Enquiry Particulars

Department Name	INDUSTRIES COMMERCE DEPARTMENT GOVT OF TELANGANA
Circle/Division	Young India Skills University,Telangana
Tender ID	746554
Enquiry/IFB/Tender Notice Number	YISU/2026-27/01
Name of Project	Manpower Services at Young India Skills University, Telangana
Name of Work	Providing Manpower Services at Young India Skills University, Telangana
Package number	N/A
Period of Completion/ Delivery Period (In Months)	12
Bidding Type	OPEN
Tender Category	SERVICES
Type of Work	Manpower Outsourcing
Currency Type	(INR)
Default Currency	Indian Rupee - INR
Estimated Contract Value	-----
Evaluation Type	Commission
Evaluation Criteria	Based on Price
Consortium / Joint Venture	Not Applicable

Pre Bid Meeting

Pre Bid Meeting	Not Applicable

Transaction Fee Details

Transaction Fee Payable to 'TSTS ' payable at Hyderabad (As per G.O.Ms No 4,Dtd 17.02.2015 IT&C Dept)	9145(INR)

Tender Dates

Bid Submission Start Date & Time	06/11/2026 04:15 PM
Bid Submission Closing Date & Time	26/11/2026 04:30 PM
Bid Validity Period (In Days)	180

Tender Inviting Authority Particulars

Officer Inviting Bids	Vice Chancellor
Bid Opening Authority	Registrar In-Charge
Address	Nilgiri Block, IIIT-H Campus, Gachibowli, Prof. C.R. Rao Road, Gachibowli, Hyderabad,Telangana-500032
Contact Details	9790700475
Email	registrar@yisu.in

Bid Security Details

Bid Security(INR)	Bid Security In Favour Of	Mode of Payment	EMD Applicable
Rs.465000.00	Young India Skills University, Telangana	Exempted,Online Payment,Challan Generation	Applicable

Process Fee Details

Process Fee	Process Fee Payable To
500.00(INR)	Young India Skills University, Telangana

Required Tender Documents Details

S.No	Documents Required from Contractor	Stage	Optional
1	Valid documentary proof/certificate (Udyam Registration Certificate etc) for Claiming EMD Exepmtion	COMMON	Mandatory
2	Documentary Evidence for Registered Branch Office in Telangana (Registration Document/ Rent Agreement/ Property Document)	COMMON	Mandatory
3	Submit the Technical Bid (Format-I) as per the prescribed format given in the Tender Document along with all supporting documents duly self attested. All pages of the Technical Bid and supporting documents shall be serially page numbered, and no column in the format shall be left blank.	COMMON	Mandatory
4	Submit the Details of Similar Works Completed during the Last Three (03) Years (Format-II) as per the prescribed format given in the Tender Document, along with all relevant supporting documents as specified in Format-II.	COMMON	Mandatory
5	Furnish Financial Information as per the prescribed format (Format-III) of the Tender Document duly supported by certified copies of audited Financial Statements for the last three years 2023-24, 2024-25 & 2025-26 The format-III is duly certified by Chartered Accountant (ink signed with Stamp)	COMMON	Mandatory
6	Submit NEFT Mandate Form as per the format (Format-V) of the Tender document with Cancelled Cheque leaf.	COMMON	Mandatory
7	Furnish the Declaration by the Bidder (Format-VI) as per the prescribed format of the Tender Document. This is to be executed & attested by Public Notary/Executive Magistrate on Non-Judicial Stamp Paper of Rs. 100/- .	COMMON	Mandatory
8	Details of EMD Paid by the Bidder (if paid)	COMMON	Optional
9	Valid Licence under PSARA act 2005	COMMON	Mandatory
10	Self attested copies of Registration Certificate defining the constitution or legal status, place of registration and principle place of business and Written power of atorny of the signatory of the bid to commit the bidder (Refer Section III of Tender Document)	COMMON	Mandatory

General Terms and Conditions / Eligibility

General Terms and Conditions / Eligibility
All Bidders are requested to Refer Tender Document for all Detailed Terms and Conditions/Eligibility

General Technical Terms and Conditions (Procedure)

General Technical Terms and Conditions (Procedure)
All Bidders are requested to Refer Tender Document for all Detailed General Technical Terms and Conditions (Procedure)

Legal Terms & Conditions

Legal Terms & Conditions
All Bidders are requested to Refer Tender Document for all Detailed Legal Terms and Conditions

Procedure for Bid Submission

Procedure for Bid Submission

The bidder shall submit his response through Bid submission to the tender on eProcurement platform at www.eprocurement.telangana.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place https://tender.telangana.gov.in and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
</br>
The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the eProcurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
</br>
The system would only authenticate the Encryption certificate uploaded into the Eprocurement system at the time of User Registration or updated through User profile. The bidder has to ensure that the uploaded certificate in the eprocurement system is used for the Bid submission and no other certificate though valid will not be recognized by the eprocurement system.
</br>
Registration with eProcurement platform: For registration and online bid submission bidders may contact HELP DESK.
</br>
https://tender.telangana.gov.in
</br>
Digital Certificate authentication:
</br>
The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.
For obtaining Digital Signature Certificate, you may please Contact:

Address for submission of Application for Digital Certificate:

TSTS Office, 2nd floor, HACA Bhavan, Opp Public Gardens, Saifabad, Hydrabad - 500004
Contact Helpdesk : 9177769764

(OR)
You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link https://tender.telangana.gov.in/digital-signature.html#

3. Hard copies:

i) Vide ref. G.O.Ms.No.174, I&CAD dept dated:1-9-2008, submission of original hard copies of the uploaded scanned copies of Proof of online Payment (Remittance)/BG towards EMD by participating bidders to the tender inviting authority before the opening of the price bid is dispensed forthwith.

ii) All the bidders shall invariably upload the scanned copies of Proof of online Payment (Remittance)/BG in eProcurement system and this will be the primary requirement to consider the bid responsive.

iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, Proof of online Payment (Remittance)/BG towards EMD in the eProcurement system and open the price bids of the responsive bidders.

iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents Proof of online Payment (Remittance)/BG towards EMD prior to entering into agreement.

v) The successful bidder shall invariably furnish the original Proof of online Payment (Remittance)/BG towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original Proof of online Payment (Remittance)/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the Proof of online Payment (Remittance)/BG towards EMD and all other certificates/documents uploaded by the bidder in eProcurement system. In support of the qualification criteria before concluding the agreement.

4. The GO. Ms. No. 174 -I&CAD dated: 1-9-2008

Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, Proof of online Payment (Remittance)/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on eProcurement platform for a period of 3 years. The eProcurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

5. Payment of EMD:

It is mandatory for all participant bidders to electronically pay EMD Online by utilizing the “Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank and/or Axis Bank and/or INDUS IND Bank and/or Kotak Bank Payment Gateways to facilitate the transaction. This is in compliance as per G.O.Ms.No. 14 Dated: 18-09-2017. A GST of 18.00% + Bank charges on the transaction amount payable to TSTS shall be applicable. In addition to this, Bidders can also pay the EMD through Download of PDF format of RTGS Challan for respective Payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the EProcurement application, Bidders can automatically continue with their Bid Submission online.

IMPORTANT NOTE REGARDING EMD PAYMENT:

1. Bidders are encouraged to use only Net banking facility for payment of EMDs as far as possible for faster refunds in case of unsuccessful Bids for the Tender.

2. Bidders are advised not to use RTGS Challan downloads at the penultimate hour of Bid submission closing as any delay by their banker would not enable Bid submission on the platform. Please allow a minimum of 60 minutes for enabling “Continuation of Bid Submission” from the time the Pool Account receives credit of the EMD from the Bidder’s Bank for both NEFT and RTGS Transfers. For RTGS Transfers, the Pool Account can get immediate credit whereas NEFT transfers would follow RBI Payment Cycle time.

3. Bidders are advised to pay EMD Online atleast T-1 or T-2 days before Bid submission closing date (T= Bid submission closing date) to avoid last minute delays and denials of successful Bid submission and to take care of any delays in Banking procedures.

Un Successful Bidder EMD Refund process: -

The bid is declared unsuccessful, under the following circumstances.
Bid submitted by the bidder is not the lowest bid.
Upon Finalization of the L1 Bid.
Technical Disqualification of the Bid in case of 2 cover system.
EMD paid but bid not submitted

EMD refund will be initiated by the Tender Inviting Authority directly and through Online only and through the same payment channels as EMD received by the Department. (RTGS / NEFT /Credit Card /Debit Card refund), within 30 days from the date of publishing the Decision / Result. However, Vupadhi /GoTS will not be held responsible for the delays occurring due to banking channels/procedures/processes of the respective vendor.

IMPORTANT NOTE REGARDING EMD REFUNDS:

Bidders are requested to use discretion in their choice of payment channel for remittance of EMD.

