

NOTICE INVITING TENDER**Tender for Hiring of Manpower Service Agency for Outsourcing of Peon, Gardener and Daftari Service**

Giri Institute of Development Studies (GIDS), Lucknow, invites sealed bids under a Two-Bid System from reputed and experienced manpower service agencies for providing outsourced manpower services for the deployment of Peons, Gardeners and Daftari personnel at the Institute.

The agency shall provide the following personnel:

S. No.	Category	No. of Personnel	Skill Category
1.	Gardener	1	Semi-skilled
2.	Peon	2	Semi-skilled
3.	Daftari	1	Semi-skilled

The deployment shall initially be for **one-year**, extendable further period of 02 years on satisfactory performance and mutual consent.

A. GENERAL RULES AND INSTRUCTIONS TO TENDERERS:

1. The Bid must be complete in all respect and submitted strictly within the dates and time mentioned as per tender document.
2. Any Bidder submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work etc and quote accordingly.
3. Institute reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
4. Institute reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.
5. Decision of the Institute will be final, conclusive and binding on the bidders and the Institute takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.
6. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates / registrations / license under various applicable laws including labour laws applicable for the state of Uttar Pradesh.

B. Eligibility Criteria

The bidder should:

1. Be registered under the Companies Act/Partnership Act/Proprietorship with valid registration.
2. Have a minimum of **three years' experience** in providing outsourced manpower services to Government Departments, Autonomous Bodies, Universities, Public Sector Undertakings or other reputed organizations.

3. Possess valid:

- PAN
 - GST Registration
 - EPF Registration
 - ESIC Registration
 - Labour Licence under Contract Labour (Regulation & Abolition) Act, wherever applicable.
4. Submit a declaration that the firm has **not been blacklisted** by any Government Department, PSU, Autonomous Institution, or Central/State Government organization.

C. Scope of Services

The selected agency shall provide:

1. **One (01) Gardener (Semi-skilled)** for maintenance of lawns, gardens, potted plants, watering, pruning, weeding and other horticultural works.
2. **Two (02) Peon (Semi-skilled)** for office assistance, movement of files, dispatch of dak, serving drinking water/tea, photocopying and any other duties assigned by the Institute from time to time.
3. **One (01) Daftari (Semi-skilled)** for maintenance of records, movement and arrangement of files, binding and indexing of files, dispatch work and other duties assigned by the Institute.

D. Personnel Educational Qualification and Experience:

1. Gardener:

Educational Qualification: 8th Pass

Experience: Relevant Experience in maintenance of lawns, gardens, potted plants, watering, pruning, weeding and other horticultural works.

2. Peon:

Educational Qualification: High School (10th Pass). Preference shall be given to candidates who have passed Intermediate (10+2).

Experience: Ability to read and write in English and Hindi, having experience of working in Institutions/ Govt. organizations/PSU etc.

3. Daftri:

Educational Qualification: Matriculate (High School)

Experience: Ability to read and write Hindi and basic English, having experience of working in Institutions/ Govt. organizations/PSU etc.

E. General Conditions of Contract:

1. The Bidder/Contractor shall follow all prevailing rules / regulations / laws and should possess valid license for providing Peon, Gardener & Daftari Services and shall take all safety measures for the personnel deployed by him. The Bidder/Contractor shall follow all the provisions of labour law and shall be solely responsible for any lapse in this regard.
2. **Two-Bid System:** The tender follows a two-envelope system: (a) Technical Bid and (b) Financial Bid. Bidders must submit their offers in two separate sealed envelopes clearly marked as “Technical Bid” and “Financial Bid” respectively. Technical Bid and Financial Bid must each contain all relevant documents. Both sealed envelopes should then be placed inside a single larger sealed envelope, superscribed with “Tender for Hiring of Manpower Service Agency”, and addressed to The Director, Giri Institute of Development Studies, Sector O, Aliganj Housing Scheme, Lucknow 226024.
3. **Contents of Technical Bid Envelope:** The Technical Bid should be submitted in the prescribed Technical Bid Form (see Annexure I below) duly filled in and signed. All supporting documents pertaining to the Eligibility Criteria (registration certificates, license copies, experience letters, etc.) must be enclosed in this envelope. The Technical Bid should also include a cover letter on the bidder’s letterhead, introducing the firm and confirming the validity of the tender offer for at least 90 days from the last date of submission. No financial information or quote should be included in the Technical Bid. Bids containing any financial information in the Technical Bid Envelope shall be liable to be rejected and shall not be entertained.
4. **Contents of Financial Bid Envelope:** The Financial Bid should be given in the prescribed Financial Bid format (see Annexure II below). The bidder must quote rates and prices in Indian Rupees (INR) clearly for all components of the cost. All figures should be written both in figures and words (in case of discrepancy, the amount in words shall prevail for evaluation). The Financial Bid must be signed and stamped by the authorized signatory of the firm on each page. The bid price must be inclusive of all requirements as per tender. No overwriting or corrections are allowed in the financial bid; any correction must be duly signed by the bidder.
5. **Validity of Bids:** Bidders must ensure that their bid (both Technical and Financial) remains valid for a period of 90 days from the last date of submission. A bid with a shorter validity period may be rejected by the Institute as nonresponsive. During this

