and maintenance works for a minimum of 3 years. Should be able to do all related paper/ file works.
<b>Executive Assistant</b>  Consolidated Remuneration - Rs. 50,000 per month	<i>Essential</i> <ol style="list-style-type: none"> <li>1. Graduate in any stream - <i>candidates with Honors degree in English shall be preferred.</i></li> <li>2. Good knowledge of working on computer - Managing emails; web search; data management; MS Word/ Excel/ Power Point Presentation etc.</li> </ol>	Should have minimum experience of 03 years in the same profile with independently handling content writing, noting, drafting letters/ speeches/ articles/ reports etc.
<b>Data Management Officer</b>  Consolidated Remuneration - Rs. 50,000 per month	<i>Essential</i> <ol style="list-style-type: none"> <li>1. Post Graduate in Data Science.</li> <li>2. Advanced knowledge of working on computers - Managing database; advanced email operations; web search; MIS, MS Office programs etc.</li> </ol>	Should have minimum experience of 03 years in the same profile with the following aptitudes: <ul style="list-style-type: none"> <li>• Coordination with multiple stakeholders/divisions for collation of data</li> <li>• Advanced proficiency in Structured Query Language (SQL)</li> <li>• Strong analytical problem-solving skills</li> <li>• In-depth knowledge of database technologies/ utilities, architecture, and data security.</li> <li>• Knowledge of best practices in database management.</li> <li>• Excellent written and oral communication skills</li> <li>• Designing, developing, and producing database reports</li> </ul>



**NOTICE INVITING BIDS  
FOR HIRING MANPOWER ON OUTSOURCE BASIS**

**TECHNICAL BID**

(To be kept in separate sealed cover superscribing 'Technical Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)	
3	Full Address (in Delhi/NCR) with email and phone contacts	
4	Name of the Proprietor/ Director/ authorized representative	
5	Designation/ capacity (Proprietor/ Director/ Official)	
6	Contact Number	
7	Email	
8	Deatails of EMD paid (DD No./ Date/ Drawee Bank)	
9	Details of registration under the Income Tax Laws, GST, ESI, EPF etc.	
10	Details of Turnover (in Rs.) during the last three years	2021-22 2020-21 2019-20

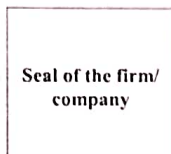




11 Details of organizations served during the last three years (*certificates to be attached*).  
Attach separate sheet, if required.

	Date of Order	Category and number of Manpower deployed	Name of the organization	Period of contract	Value of the order (in Rs. per annum)
(a)					
(b)					
(c)					

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



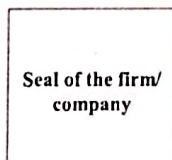
**NOTICE INVITING BIDS  
FOR HIRING MANPOWER ON OUTSOURCE BASIS**

**FINANCIAL BID**

(To be kept in separate sealed cover superscribing 'Financial Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Full Address (in Delhi/ NCR) with email and phone contacts	
3	Name of the authorized representative	
4	Designation/ capacity (Proprietor/ Director/ Official)	
5	Contact Number	
6	Email	
7	Consolidated Remuneration to be offered (in Rs. per month) <i>(to be written in words and numerals)</i>	Estate Manager - Executive Assistant - Database Manager -
8	Service Charges (in %)	

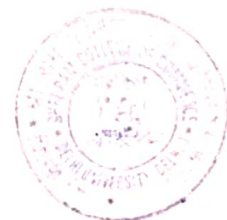
Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



NOTICE INVITING BIDS  
FOR HIRING MANPOWER ON OUTSOURCE BASIS

UNDERTAKING

The Principal  
Shri Ram College of Commerce,  
Maurice Nagar,  
Delhi-110 007

Sir,

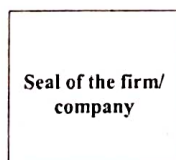
I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them in entirety.

The information/ documents furnished along with the bid are true and correct to the best of my knowledge and belief.

I/ We understand that in case of furnishing false information or any forged/ fabricated document would render the bid liable to be rejected at any stage besides liabilities towards prosecution under appropriate law.

I/ We also understand that for breach of any of the terms and conditions committed on our part, the contract for providing manpower to Shri Ram College of Commerce on outsource basis, if awarded to us, will be liable to be terminated along with imposition of appropriate penalties.

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

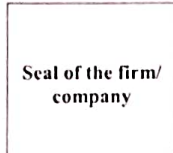


**NOTICE INVITING BIDS  
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**UNDERTAKING OF NON-BLACKLISTING**

This is to certify that M/s \_\_\_\_\_ (name and full address of the firm/ company) is neither blacklisted by any Government Department/ Ministry/ PSU/ Institution nor any criminal case is registered against the firm/ company till date.

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