Time taken for Refunds under Ideal conditions:

1. Net Banking / NEFT / RTGS Challan: One (1) Banking Business Day from time of initiation of refund by Tender Inviting Authority subject to RTGS/NEFT timings of RBI.
2. Credit card/ Debit card: 7-10 working days from time of initiation of refund by the Tender Inviting Authority. However, this may be longer in case of certain bank cards. In case of delays, bidders are requested to contact the Card issuing Bank for faster resolution.

6. Payment of Transaction Fee:
It is mandatory for all the participating bidders from 1st January 2006 to electronically pay a non-refundable Transaction Fee to M/s. TSTS, the service provider, through the "Payment Gateway Service on E-Procurement Platform". The Electronic Payment Gateway accepts all MasterCard and Visa credit cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, Axis Bank, IndusInd Bank and/or Kotak Bank to facilitate the transaction. This is in compliance with G.O. Ms. No. 13 dated 07.05.2006. A GST of 18.00% plus bank charges on the transaction amount payable to TSTS shall be applicable.

As per G.O. Ms. No. 6, user departments shall collect 0.05% of ECV (Estimated Contract Value), with a minimum of 1,000 and no upper cap limit, from all participating bidders on the e-Procurement platform while participating in the e-Procurement process, in favour of the Managing Director, TSTS.

7. Corpus Fund:
As per G.O. Ms. No. 6, user departments shall collect 0.05% of ECV (Estimated Contract Value), with a minimum of 1,000 and no upper cap limit, from successful bidders on the e-Procurement platform before entering into an agreement/issuing purchase orders, towards the e-Procurement Fund in favour of the Managing Director, TSTS.

8. Tender Document:
The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

9. Bid Submission Acknowledgement:
The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of TS are not responsible for incomplete bid submission by users.

Enquiry Forms

Stage	Form Name	Type of Form	Supporting Document Required	Supporting Document Description
PQ Stage	Basic Details	Standard	Yes	Basic Details as per Format - I of the Tender Document
PQ Stage	Prior Experience Details	Standard	Yes	Prior Experience Details as per Tender Document
PQ Stage	Manpower Deployment Details	Standard	Yes	Manpower Deployment Details as per Tender Document
PQ Stage	ESI Details	Standard	Yes	ESI Details as per Format - I
PQ Stage	PF Details	Standard	Yes	PF Details as per Format - I
PQ Stage	Company Financial Details	Standard	Yes	Provide Audited Financial Statements for the 3 (Three) Financial Years alongwith Format - III
Commercial Stage	Manpower Requirements Details	Secure	Yes	Furnish the Financial Bid/BOQ as per the prescribed (Format-IV)given in the Tender Document. The bidder should not fill in any price details in the given Format - IV. The bidder is required to affix only the signature of the authorised tenderer, along with the firms stamp and date, on the format. The price quote shall be submitted exclusively through the e-procurement portal in the designated price column/area provided therein.

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

Tender No. YISU/2026-27/01

Date of Issue:06-11-2026

Date of Closing: 26-11-2026 Upto 04:30 PM

YOUNG INDIA SKILLS UNIVERSITY TELANGANA

Address: Nilgiri Block, IIIT-H Campus, Prof. C.R. Rao Road, Gachibowli, Hyderabad-500032, Telangana.

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SECTION-I

NOTICE INVITING TENDER (NIT)

"Providing Manpower Services at Young India Skills University, Telangana"

1. The Young India Skills University, Telangana (YISU) invites e-Tender under the Single Stage Two-Bid System through the e-Procurement Portal of the Government of Telangana (Technical Bid and Financial Bid) from experienced and reputed agencies/firms/companies for providing manpower services comprising security, housekeeping and other support manpower services at YISU, as detailed in this tender document.
2. Interested bidders may download the tender document from the University website https://yisu.in/tenders/ or the Government of Telangana e-Procurement Portal https://tender.telangana.gov.in/login.html.
3. Bidders shall regularly visit the Government of Telangana e-Procurement Portal and the University website until the tender closing date for corrigenda or amendments. Subsequent notices, if any, will be published on the University website and/or the e-Procurement Portal.

SCHEDULE OF TENDER:

Name of the Work	**Providing Manpower Services (Security, Housekeeping, and Other Support Manpower) at Young India Skills University, Telangana**
Type of Tender	Two Bid System
EMD Amount	₹4,65,000/- (Rupees Four Lakh Sixty-Five Thousand Only).
EMD Exemption:	Eligible Micro and Small Enterprises (MSEs) claiming exemption from payment of EMD shall submit a valid MSE/Udyam Registration Certificate or other prescribed supporting document along with the tender, subject to the applicable Government of Telangana procurement rules and tender conditions.
Mode of EMD Payment	EMD shall be paid in accordance with the instructions prescribed on the Government of Telangana e-Procurement Portal. Transaction details, wherever applicable, shall be furnished along with the bid.
Pre-Bid Meeting	Not applicable
Last date and time for Submission of online tender documents	26.11.2026 up to 04:30 PM
Date and time of Tender Opening	26.11.2026 at 05:00 PM

SECTION-II

INSTRUCTIONS TO BIDDERS (ITB)

1. Tender document can be downloaded from the University Website: https://yisu.in/tenders or Telangana E-Procurement portal at https://tender.telangana.gov.in/login.html
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.

3. All Terms & conditions should be complied and filled at E Procurement portal.

4. All offers should be duly filled on E-Procurement portal.

5. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.

6. Address and contact numbers for seeking clarifications & Communication: -

   a) Address for Communication:

   The Registrar,
   Young India Skills University, Telangana,
   Nilgiri Block, IIIT-H Campus, Prof. C.R. Rao Road,
   Gachibowli, Hyderabad-500032, Telangana.

   b) Contact Person Details for seeking clarifications:

   Contact personnel Details: Sri. Kumarappan, Administrative Officer
   Email ID of Contact Personnel: kumar@yisu.in

SECTION-III

QUALIFICATION/ ELIGIBILITY CRITERIA

The bidder shall have at least **three years**' experience in providing manpower services, including security and one or more of housekeeping, other support manpower services, to Central/State Government departments, PSUs, nationalised banks, autonomous bodies or reputed organisations. The bidder shall submit details of clients, duration and value of work. The estimated contract value is approximately **₹1.55 Crores per annum.**

1. Financial Capability: The bidder shall have an average annual financial turnover of at least **₹95 lakhs** during the last **three completed financial years**. Audited financial statements and supporting documents shall be furnished.

2. **Past Experience:**

   a) The bidder must have at least **three years'** experience of providing security and/or other manpower services to Central/State Government departments, PSUs, nationalised banks, autonomous bodies or reputed organisations.
   b) The bidder must have successfully completed similar manpower service contracts during the last three completed financial years, meeting any one of the following criteria:

      i. Three similar completed services not less than the amount equal to **40%** of estimated cost;

      or

      ii. Two similar completed services costing not less than the amount equal to **50%** of estimated cost;

      or

      iii. One similar completed service costing not less than the amount equal to **80%** of estimated cost;

3. Self-attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.

4. PSARA Licence and Compliance: Where security manpower is included, the bidder shall possess and maintain a valid licence under the Private Security Agencies (Regulation) Act, 2005 (PSARA), read with the applicable Central Rules and Telangana rules/orders, authorising it to operate in Telangana. A self-attested copy of the licence, its validity particulars and an undertaking to maintain continuous compliance throughout the contract shall be submitted with the Technical Bid. Any suspension, cancellation, expiry or change affecting the licence shall be reported to YISU immediately; security deployment shall not be undertaken without a valid authorisation.

5. Self-attested copy of following additional documents: -

   a) Valid labour license under the contract labour (Regulations & Abolition Act, 1970)
   b) GST Registration certificate
   c) Registration under EPFO
   d) Registration under ESIC
   e) PAN Card
   f) Registered branch office in Telangana

6. Technical Bid duly filled with all supporting documents **(Format-I).**

7. Self-attested Copies of work orders and experience with financial value in Similar Manpower Services for last three years and names & address of clients who may be contacted for further information on those contracts **Format-II**.

8. Income Tax Returns for the last three completed financial years ended 31st March, 2026.

9. Certified copies of Audited Financial Statements of the last three financial years ended 31st March, 2026 by CA comprising following: - Please fill **Format –III**

   a) Balance sheet
   b) Profit and loss Statement/Income and expenditure account

10. Bank Account details (NEFT Mandate Form) **(Format-V)**

11. An undertaking on non-judicial stamp paper of Rs. 100.00 to be furnished as per the **Format-VI** of the tender document.

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

SECTION – IV

ACTIVITY SCHEDULES AND OTHER REQUIREMENTS

1. The Manpower agency shall inspect the site (if necessary) at Young India Skills University, Telangana and fully acquaint themselves with scope and nature of working conditions etc. No claims will be considered later on the grounds of ignorance or otherwise of the conditions under which the work will have to be executed.

2. YISU is currently operating from its temporary campus. The successful bidder will be required to provide services at any location within Telangana/Hyderabad where the University, its satellite campuses, or branches may be located or relocated, as and when required.