period, bidders shall maintain the availability of the professional staff proposed and also the offered prices unchanged.

6. The Institute shall not be liable for any injury, disability, illness or death of the personnel deployed by the Contractor during execution of the contract. The Bidder/contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.
7. The Bidder/contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Institute, employees of the Institute, owners / tenants / occupants of nearby properties or to the general public.
8. The Bidder/Contractor will be responsible for all members of the staff deployed by him. The Contractor shall ensure police verification and antecedent verification of all personnel before deployment and shall submit copies of the same to the Institute. Further, in respect of the workers deployed at the Institute premises, the Bidder/Contractor shall submit details such as Names, appointment letters issued by the Contractor, age proof, address proofs & police verification reports. The Bidder/Contractor shall ensure that the character and antecedents of the Peon, Daftari & Gardener deployed by him are duly verified before such deployment.
9. The Bidder/Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Institute's property including fittings, furniture, fixtures or any other equipment(s). The Institute shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Institute from the monthly payment to be made to the Contractor and or from security deposit.
10. The personnel deployed by the Bidder/Contractor must be physically fit, neat and clean. They should display good conduct & courteous behaviour. They should be in proper uniform and should be provided photo identity cards by the Contractor at his own cost.
11. In case of any complaint against any of the personnel deployed by the Bidder/Contractor, he shall remove such person immediately and arrange for replacement of removed person within 24 hours. The person(s) so removed should not be deployed again or allowed to work in the premises of Institute.
12. If the staff deployed by the Contractor is found to be indulging in any undesirable activities in the premises of the Institute, the Bidder/Contractor will solely be

responsible for all the consequences. Besides, the Institute shall be at liberty to lodge complaints before appropriate authorities.

13. No residential accommodation shall be provided by the Institute to Bidder/Contractor and / or to the personnel deployed by him.
14. The Bidder/Contractor shall make payment to his personnel as per Minimum Wages Act only by electronic mode. Monthly payments to the Bidder/Contractor will be made only after submission of certificate mentioning names of personnel, amount paid, name of the bank and bank account number. The names mentioned should only be of those personnel who were actually deployed for providing Peon/Gardener & Daftari service to the Institute by the Bidder/Contractor. Any violation of the Minimum Wages Act will entail forthwith termination of the contract in addition to such penal consequences as may be deemed fit by the Institute.
15. All work must be carried out to the entire satisfaction of the Institute. If the standard of services is not maintained to the satisfaction of the Institute, the Institute may impose suitable penalties, including deduction from monthly bills or adjustment against the Performance Security Deposit.
16. The Peons, Daftari and Gardener deployed by the Contractor are expected to provide services as per terms of the contract and they may also be assigned any other duties incidental to their respective assignments by the Institute.
17. The Peons, Daftari and Gardener deployed by Contractor for required jobs should be of sound health, mentally fit and not exceeding 40 years of age.
18. The Contractor shall not deploy any relative(s) of any serving /retired/ resigned/ deceased employee(s) of the Institute.
19. Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Institute.
20. Upon expiry of the Contract or termination of the Contract, the Contractor and his Peons/Gardener and Daftari shall vacate the premises and handover the same in good working condition.
21. The bidder should neither be a sub-contractor to any other entity / person, nor should, at any time, sub- let to any other person, the contract awarded to him. The bidder shall not enter into any collusive arrangement or cartel with any other bidder.
22. **TERMINATION:** The Institute reserves the right to terminate the contract at any time by giving one month's written notice without assigning any reason. The Contractor may terminate the contract only after giving three months' prior written notice.