3. **Manpower Requirements, Scope of Services and Roles & Responsibilities**:

   Young India Skills University invites bids for the engagement of manpower to provide the services detailed below. The manpower quantities indicated are tentative, and the actual deployment shall be made on a need basis, as determined and directed by the University from time to time.

   The University reserves the right to increase or decrease the indicated manpower quantities by up to 25% during the contract period, with the revised quantities being rounded off to the next higher whole number, wherever applicable, based on its operational requirements. The successful bidder shall be bound to comply with such deployment requirements without any objection.

   a) Security Guards: YISU requires the Security Manpower Services 24 (Hrs). X 07 (days a week) X 365 days to protect the university premises and properties. The security personnel will work as per following three shifts (or as & when revised): -

Shift	Shift Timing
1st	06:00 Hrs – 14:00 Hrs
2nd	14:00 Hrs – 22:00 Hrs
3rd	22:00 Hrs – 06:00 Hrs

i) Security Duties:

The agency shall conduct shift-wise roll calls, post inspections and surprise supervisory checks, maintain duty rosters, attendance and incident registers, and ensure relief staff are available so that no post is left unattended. Security instructions, access-control procedures and emergency response protocols shall be documented and briefed to deployed personnel before they assume duty.

a) Protection of university property and personnel against unlawful activities.
b) Coverage of entire campus: gates, hostels, labs, mess, guest houses, admin areas, etc., where ever applicable.
c) Security during transit of goods, personnel, cash, and documents when required.
d) Anti-burglary measures including night surveillance and access control.
e) Gate control to prevent unauthorized entry, parking, squatting, littering, vandalism.

f) Firefighting using University-provided equipment.
g) Vehicle parking regulation, VIP and event security.
h) Security surveys, investigations, and internal training (at agency's cost).
i) Following SOPs of the University; detection and prevention of unauthorized acts.
j) Emergency deployment within 12 hours of notice.
k) Weekly offs and leave to be managed without affecting sanctioned deployment.
l) The security agency shall not permit continuation of duty of persons deployed from shift to shift except for emergencies from 1st Shift to 2nd Shift to an extent of 10%, from 2nd Shift to 3rd Shift to an extent of 05% but not from 3rd Shift to 1st Shift.
m) Security guards deployed by the agency shall safeguard plant and machinery, movable/ immovable property in his areas of deployment, failing which, cost of damage property will be recovered from the running bills.

ii) Engaging Guard in Extra Duty: At the time of exigencies and special requirement/ events viz. Official gathering/ VIP Visit/ Agitation/ Strike/ festivals and likewise, extra-man days shall be availed from the available lot of man days. It shall be ensured by the agency that total man-days used/ consumed shall not exceed the allotted / sanctioned man-days.

iii) Security Manpower Requirement: The Security manpower requirement shown below is tentative and may be increased or decreased in accordance with the University's operational requirements

Sl. No.	Security Manpower/Post	Category	Tentative Security Manpower	Remarks
01.	Security Guard	I	13	Category as per G.O. MS. No. 60 Dated: 11.06.2021 Issued by the Government of Telangana.
Total			**13**	

b) Other Manpower Requirements: The Manpower requirement shown below is tentative and may be increased or decreased in accordance with the University's operational requirements.

Sl. No.	Manpower Category	Category	Tentative Manpower Requirement	Remarks
1	House Keeping	I	12	Category as per G.O. MS. No. 60 Dated: 11.06.2021 Issued by the Government of Telangana.
2	Office Subordinate/ MTS	I	08	
3	Supervisor	II	02	
4	Office Support Staff	II	01	
5	Store Keeper	II	02	
6	Junior Assistant	II	06	
7	Lab Assistant	II	02	
8	Multi Task Support Assistant	III	02	
9	Senior Assistant	III	04	
Total			**39**	

i) Roles & Responsibilities of Other Manpower:

a) Housekeeping: Young India Skills University requires Housekeeping Manpower Services from Monday to Saturday, between 08:00 Hrs and 16:30 Hrs, including a 30-minute lunch break. The timings may be revised as per the requirement of the YISU with 8 hours duty. The duty hours of House Keeping staff would be decided by the Office of the Registrar, Young India Skills University (YISU). This office reserves the right to call for the services of the House Keeping Staff if required, even on Sunday/Public Holidays also, without any additional cost or payment to the service provider but Compensatory off will be provided. Every month 2nd Saturday dusting and deep cleaning to be taken up in all areas of YISU.

Key Roles and Responsibilities:

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

b) Office Subordinate/Multi-Tasking Staff (MTS): Young India Skills University requires Multi-Tasking Staff (MTS) Manpower Services from Monday to Saturday, between 09:00 Hrs and 17:30 Hrs, including a 30-minute lunch break to support daily office-related errands and minor logistical tasks. MTS will assist with the following.

Key Roles and Responsibilities:

a) Bringing essential items for office use.
b) Submitting official papers and documents to government/private offices;
c) Depositing cheques and documents at banks, and collecting receipts if required;
d) Performing general movement-based tasks as instructed by the University authorities.
e) Assisting in setting up meeting rooms and handling movement of files / documents within campus as needed.
f) Responsible for timely opening and closing of officers' and staff rooms, classroom and labs ensuring proper locking, switching off electrical equipment of the premises.
g) The deployed individual must be punctual, physically fit, and capable of handling assigned duties efficiently.
h) Duty hours and responsibilities will be as per the operational requirements of the University.
i) Keeping files in orderly and organized manner.
j) Arrangement of all the basic amenities at officer's and other desks.
k) Making entries of the all incoming and outgoing documents/ letters/ files etc.
l) Arrangement of Refreshment during the meeting.
m) Do the work in accordance with the instruction issued by the Reporting Officer/ Competent Authorities.

n) An order will be issued separately regarding the roles and responsibilities and the reporting officer by the Competent Authority.

o) **Service Provider's Responsibility for Official Travel:** The Service Provider shall ensure that any Office Subordinate/ MTS personnel required to travel outside the University campus for official duties using a personal two-wheeler do so only with prior authorisation from the competent authority. The Service Provider shall verify that the personnel possess a valid driving licence and that the vehicle has valid registration, insurance and pollution-under-control certification, wherever applicable, and is maintained in roadworthy condition. The Service Provider shall ensure compliance with applicable traffic rules and safety requirements, including the use of a helmet. Conveyance expenses incurred for authorised official travel shall be reimbursed or paid directly to the concerned personnel in accordance with the University's approved policy and applicable procedures. The Service Provider shall maintain the relevant authorisation and travel records and submit them to the University whenever required. **The Service Provider shall be solely responsible for ensuring appropriate insurance coverage for the personnel and vehicles used for official travel and for addressing any accident, injury, death, loss, damage or other incident or calamity arising during or in connection with such travel. The Service Provider shall be responsible for all related claims, compensation and liabilities in accordance with applicable law and shall ensure that no claim or financial liability is imposed on Young India Skills University (YISU) in connection with such incidents, to the fullest extent permitted by law.**

c) Office Support Staff: Young India Skills University requires Manpower Services from Monday to Saturday, between 09:00 Hrs and 17:30 Hrs, including a 30-minute lunch break. The following works will be looked after by the Office Support Staff.

Key Roles and Responsibilities:

a) Operate office equipment such as printers, copiers, scanners, and fax machines.
b) Maintain visitor records, entry registers, and ensure security procedures for guest access.
c) Coordinate with internal departments for appointments, meetings, and communication flow.
d) Manage courier, and dispatch registers.
e) Manage front desk operations, including receiving and guiding visitors, staff, and students.
f) Provide general administrative support such as filing, photocopying, and document handling as assigned.
g) Support event coordination, guest reception during official programs, and other university functions.
h) Uphold confidentiality and represent the University in a professional manner.
i) Perform any other duties or tasks as assigned by the Reporting Officer or Competent Authority.

d) Store Keeper:

Roles and Responsibilities:

p) Receiving and Inspection: Unload incoming shipments, inspect goods for damage or discrepancies, and reconcile items against purchase orders.
q) Storage and Organization: Arrange materials systematically in the warehouse or store using methods like FIFO (First-In, First-Out) to prevent spoilage or obsolescence.

r) Inventory Control: Monitor stock levels, record receipts and issues in ledgers or software systems, and flag low-stock or overstock items.
s) Issuing and Dispatch: Pick, pack, and issue materials to internal departments or external clients based on approved requisitions.
t) Auditing and Reporting: Conduct regular physical stock counts, reconcile discrepancies with digital records, and generate inventory reports.
u) Safety and Housekeeping: Maintain a clean, hazard-free storage environment and follow proper material-handling protocols.
v) Maintain all assets and consumables in a proper record and tag to be provided to the asset.
w) Monthly report to be submitted to the reporting officer regarding usage of the stock/consumable items and closing items.

e) Junior Assistant (Academics):

Roles and Responsibilities:

a) Maintain and update student academic records and files.
b) Assist in preparing examination schedules, hall tickets & seating arrangements.
c) Coordinate with faculty and students for examination-related queries.
d) Help in processing marks, grades, and certificates.
e) Assist in student admissions and enrolment data management.
f) Handle academic correspondence with students, faculty, and external bodies.
g) Disseminate circulars, notices, and academic updates.
h) Maintain academic databases, spreadsheets, and MIS reports.
i) Prepare and file academic reports, minutes of meetings, and attendance registers.
j) Support faculty in preparing teaching materials, schedules, and assignments.
k) Assist in organizing workshops, seminars, and academic events.
l) Respond via email & phone to student inquiries regarding courses, examinations, and certificates.
m) Facilitate issuance of transcripts, migration certificates, and other academic documents.
n) Update academic information on the university portal or website.
o) Assist in online academic processes such as registration, fee payment reconciliation, and result publishing.
p) Coordinate with administrative staff for timely submission of reports and audit requirements.
q) Perform any other academic or administrative tasks assigned by the reporting officer.

f) Junior Assistant (Administration):

Roles and Responsibilities:

a) Enter and update administrative data, records and reports.
b) Maintain files related to office administration, HR, inventory, etc.
c) Assist in preparing letters, notices, circulars and office documents.
d) Support daily office operations like attendance tracking, logistics and file movement.
e) Handle email communication and follow-up on routine matters.
f) Maintain databases for staff records, leave and office supplies.
g) Coordinate with vendors for office-related requirements as needed.
h) Maintain confidentiality of official documents and correspondence.
i) Perform any other admin-related tasks assigned by the department.
j) Working knowledge of FRSR and applicable government rules related to service matters.
k) Other duties assigned by higher officials from time to time.

g) Junior Assistant (Accounts):

Roles and Responsibilities:

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

h) Lab Assistant:

Key Roles and Responsibilities:

a) Good hands-on laboratory skills, Ability to follow laboratory protocols accurately.
b) Attention to detail.
c) Good housekeeping and organizational skills.
d) Basic troubleshooting ability.
e) Strong commitment to laboratory safety.
f) Ability to maintain accurate records.
g) Ability to work effectively with faculty, Demonstrators and students.
h) Reliability, punctuality and discipline.
i) Willingness to learn new laboratory techniques and equipment.
j) Experience in a biotechnology, microbiology, molecular biology, cell biology or biochemistry laboratory.
k) Experience in laboratory operations in an educational institution
l) Training/certification in laboratory safety, biosafety, chemical safety or related areas.
m) Good working knowledge of computers and digital record keeping.
n) Perform any other tasks assigned by the University officials or reporting officers/faculty.

i) **Multi Task Support Assistant:**

Key Roles and Responsibilities:

a) Organization & Time Management: Ability to context-switch smoothly across high-volume, varied daily requests without missing deadlines.
b) Technical Literacy: Proficiency in office software like Microsoft Office (Word, Excel, PowerPoint) or Google Workspace, plus basic typing and digital filing skills.
c) Communication & Interpersonal Skills: Clear verbal and written communication with staff, management, and visitors.
d) Dependability & Adaptability: High reliability, discretion with confidential information, and willingness to take on ad-hoc tasks as operational needs shift.
e) Coordinate meeting room bookings, calendar management, and basic travel arrangements.
f) Help prepare agendas, presentation materials, and take meeting notes/minutes.
g) Assist project or bid teams with document compilation and tracking deadlines.

j) **Senior Assistant (Accounts/General Administration/Academic)**

Key Roles and Responsibilities:

a) Calendar and Schedule Management: Coordinate executive calendars, schedule appointments, book meeting rooms, and resolve scheduling conflicts.

b) Communication Handling: Screen and answer phone calls, manage inbox correspondence, draft emails, and relay critical messages to leadership.

c) Meeting Support: Prepare meeting agendas, gather briefing materials, attend meetings to take detailed minutes, and track follow-up action items.

d) Travel Coordination: Arrange domestic or international travel, including flights, hotels, ground transportation, and complete itineraries.

e) Document and Report Preparation: Draft letters, memos, spreadsheets, and presentation decks using tools like Microsoft Office or Google Workspace.

f) Staff Supervision and Training: Train, mentor, or oversee junior administrative and office support staff, and assist with work allocation or evaluations.

g) Records and Inventory Management: Maintain paper and electronic filing systems, handle sensitive or confidential data, and order office supplies.

h) Event and Project Coordination: Assist with planning company events, workshops, or board meetings, including managing related budgets and tracking expenses

Note: The roles and responsibilities specified against the above posts are not exhaustive, and additional duties and responsibilities may be assigned as and when required.

SECTION-V

GENERAL CONDITIONS OF CONTRACT (GCC)

1. **Bid Security (EMD):** The bidder shall pay an Earnest Money Deposit (EMD) of **₹4,65,000/- (Rupees Four Lakhs Sixty-Five Thousand Only)** through the E-Procurement Portal, strictly in accordance with the payment instructions provided therein, and submit the relevant payment transaction details along with the Technical Bid.

   However, Micro and Small Enterprises (MSEs) claiming exemption from payment of EMD shall submit a valid Udyam Registration Certificate reflecting their Micro or Small Enterprise classification. The registration details and current enterprise classification shall be verified by the University through the official Udyam Registration Portal. EMD exemption shall be granted only to eligible Micro and Small Enterprises fulfilling the prescribed conditions under GFR-2017. Medium Enterprises shall not be eligible for such exemption.

2. **Performance Security:** On receipt of notification of award of work order from the University, the successful Bidder within 15 days shall furnish the performance security @ 5% of annual contract value (awarded work) in the form Performance Security may be furnished in the form of Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee including e-Bank Guarantee from a Commercial bank or online payment in favour of "Young India Skills University, Telangana" with following terms and conditions: -

   a) Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor/ agreement.
   b) The Performance Security will be forfeited and credited to the University account in the event of a breach of contract/ agreement by the contractor.
   c) It will be refunded after 60 days, post successful completion of all contractual obligations and duly performs of all agreed assignments as per agreement.

3. **Contract Period:** The contract will be initially period of **One Year** and shall be renewed annually on the basis of performance and mutual consent with the same terms and conditions for the maximum period of **two years**. The contract shall be terminated by the University giving prior notice of 60 days to this effect. However, the contract can also be terminated by the agency giving prior written notice of 90 days.

4. **Payment Terms & Conditions:** Payment to Service Provider shall be made on monthly basis. Bill shall be submitted by the firm/ agency after completion of every month duly enclosing therewith: -

   a) Ink-signed copy of Tax Invoice with Bank Details for making payment through online mode of transfer.
   b) Attendance certified by the Supervisor and an officer authorized by the University.
   c) Salary payment sheet of the current month, with bank transaction details.
   d) The agency shall submit separate EPF and ESI challans, duly signed and stamped by the authorized company officials, as proof of remittance of the applicable contributions for all personnel deployed under the contract for the preceding month to the respective statutory authorities. The University may also require soft copies of the

challans, along with employee-wise contribution details generated from the respective EPFO and ESIC government portals, as and when required and monthly basis.

e) A separate challan of deposit of GST and Professional Tax as applicable duly stamped & signed by the authorized company officials for previous month.

f) The agency has to pay the remuneration as per orders Government of Telangana notified by Finance Department, vide G.O.Ms.No.60 Dated: 11.06.2021, as the case may be, to the engaged personnel by the Fifth (05) day of the following month without linking to payment to be received from the University.

5. **Bonus Payment:** If applicable under the Payment of Bonus Act, 1965 (as amended) and other relevant laws, the Contractor/Agency shall pay statutory bonus to all eligible engaged personnel drawing remuneration up to ₹21,000 per month, at the minimum rate of 8.33% of annual wages (revised from time to time). The method of calculation of bonus shall be adopted strictly as per the provisions of the Act. Any payment beyond the minimum, up to the maximum permissible under the Act, shall be made only with prior approval of the Competent Authority. The University shall reimburse the actual amount paid on production of proof, without any service charges or profit margin. Non-compliance, if applicable, shall be treated as a breach of contract. The date of distribution/payment of bonus will be informed by the University.
6. The University will release payment **within 15 working days** from the date of the receipt of bills along with all the above necessary documents, if found in order.
7. The successful bidder/firm/agency **shall not be paid any kind of advance** under any circumstances.
8. **Deduction of Income Tax, GST and so on, at source from payment to agency's:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.
9. **Refund from Agency** - If the Agency, after claiming and receiving reimbursements for GST or other taxes and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds, such refunds contain the University share also (out of the payments already made by the University to that Agency) and that should be **refunded to the University**.
10. The successful bidder shall have to obtain labour license before commencement of work from concerned labour authorities, wherever applicable, under the provisions of contract labour (Regulations & Abolition) Act, 1970 and the rules/ amendments made there under from time to time. The bidder shall also ensure renewal of such license well before its expiry.
11. The agencies/bidders/firms should maintain all the records/ registers / documents which are necessary under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at Young India Skills University at all times.
12. **Site Visit: -** The bidder, at the bidder's own responsibility, risk and expenses, is encouraged to visit and examine the site (if necessary) and its surroundings and shall obtain all information that may be necessary for preparing the bid and entering into a contract for the services only on working days.
13. **Workmen Safety and Insurance:** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their employed personnel, who are engaged for the Manpower Services of the University. The service provider shall provide and ensure sufficient protection gears like big size quality torch with battery thereof, heavy duty lathi of suitable size, Whistles etc. being used by their workers while carrying out security related activities. The University shall not be liable/ responsible for any compensation in case of any

fatal injury/death caused to or by engaged personnel while performing/ discharging their duties/ for inspection or otherwise.