In the event of earlier termination of the Contract by either parties or on expiry of the contract, the contractor shall be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till the Institute is able to make alternate arrangements for Peon, Daftari and Gardener services, even if Institute has agreed in writing to allow the Contractor to discontinue earlier.

Arbitration: Any dispute arising out of or relating to this Agreement shall, as far as possible, be resolved amicably through mutual discussions. Failing such resolution, the dispute shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitration shall be conducted by a Sole Arbitrator mutually appointed by both parties. The seat and venue of arbitration shall be Lucknow, Uttar Pradesh. The proceedings shall be conducted in the English language. The arbitral award shall be final and binding on both parties.

Jurisdiction: The contract shall be governed by and construed in accordance with the laws of India. Subject to the arbitration clause above, any legal action or proceeding relating to this contract shall be subject to the jurisdiction of the courts in Lucknow, U.P., only.

23. **Contract Period:** One year, extendable for a further period of up to two years, subject to satisfactory performance and mutual consent.
24. **Working Hours:** As prescribed by the Institute (09:30 A.M. to 06:00 P.M.)
25. **Weekly Off:** Sunday or as per the Institute's requirements.
26. **Confidentiality:** The deployed personnel shall maintain strict confidentiality of all official records, documents and information obtained during the course of their duties. Any act prejudicial to the interests of the Institute shall invite disciplinary action, including immediate removal of the concerned personnel, termination of the contract and initiation of appropriate legal proceedings.
27. **Notification of Award:** The successful bidder will be notified of the award of contract through Work Order issued by the Institute. This letter will outline the sum for which the contract is awarded, the commencement date, and any other necessary instructions. Upon receipt of the award letter, the successful bidder must convey acceptance and fulfil any initial requirements (such as furnishing a performance security, if asked, and signing the contract agreement) within the time period specified by the Institute.
28. **Signing of Contract:** The successful bidder will be required to enter into a formal Contract Agreement with GIDS. The draft agreement will be provided by the Institute

and will include all terms and conditions of this tender. The contract agreement shall be executed on an appropriate value non-judicial stamp paper as per the Uttar Pradesh Stamp Act (cost of stamp paper to be borne by the Contractor). Failure to sign the contract or furnish any required performance security within the stipulated time may lead to forfeiture of the award and the Institute may consider awarding the contract to the next eligible bidder or inviting fresh bids.

F. Wages

1. The agency shall pay wages **not less than the minimum wages notified by the Government of Uttar Pradesh** for the respective categories. (Any financial bid quoting wages below the applicable minimum wages notified by the Government of Uttar Pradesh shall be treated as non-responsive and rejected)
2. Wages shall be paid to the deployed personnel within the first week of every month through bank transfer.
3. Any revision in minimum wages during the contract period shall become applicable.
4. Billing and payment will depend on actual number of persons deployed & actual number of days of working of each Peon, Gardener and Daftari.

G. Statutory Compliance

The successful agency shall comply with all statutory provisions including:

- Minimum Wages Act
- Contract Labour (Regulation & Abolition) Act
- EPF Act
- ESI Act
- Payment of Wages Act
- Any other applicable Central/State Government laws

H. Payment Terms

The Contractor shall submit the following documents along with the monthly bill for release of payment:

- Attendance Sheet duly certified by the Institute.
- Proof of payment of wages through bank transfer.
- EPF Challan
- ESIC Challan
- Monthly GST Invoice

- Any other statutory documents required by the Institute.

I. Earnest Money Deposit (EMD):

- The EMD of Rs.2,000/- (Rupees Two Thousand only) shall be deposited by the bidder, except bidders eligible for EMD exemption under applicable MSME provisions, in favour of Giri Institute of Development Studies, Lucknow, through Online mode (NEFT/RTGS) only, in the bank account specified below:

Name of Account Holder: Giri Institute of Development Studies, Lucknow

Name of Bank: State Bank of India

Branch: Behata Saboli (08351)

Bank Account No. 00000041523205828

IFSC Code: SBIN0008351

- The bidder shall ensure that the EMD amount is credited to the above-mentioned bank account within the prescribed period for submission of bids.
- The bidder shall upload/submit the NEFT/RTGS transaction details and proof of payment along with the Technical Bid. The proof of payment shall clearly indicate the transaction reference/UTR number, date of transaction, amount and name of the bidder.
- The EMD shall be treated as valid only upon successful credit and verification of the prescribed amount in the designated bank account of Institute.
- The Institute shall not be responsible for any delay, failure, incorrect transfer, or non-credit of the EMD amount arising due to incorrect bank details furnished by the bidder, banking issues, or any other reason attributable to the bidder.
- Non-submission of the prescribed EMD or failure to furnish valid proof of payment by a bidder who is not eligible for EMD exemption shall render the bid liable for rejection.
- The bidder shall mention the Tender Reference Number in the NEFT/RTGS payment remarks, wherever the banking facility permits.