14. **Registered Branch office in Telangana**: The agency/ firm shall have a proper registered branch office in Telangana. The office shall have effective communication facilities like telephone, e-mail, mobile phones, vehicles etc. and manned control room to ensure quick response. **Documents pertaining to registered branch office** i.e. Registration documents, rental agreement/ property documents etc., shall be submitted with technical bid. **Payment of First bill/ invoice will be linked with the said documents.**
15. **Modification of bids:** The University reserves the right to alter/ modify any or all conditions of this tender document before submission of Technical and Financial bids. The agencies/ bidders/ firms shall not be permitted to alter or modify their bids after last date of submission of bids. At any time prior to the deadline for submission of tender, the University may amend the tender documents by issuing addendum/ corrigendum.
16. **Selection of the Bidder:** For the purpose of selection of the bidder, a Single Stage Two Bid System process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid & Financial/Commercial Bid.**

    a) **Technical Bid:** Technical bid should contain information regarding the company/ firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. **(Format I, II, III, IV, V, VI)** must be uploaded as part of Technical Bid along with supporting documents.

    b) **Financial/Commercial Bid:** Financial bid should contain rate of the service charge required to be supplied along with tender form, duly filled and signed by the authorized person. Conditional Offer will not be accepted **(Format IV).**

17. **Evaluation of bid:**

    a) Technical Bid along with pre-qualification criteria of this tender will be evaluated by an evaluation committee nominated by competent authority to conclude the tender. Financial bids of bidders who are technically qualified as per evaluation committee will only be opened. **Partial Tender/Bid is not acceptable under any circumstances.**
    b) L1 (lowest bid) will be decided on lowest reasonable service charges.
    c) The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence.
    d) In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the Reasonableness of the rates quoted by the tenderer in the financial bid as per terms and conditions. The bidder shall not quote rate less than 03.85% in Service Charge. In case the bidder quotes below 03.85% Service Charge, it will be considered as impracticable/ not feasible to execute the assignment, hence, the committee will reject the bid and next bidder, who is equal or above to threshold value will be considered as per grading/ rate.
    e) Unless otherwise stated in the price bid, it will be construed that the price quoted is inclusive of all taxes and duties. No claim in this regard will be entertained at a later stage.

f) **Tie-Breaking Criteria in Case of Equal Service Charges:**

In the event of two or more bidders quoting the same lowest service charge (L1), the selection of the successful bidder shall be made in accordance with the applicable Telangana Government e-Procurement norms, procurement guidelines such as General Financial Rules (GFR), 2017, and the Manual for Procurement of Non-Consultancy Services, 2025, may be adopted.

The tie-breaking criteria shall be applied uniformly to all bidders quoting the same lowest service charge, ensuring fairness, objectivity, transparency and equal treatment. Wherever permissible under the applicable procurement rules, the University may seek additional supporting documents, clarifications or relevant information from the tied L1 bidders solely for verification and evaluation purposes, without permitting any change or revision to the financial bids submitted.

The Tender Committee shall evaluate the matter in accordance with the prescribed criteria and place its recommendations, along with the reasons and supporting records, before the Competent Authority for approval. The decision of the Competent Authority, taken in accordance with the applicable procurement rules and the terms and conditions of the tender, shall be final and binding on all participating bidders.

18. **Rejection of Bids:**

a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the EMD/ Performance Security and cancel the order, if awarded.
b) If the technical offer contains any price information the offer will be summarily rejected.
c) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
d) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection. All pages of the tender documents have to be duly signed and stamped by the authorised signatory.
e) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
f) The Tenderer must confirm in their bid acceptance of all the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render/liable the bid for rejection.
g) The University reserves the right to reject any or all the bids without assigning any reason thereof.
h) Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.
i) Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered.

19. **Withdrawal of bids:** No bidder will be allowed to withdraw its bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's bid security and other sanctions.

20. **Bid Validity**: Bids should be valid for a period of 180 days from the date of opening of financial bid.
21. **Settlements of disputes:** All the disputes shall be initially settled with mutual discussions or arbitration. Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, if any, with regard to providing services and interpretation of any clause in this agreement, the Hon'ble High Court of Telangana shall have the Jurisdiction.
22. **Arbitration:**
    a) The seat of Arbitration shall have been at Telangana.
    b) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
    c) The language of the arbitration shall be English.
23. **Cancellation of Tender:** The Vice-Chancellor, Young India Skills University, Telangana, or the duly authorised competent authority, reserves the right to accept or reject any bid, reject all bids, or cancel or annul the tendering process, in whole or in part, at any stage before the award of the contract, in accordance with applicable procurement rules and the terms of the Government of Telangana e-Procurement Portal. Such action shall be based on valid administrative, financial, technical or procurement-related grounds, with reasons recorded as required under applicable rules. The decision shall be communicated through the prescribed tender communication channels. The treatment, refund or forfeiture of EMD shall be governed by the applicable tender conditions and procurement rules. No bidder shall be entitled to compensation merely on account of rejection of its bid or cancellation of the tender, subject to applicable law.
24. Subcontracting/Subletting of the contract is not allowed.
25. **Termination of Contract:** After award of the contract, the University may terminate the agreement, in whole or in part, if the Agency fails to comply with any material term or condition of the tender, agreement or work order, or commits a breach of its contractual obligations. Except in cases involving serious misconduct, fraud, safety or security risks, statutory violations, or other circumstances warranting immediate action under the contract or applicable law, the University shall issue a written notice specifying the breach and allow the Agency 15 (fifteen) calendar days from receipt of the notice to rectify the breach. If the Agency fails to rectify the breach within the stipulated period, the University may issue a one-month written notice to the Service Provider, clearly specifying the nature of the default and the seriousness of the proposed action. If the Agency fails to improve the situation during the notice period, the University may terminate the contract in accordance with the para 3 of **Section-V** and contract terms and applicable law. In cases warranting immediate termination, the University may take appropriate action without following the above notice periods, subject to the contract and applicable law. Termination shall be without prejudice to the University's right to recover admissible losses, impose contractual penalties, invoke performance security or take other action permitted under the contract and applicable rules. The Agency shall cooperate in the orderly handover and transition of services. Termination shall not affect rights and liabilities accrued before the effective date of termination.
26. **Penalty for use of Undue influence:** The firm/ agency undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the University or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the University for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the University. Any breach of the aforesaid

undertaking by the Agency or any one employed by him or acting on his behalf (whether with or without the knowledge of the firm/ agency) or the commission of any offers by the firm/ agency or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the University to cancel the contract and all or any other contracts with the firm/ agency and recover from the firm/ agency the amount of any loss arising from such cancellation. A decision of the University or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the firm/ agency. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the firm/ agency towards any officer/employee of the University or to any other person in a position to influence any officer/employee of the University for showing any favour in relation to this or any other contract, shall render the firm/ agency to such liability/ penalty as the University may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Performance Security and refund of the amounts paid by the University.

27. **Force Majeure clause:**

a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/ Services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (Ten) days from the moment of their beginning.

d) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods/services received.

28. The Agencies/ Firms shall perform all the assigned jobs to the satisfaction of the University and shall be liable for any loss or damage to the University as stated herein:

a) The Agencies/Firms and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the areas of responsibility given to the man, not knowingly lend to any person or Agencies/Firms/Agency, any effects or assets of the University under its control.

b) **In event of any loss being caused to the University that is prime-facie on account of the negligence and/or dereliction of duties by the Agencies/Firms or its staff, a Joint Committee comprising of a representative of the University and Agencies/Firms shall determine whether the loss is on account of unsatisfactory**

performance of the Agencies/Firms and in that case, it will also determine the compensation to be paid to the University by the Agencies/ Firms. There commendations of the Joint committee will subject to the approval of the Vice Chancellor, YISU Telangana.

c) The liabilities are met by the Agencies/ Firms for the liabilities the Agencies/ Firms may make good such a loss by compensating to the University due to negligence or poor performance by the Agencies/Firms.

d) However, the Agencies/Firms will not be held responsible for the damages caused due to Force Majeure circumstances.

29. In case, the Service Provider does not execute the work as per the terms and conditions of the work order/ Agreement, the same shall be executed through other firm/ agency and the expenditure, if any, incurred in this regard shall be recovered from the Service Provider's Security Deposit and Pending bills and University may initiate appropriate action as deemed fit, including termination of contract.
30. In case, the bidder awarded contract for manpower services, fail to execute the work/ services as per work order/ agreement, the University shall award the work to the next higher responsive bidder at the rates offered by lowest responsive bidder. (Rule 173(xvi) of GFR 2017)
31. Disputes, grievances, if any, between the Service Provider and personnel deployed by it or between deployed personnel, has to be settled/ resolved by the Service Provider only.

32. **Note to Service Charges-Calculation and Billing Method:** The Service Charges shall be payable only on the earned remuneration of the deployed manpower for the actual days worked. Service Charges shall not be calculated on statutory components such as EPF, ESI, EDLI and other statutory contributions.

a) **Formula for calculation of Service Charges:** Service Charges = (Monthly Remuneration / Number of Working Days) × Actual Present Days × 3.85%

b) GST-inclusive Service Charges: The Service Charges shall be fixed at 3.85% (Three Point Eight Five Percent), inclusive of all applicable GST on the Service Charges component. The Service Provider shall not claim any additional GST over and above the prescribed 3.85% towards Service Charges.

c) Accordingly, the monthly bill shall comprise the following components:

i. Earned Remuneration of Employees (based on actual attendance);
ii. Employer's EPF contribution @ 13% (including EDLI and applicable administrative charges);
iii. Employer's ESI contribution @ 3.25%;
iv. Service Charges @ 3.85% on earned remuneration only, inclusive of GST on the Service Charges component; and
v. GST on the taxable value of the manpower outsourcing service, wherever applicable, in accordance with the prevailing GST laws.

The Service Provider shall ensure that no GST component is charged twice or claimed separately over and above the GST-inclusive Service Charges of 3.85%. The monthly invoice shall clearly indicate the above components and the applicable GST treatment.

SECTION - VI

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work.
2. The employed personnel action shall promote goodwill and enhance the image of the University.
3. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by them.
4. The University **shall not allow** any engaged personnel of the Agencies/Firms to work inside the University without uniform (Shirt properly tucked), shoes, Cap (topi), Identity card and other accessories wherever applicable i.e., Security, House-keeping, Office Subordinate/MTS Office Support Staff and Supervisor (Security/Housekeeping).
5. If during the period of contract the uniform is torn, it shall be the responsibility of the Agencies/Firms to supply another pair of uniform to the employed Security, House-keeping, Office Subordinate/MTS Office Support Staff and Supervisor (Security/Housekeeping) personnel and ensure that the persons wear uniform while they are on duty in the University.
6. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc.
7. All services shall be performed by persons qualified and experienced in performing such services.
8. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.
9. The agency's employed staff, in any circumstances, **shall not** divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential/ secret in nature.
10. The agency's employed staff, in any circumstances, **shall not claim** any benefit/ compensation/ absorption/regularization of services from the University under the provisions of Industrial Disputes Act., 1947, Contract Labour (Regulation & Abolition) Act, 1970 and other acts in force. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University. **(Format-VI)**
11. The service provider shall ensure deployment of suitable security personnel post collection and diligent verification of following documents **(pre-requisites):** -

    a) Certified/ proper background/ character verification certificate by the local police.
    b) Proof of identity as per document issued from Govt. of India/ Telangana
    c) Proof of residence as per document issued from Govt. of India/ Telangana
    d) Proof of Age/ DOB as per document issued from Govt. of India/ Telangana
    e) Aadhar Card
    f) Driving license, as applicable
    g) Recent Coloured Photographs (02)
    h) Bank account details
    i) Certified previous work experience certificate as applicable.
    j) Education qualification certificate

k) Resume of all engaged personnel with all standard/ required details

l) Any other relevant documents/ certificate as directed by the University

12. The character and antecedents along with all the above documents of each employed personnel have to be verified by the service provider before their deployment and a certification with copy of all above supporting documents to this effect, is to be submitted to the University within **01 month** of deployment of such personnel.

13. The service provider shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their remuneration every month as per **Government of Telangana, finance Department ide G.O.Ms.No.60 Dated: 11.6.2021**, Contract Labour (Regulations & Abolition) Act, 1970, Payment of Wages Act, 1936 **by Fifth (05) day of the following month *without linking to payment to be received from the University***. In case of delayed payment, the Service Provider is liable to pay the penalty as decided by the competent authority which shall be binding upon the service provider.

14. The agencies/bidders/firms shall be wholly and exclusively responsible for payment of Remuneration, EPF, ESIC, etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.

15. The service provider shall provide the required personnel for a shorter period also, in case of any service exigencies as per the requirement of the University during various occasions like VIP visits, culture/ sports programmes etc. within 12 hours of receipt of written or verbal directive through authorized University Official.

16. The service provider shall provide a substitute, well in advance, if there is any probability of an engaged personnel member leaving the job due to his /her own personal reasons.

17. The agency shall ensure of providing ESI card to all the employed personnel within one month of commencement of work under this contract to enable them to avail of the entitled medical facilities.

18. The remuneration payable to the deployed personnel shall be in accordance with the applicable Government Orders issued by the Finance Department, Government of Telangana, as revised from time to time. The Service Provider shall ensure that individual bank accounts are maintained or opened in the names of all serving and newly joined personnel and that all salary payments are made exclusively through electronic bank transfers; payment in cash is strictly prohibited. The Service Provider shall also ensure that EPF and ESI accounts, wherever applicable, are maintained or opened for all serving and newly joined personnel, and that the required accounts for newly joined personnel are opened within one month of their joining. The Service Provider shall be solely responsible for the timely payment of remuneration and statutory contributions, including EPF and ESI, in accordance with applicable laws. A certificate confirming payment of remuneration in accordance with the applicable Government Orders, along with bank transfer details and proof of statutory contributions, shall invariably be submitted to the University every month along with the monthly bill.

19. The Service Provider shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.

20. The Service Provider shall be solely responsible for any query raised from the office of Regional/Assistant Labour Commissioner on issues related to EPF/ESI, minimum wages, bonus etc to the employed personnel.
21. The successful bidder shall enter into an Agreement with the University on Non- Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within **21 days** of the issue of letter of Award. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and terms and conditions of Bid Securing Declaration Form will be executed, as per **GFR – 225 (vi).**
22. In case, the Service Provider fails to make payment of remuneration to his personnel deployed under the contract, the performance guarantee and the amounts payable by the University to the Service Provider, shall be utilized by the University to discharge primary liability of the Service Provider towards various services/ personnel and also liable to terminate the contract/agreement.
23. The Service Provider shall ensure adherence to all relevant acts/ laws including (as amended time to time): -
    a) The Contract Labour (Regulations & Abolition) Act, 1970
    b) The Payment of Wages Act, 1936
    c) The Workmen Compensation Act, 1923
    d) ESI Act 1948
    e) The Employee‟s Provident Fund and Miscellaneous Provisions Act, 1952
    f) The Private Security Agencies (Regulation) Act, 2005
    g) The Industrial Disputes Act, 1947
    h) The Equal Remuneration Act, 1976
    i) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979

24. **Eligibility criteria of Security and other Personnel:**

a). Security Personnel

The Agency/Firm shall deploy adequately trained, qualified and experienced Security Guards and Security Supervisors. The personnel deployed by the Agency shall be subject to verification and approval by the University and shall comply with the provisions of the Private Security Agencies (Regulation) Act, 2005 (PSARA), the Telangana Private Security Agencies (Regulation) Rules, 2022, and other applicable statutory provisions, as amended from time to time.

The Security Agency shall ensure that every Security Guard and Security Supervisor deployed at the University fulfils the following requirements:

i. Shall have completed 18 years of age and shall not have attained 65 years of age, subject to applicable statutory provisions.
ii. Shall satisfy the prescribed character and antecedent verification requirements.
iii. Shall have successfully completed the prescribed security training from a recognised/authorised training institution, wherever applicable.
iv. Shall fulfil the prescribed physical, educational and other eligibility standards under the applicable PSARA provisions and Telangana Rules.

v. Shall possess the prescribed experience and qualifications specified in this tender document.

vi. Shall not have been disqualified from employment under the applicable provisions of law.

b). Eligibility Criteria for Other Personnel

The Agency/Firm shall provide suitably qualified, trained and experienced manpower for various categories of posts as specified below. The personnel deployed shall fulfil the minimum educational qualifications and experience requirements prescribed by the University.

The University reserves the right to verify the credentials and suitability of the proposed personnel and approve their deployment in accordance with the tender conditions.

The Agency shall furnish documentary evidence of the educational qualifications, experience, training and antecedent verification of the proposed personnel whenever required by the University.

c. Post-wise Educational Qualification and Experience Requirements

S. No	Designation	Qualification	Total Experience	Relevant Experience
1	Security Guard	10th Passed	1YEARS 0 MONTHS	1 YEARS 0 MONTHS
2	Supervisor	Intermediate Passed	3YEARS 0 MONTHS	2 YEARS 0 MONTHS
3	Housekeeping	Not Applicable	1YEARS 0 MONTHS	1 YEARS 0 MONTHS
4	Office Subordinate/MTS	10th Passed	2YEARS 0 MONTHS	1 YEARS 0 MONTHS
5	Office Support Staff	Intermediate Passed	2YEARS 0 MONTHS	1 YEARS 0 MONTHS
6	Store Keeper	Any Graduation from Recognised University	2YEARS 0 MONTHS	1 YEARS 0 MONTHS
7	Junior Assistant	Degree in relevant as mentioned in tender document	0YEARS 1 MONTHS	0 YEARS 1 MONTHS
8	Lab Assistant	Degree in relevant field as per tender document	2YEARS 0 MONTHS	1 YEARS 0 MONTHS
9	Multi Task Support Staff	Degree from Recognised University	2YEARS 0 MONTHS	1 YEARS 0 MONTHS
10	Senior Assistant	Degree in relevant field	3YEARS 0 MONTHS	3 YEARS 0 MONTHS

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

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

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

26. The Agencies/ Firms shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. The Agencies/ Firms should supply Guard Post Attendance Register to all guard post-wise at its own cost.

27. For every 06(six) days of duty of security personnel, 01 (one) day off will be given. The Service Provider must ensure that it's engaged security personnel must get 01 (one) day rest/ off in a week and also, he/she should not work more than 26/27 days in a month. The Service Provider shall submit copy of attendance register duly countersigned by the Supervisor and duly approved by the Controlling Officer designated by the University for payment.

28. Penalty: - The service provider shall provide immediate replacement in case the personnel of the Agency/Firm is proceeding on leave or leaving the agency. The agency will inform well in advance to controlling officer designated by the University time to time.

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

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

S. No.	Reason of Penalty	Amount (In Rs.)	Remarks
i	Absence of Security Personnel/Housekeeping and other manpower	500.00	Per person/ day
ii	If found, not in proper Uniform & Shoes wherever applicable	500.00	Per person/ incident
iii	Any employed personnel found under influence of intoxicants/ drugs/ liquor	500.00	Per person/ incident
iv	Misbehave/ misconduct with students/ employees of University by employed Personnel	500.00	Per person/ incident
v	If found sleeping on duty	500.00	Per person/ incident
vi	If found absent from post during shift duty without prior permission	500.00	Per person/ incident
vii	Non-working/non-supply/deficiency of walkie-takies, if not repaired/replenished/ replaced within 02 days	100.00	Per day/ walky-talky
viii	Delay/non-payment of remuneration in time i.e. within 05 days of every month (Except special /Unforeseen circumstances)	1,000.00	Per day
ix	Less/ Non-payment of ESI/EPF to any engaged personnel	5,000.00	Per month

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

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

vii. He/ She observed in Security risk.
viii. He/ She found in conflict of interest.
ix. He/ She found breach of confidentiality.
x. Instruction/ direction received from University in writing or verbal order by competent authority.

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

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

30. Deployment Only on Written Requisition

All manpower quantities specified in this tender are indicative. Deployment, reduction, transfer between campuses and category-wise requisitions shall be made only as directed by YISU through an authorised officer and in accordance with the e-Procurement contract. No minimum guaranteed deployment or payment is implied by the indicative quantities. The agency shall not deploy additional personnel or claim payment without prior written approval, except in emergencies where directions are subsequently confirmed by YISU.

31. Personnel Records and Replacement

Before deployment, the agency shall submit a category-wise list containing the name, designation, contact details, photograph, proof of age and identity, qualifications, training particulars and emergency contact details, as applicable. Personnel shall not be changed without prior intimation and approval, except in cases requiring urgent substitution. Personnel found unsuitable, negligent, untrained or guilty of misconduct shall be replaced within the period directed by YISU, and immediately where a security or safety risk is identified.

32. Single-Point Accountability and Service Coordination

The successful bidder shall nominate one authorised Contract Manager & one campus - level supervisor, as applicable. The Contract Manager shall be reachable 24/7 for urgent security and other matters and during working hours for other services, maintain an escalation matrix, attend review meetings & coordinate all service categories through a single point of contact.

33. Performance Monitoring and Service-Level Review

YISU may assess performance based on attendance, post coverage, cleanliness inspections, response time, complaint resolution, staff behaviour, statutory compliance and user feedback. The agency shall maintain a complaint register and resolve routine complaints within the time directed by YISU. Urgent security and safety complaints shall be attended to immediately. Repeated deficiencies may result in written warnings, deductions or penalties as provided in the tender, withholding of disputed amounts, replacement of personnel, non-extension or termination, subject to the applicable contractual procedure.

34. Audit, Inspection and Records

YISU or its authorised representative may inspect deployment, service records, training records, statutory registers, uniforms, equipment and cleaning stores during reasonable hours or immediately in an emergency. The agency shall promptly provide the required records and implement corrective actions within the specified time. Records shall be retained for the statutory period and, where an audit or dispute is pending, until its closure.

35. Attendance, Remuneration Payment and Statutory Records

Biometric or other attendance records prescribed by YISU shall be maintained in addition to the agency's statutory registers. Remuneration shall be payable by the agency directly to each worker's bank account within the statutory and tender-prescribed timelines, irrespective of whether the University has released payment against the agency's invoice. Each monthly bill shall include category-wise attendance, wage sheets and bank-transfer proof, EPF/ESI challans and employee-wise contribution details, applicable tax documents, and a signed certificate of statutory compliance. YISU may verify records or seek proof from the relevant portals or authorities.

36. Statutory Interpretation and Precedence

All references to statutes, rules, Government Orders and statutory contributions shall mean the provisions applicable and as amended from time to time. If any clause conflicts with a mandatory provision of law or a binding e-Procurement condition, the mandatory provision or condition shall prevail to that extent. Any change to scope, rates or deployment shall be made only through the procedure permitted under the tender and applicable procurement rules.

37. No Employment Relationship with YISU

Personnel deployed under the contract shall remain employees of the Service Provider. The agency shall be solely responsible for recruitment, Remuneration, benefits, leave, insurance, statutory dues, disciplinary control and employment-related claims, subject to applicable law. Nothing in the contract shall be construed as creating an employer–employee relationship with YISU or conferring any right to absorption or regularisation.

38. Integrity, Conflict of Interest and Subcontracting

The bidder shall disclose any actual or potential conflict of interest and any material change in ownership, constitution or licensing status during the contract. Canvassing, collusion, false declarations, bribery, forged documents or unauthorised subcontracting or subletting shall constitute grounds for rejection or contractual action, subject to applicable rules. Any approved specialist support, if permitted by YISU in writing, shall not relieve the principal contractor of responsibility.

39. Safeguarding, Conduct and Confidentiality

The agency shall ensure respectful conduct towards students, faculty, staff, visitors and Vendors and prohibit harassment, discrimination, intimidation, violence, intoxication, smoking and unauthorised photography or recording. Safeguarding concerns shall be reported promptly. All personnel shall sign confidentiality undertakings. Access to student records, financial data, examination material, keys, access cards, CCTV feeds and other sensitive information shall be strictly need-based. No copying, disclosure or use for personal purposes shall be permitted.

40. Safety, Training and Emergency Preparedness

The agency shall provide induction and periodic refresher training relevant to each category, including workplace safety, emergency reporting, safe handling of cleaning chemicals, waste

segregation, prevention of slips and falls, electrical safety awareness, and fire and evacuation procedures. Personal protective equipment (PPE), tools and consumables expressly included in the quoted service charge or assigned to the agency under the tender shall be provided and maintained by the agency. Any ambiguity regarding supply responsibility shall be clarified in writing before commencement of services.

41. Housekeeping Standards and Inspection

The agency shall prepare a daily, area-wise cleaning schedule and checklist covering washrooms, laboratories and high-touch surfaces. Cleaning chemicals shall be properly labelled, stored securely and used in accordance with the manufacturer's instructions. Chemicals shall not be mixed or left accessible to students. Biomedical, laboratory, e-waste or other regulated waste, if generated, shall be handled only in accordance with the University's instructions and applicable rules. The agency shall promptly rectify deficiencies and maintain a complaint and rectification register.

42. Incident, Loss and Insurance

The agency shall immediately report any accident, injury, theft, damage, misconduct, near miss or statutory inspection relating to the services. It shall cooperate in investigations and preserve relevant records and CCTV-related information as lawfully directed. The agency shall maintain insurance required by law and appropriate coverage for its employees and operations and submit evidence when requested. Liability shall be determined in accordance with the contract and applicable law.

43. Transition and Exit Assistance

Upon expiry or termination of the contract, the agency shall cooperate with YISU and any successor agency, return keys, identity and access cards, documents, equipment and University property, provide outstanding registers and handover notes, and ensure an orderly transition without disruption to services. No University data or records shall be retained after the contract, except where retention is required by law.

44. **Compliance with Applicable Acts, Rules and Government Guidelines:**

The Acts, Rules, Regulations, Codes and statutory provisions mentioned in this Tender Document are indicative and not exhaustive. The Service provider shall comply with all applicable Central and State Government Acts, Rules, Regulations, Labour Codes, Government Orders (G.Os.), notifications, circulars, guidelines, instructions and statutory requirements, whether specifically mentioned in this Tender Document or not.

In case any existing Act, Rule, Regulation or Code is amended, repealed, replaced, superseded or consolidated by new legislation, the corresponding amended or successor provisions shall automatically apply from the date of their coming into force.

The Contractor shall be responsible for ensuring compliance with all such applicable laws, rules, regulations and Government instructions, as amended or issued from time to time.

Format-I

TECHNICAL BID

Sl. No	Particular	Details	Enclosed/ Uploaded Documentary Evidence) Page No.
1	Name of the firm/ contractors/ agency and address		
2	Address of Registered branch Office in Telangana (Registration documents, rental agreement / property documents etc.., to be enclosed /Undertaking, if not registered at Telangana)		
3	EMD		
4	Mobile No. and E-mail		
5	Registration Number and date of registration of company/ cooperative/ agency/ SHG/ Society, if any		
6	Authorization details		
7	Valid MSME Certificate- if applicable		
8	Year of Establishment		
9	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non- individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)		
10	GST Registration no		
11	PAN Card no.		
12	Bank Accounts Details (As per **Format – V**)		
13	EPFO Registration No.		
14	ESIC Registration No.		
15(i)	Valid Labour License in Telangana under Contract Labour (Regulation & Abolition) Act, 1970		
15(ii)	PSARA Licence valid licence under the Private Security Agencies (Regulation) Act, 2005 (PSARA), applicable in the State of Telangana		
16	At least three years' experience of providing Manpower Services to Central/ State Government/ PSUs/ Nationalized Banks/ Autonomous bodies/ Reputed Organizations. - **Format –II** with supporting documents		
17	Having successfully completed Manpower service, over the last three financial years ended 31st March,2026: - Three similar completed services not less than the amount equal to 40% of estimated cost; or two similar completed services costing not less than the amount equal to 50% of estimated cost; or one similar completed service costing not less than the amount equal to 80% of estimated cost Format – II with supporting documents		
18	Average annual financial turnover of the bidder during the last three financial years ended 31st March, 2026 (should be at least ₹95 Lakhs) - **Format-III**		
19	An undertaking on non-judicial stamp paper of Rs. 100.00 to be furnished (As per **Format-VI)**		
20	Signed Un-priced copy of Financial Bid (BOQ) with "Nil" Written in Rate and amount Column (As per **Format IV**).		

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

Signature of the Tenderer with stamp of firm with Date)

Format – II

DETAILS OF SIMILAR WORKS COMPLETED DURING LAST THREE (03) YEARS.

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

Notes: -

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

Format-III

FINANCIAL INFORMATION

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

Financial Year	Annual Turnover	Profit / Loss	Remarks
2023-2024			
2024-2025			
2025-2026			
Gross Total			
Average Annual Turnover of three years			

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

Details of certifying Chartered Accountant

Name:

Reg No:

Membership No:

Address with Mobile No and Email Id:

Certified by Chartered Accountant (ink signed with stamp)

Format-IV

FINANCIAL BID / BOQ

Scope of Work: Providing Manpower Services (Security, Housekeeping, and Other Support Manpower) at Young India Skills University, Telangana. The bidder shall quote only the service charge in the manner prescribed in the e-Procurement BOQ; statutory remuneration and applicable employer contributions shall be dealt with in accordance with the tender and prevailing law.

Name and full address of the Agencies/Firms _____

_____

(with email id & Tel/Mobile No).

Part-A

Particulars	Remuneration and Deduction should be as per norms	
Remuneration	***Not to be Quoted***	*Government of Telangana notified by Finance Department vide G.O.Ms.No.60 Dated: 11th June 2021, revised from time to time.*
ESI		
EPF		

Part-B

Particulars		Rate	Remarks
Service Charge (Inclusive of Taxes and duties)	In Percentage	**Not Required to Fill in this column and required to quote only in the E-Procurement**	Agency has to quote Service charge in **% on remuneration (only)**

Note: - The minimum remuneration as *Government of Telangana notified by Finance Department vide G.O.Ms.No.60 Dated: 11th June 2021, revised from time to time.*

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

Note:

1. Please do not fill price here. Only Signature of the Tenderer with stamp of firm & date is required.
   g) The overall successful bidder/ lowest bidder (L1) will be decided on the basis of lowest reasonably quoted service charges in Financial Bid. The bidder shall not quote rate less than 03.85% in Service Charges. In case the bidder quotes below 03.85% Service Charges, it will be considered as impracticable/ not feasible to execute the assignment, hence, the committee will reject the bid and next bidder, who is equal or above to threshold value will be considered as per grading/ rate.

Format-V

NATIONAL ELECTRONIC FUNDS TRANSFER (NEFT) – MANDATE FORM

(1) Name of Account holder:

(2) Bank Name:

(3) Bank Branch Address:

(4) Account Type: Savings/Current/Cash Credit/NRI:

(5) Account No:

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

(6) IFS Code:

(7) MICR Code:

(8) Bank Registered Mobile number:

(9) Bank Registered E-Mail Id:

Signature of the Account holder with Date:

Enclosure: -

a) Cancelled cheque leaf

Or

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

Format - VI

DECLARATION BY THE BIDDER

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

I/We_____Proprietor of M/s_____do hereby

declare following, that: -

1. The firm/ company namely M/s_____has not been black Listed or debarred in the past by Union/ State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the YISU, Telangana.
3. I/ We do accept all the terms and conditions of the tender documents towards "Tender for Providing Manpower Services at YISU, Telangana".
4. I/We have not involved any litigation, current or during the last five years, the parties concerned and disputed amount.
5. At the time of exigencies and special requirement/ events viz. Official gathering/ VIP Visit/ Agitation/ Strike/ festivals and likewise, extra-man days shall be availed from the available lot of man days. It shall be ensured by the agency that total man-days used/ consumed shall not exceed the allotted / sanctioned man-days.
6. I will provide Walkie-Talkies along with additional batteries and charger, as per requirement/specification provided by the University
7. In any circumstances, I or our engaged personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organizational matters as these are confidential/ secret in nature.
8. In any circumstances, the engaged personnel by our agency shall not claim any benefit/ compensation/ absorption/regularization of services from the University under the provisions of Industrial Disputes Act., 1947, Contract Labour (Regulation & Abolition) Act, 1970 and any other acts in force.
9. I/We shall engage the appropriate qualified personnel as required by the University from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their remuneration every month **Government of Telangana notified by Finance (HRM.VII) Department vide G.O.Ms.No.60 11th June, 2021**, by the Fifth (05) day of the following month without linking to payment to be received from the University In case of delayed payment, I/We are liable to pay the penalty as decided by the competent authority, which shall be binding on us.
10. I/ We shall be wholly and exclusively responsible for payment of remuneration, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, Private Security Agencies (Regulation) Act, 2005 etc., and YISU, Telangana shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.
11. I/We shall submit the certificate that the agency is operating in compliance of the provisions of the "Private Security Agencies (Regulation) Act, 2005".

12. I/We shall provide a substitute, well in advance, if there is any probability of engaged personnel leaving the job due to his/her own personal reasons. The agency shall ensure of providing ESI cards to all the employed personnel within one month of commencement work under this contract to enable them to avail of the entitled medical facilities.
13. I/We shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be made through e-transfer only as per the revised remuneration notifications issued by Government of Telangana, from time to time. Payment in cash is totally prohibited.
14. I/We shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.
15. I/We shall not engage an Agent or paid commission or influence any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the firm/agency, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.
16. It will be sole responsibility of the Service Provider to maintain/ open EPF/ ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined
17. personnel has to be opened within one month of his/ her joining.
18. I/We shall replace immediately any of its personnel, if they are found to be unsuitable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.
19. I/We shall be responsible for all the acts of the engaged
20. Personnel and will be liable for penalties as decided/ promulgated by the University
21. I/We shall enter into an Agreement with the University on Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Award. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Bid Security.
22. I/We shall ensure adherence to following relevant acts/ laws including (as amended time to time

    (a) The Contract Labour (Regulations & Abolition) Act, 1970

    (b) The Payment of Wages Act, 1936

    (c) The Workmen Compensation Act, 1923

    (d) Minimum Wages Act, 1948

    (e) ESI Act 1948

(f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952

(g) The Private Security Agencies (Regulation) Act, 2005

(h) The Industrial Disputes Act, 1947

(j) The Equal Remuneration Act, 1976

(k) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979

21. The information furnished in the technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, and my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

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

Deponent Witness: -

1. ……

2. …… Name

Address Attested:

(Public Notary/ Executive Magistrate)