J. Security Deposit

The Successful bidder shall deposit a **Performance Security of Rs.30,000/- (Rupees Thirty Thousand only)** before commencement of the contract. The Performance Security shall remain valid throughout the contract period and shall be refunded without interest after satisfactory completion of the contract, subject to adjustment of any recoverable dues.

K. Selection Method

The tender shall be processed under a **Two-Bid System**:

- Technical Bid (Annexure – I)
- Financial Bid (Annexure – II)

Only those bidders who qualify in the Technical Bid shall be considered for opening of the Financial Bid.

Interested eligible bidders may submit their sealed bids superscribed "**Tender for Hiring of Manpower Service Agency**" addressed to **The Director, Giri Institute of Development Studies, Sector-O, Aliganj Housing Scheme, Lucknow – 226024**, on or before 07th September 2026. The bids shall be submitted strictly in accordance with the terms and conditions contained in this tender document.

For further inquiry, if any, may contact to the Institute during office hours.

Director
Giri Institute of Development Studies (GIDS)
Lucknow

TECHNICAL BID (Annexure- I)

Tender No. GIDS/T/40/2026

(To be filled by the bidder and placed in the Technical Bid envelope)

1. Name of the Firm / Contractor / Company:

(attach certificate of Registration)

2. Date of establishment:

3. Name of the Proprietor/ Director of the Firm / Contractor / Company:

4. Full Address of Registered Office:

a. Telephone number/s:

b. Mobile Number:

c. E-mail Address:

5. Full Address of Operating Office /Branch:

a. Telephone number/s:

b. Mobile Number:

c. E-mail Address:

6. Registration no. with Labour Department:

7. PAN NUMBER (Attach certified copy):

8. EPF Registration No.:

9. ESI Registration No.:

10. Bank Details of Bidder: (attach proof)

11. GST REGISTRATION NUMBER:

GST (Vendor details)	
Name	
State(complete State Name)	
State Code	
Pan Number	
GSTIN Number	
Contact person	
Mobile Number	
E mail ID	

11. Work Experience of Bidder:

(Attach Proof)

1.

2.

3.

4.

12. Declaration:

1. I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. In case any information is found to be false or misleading, the Institute (GIDS) shall be free to take any action as deemed fit, including termination of contract (if awarded) and forfeiture of performance security.
2. I/We have read and understood the tender document in full and agree to abide by all terms and conditions laid down therein.
3. I/We also certify that our firm has not been blacklisted by any government or autonomous organization in the past, and there are no major legal case pending against us in respect of service tax, GST, labour laws or any other applicable laws.

Date:

Place:

Signature of the Authorized Signatory (with date):

Name: Designation:

Seal of the Firm:

Financial BID (Annexure- II)**Tender No. GIDS/T/40/2026****(To be filled by the bidder and placed in the Financial Bid envelope)**

The Financial Bid should encompass all costs for executing the Scope of Work as described in the tender. The bidder is required to quote a monthly rate for the services, broken down into the following components:

S. No.	Description/ Cost Component	No. of Personnel	Monthly Rate (in Rs.)	Total Cost per Month (Rs.)
1.	Wages of Peon (02), Daftari (01) and Gardener (01)- Semi Skilled not less than minimum wages	04	Rs _____. Per person	Rs _____
2.	EPF Contribution on wages (Employer's share) @ %			Rs _____
3.	ESI Contribution on wages (Employer's share) @ %			Rs _____
	Sub Total			Rs _____
4.	Service Charges @ % (Contractor's margin/service fee on the above)			Rs _____
5.	Taxable Value before GST			Rs _____
6.	GST @ _____ %			Rs _____
	Grand Total – Monthly Charge			Rs _____

Date:

Place:

Signature of the Authorized Signatory (with date):

Name: Designation:

Seal of the Firm: