

**KAMALA NERHU COLLEGE**  
(University of Delhi)  
NAAC Accredited with 'A' Grade  
August Kranti Marg, New Delhi-110049  
Phone : 011-26494881, Telefax : 011-26495964  
E-mail : kamala.nerhu\_du@hotmail.com



**कमला नेहरू कॉलेज**  
(दिल्ली विश्वविद्यालय)  
रा.मू.एवं प्र.प. द्वारा 'ए' श्रेणी प्रत्यायित  
अगस्त क्रांति मार्ग, नई दिल्ली-११००४९  
दूरभाष : 011-26494881, टेलीफैक्स : 011-26495964  
ई-मेल : kamala.nerhu\_du@hotmail.com

KNC/2021/43

Date: 11.03.2021

**BIDS INVITING NOTICE FOR HIRING OF MANPOWER & SECURITY SERVICE FOR  
KAMALA NEHRU COLLEGE.**

Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi-110049, invites sealed items rate quotations from reputed firms for the under mentioned work:-

Providing of man-power for the following posts:- ( Approx. )

Caretaker - 01 (skilled), Lab Attendant - 01(skilled), Office Attendant - 02(skilled), Security Guard - 05(semi-skilled) , Mali - 01(semi-skilled), Ground Man - 02(semi-skilled), Safai Karamchari - 07(un-skilled).

1. Bids are invited from Government registered/licensed/experienced minimum five year for hiring of manpower for manning the services of Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi-110049.
2. Bids are inviting in two Bid system (Technical + Financial) in sealed cover addressed to the Principal, Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi-110049 should be submitted to the undersigned on or before ... 3.1.03.2021 by 2:00 PM.
3. Sealed Bids will be opened in the Council Room, Kamala Nehru College, University of Delhi, August Kranti Marg, New Delhi-110049 in the presence of such bidders who may like to present on 5.4.2021 by 3:00 PM.

**TERMS AND CONDITIONS:**

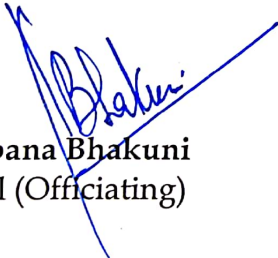
1. The bidder/applicant should be experienced in providing necessary man power to perform the required services i.e. Data Entry Operator, Clerical staff for Administration & Account section, peon/attendant, sweeper, care-taker & security guards, supervisor, mali, Ground Man, Plumber, Electrician, Library clerk & Attendant etc. (for all the categories i.e., unskilled, semi skill & skilled) and has been in this line of activity for not less than 3 years, and is engaged in providing such manpower service to at least two esteemed/reputed organizations as on \_\_\_\_\_ . The bidder/applicant should furnish necessary copies of the work

- orders/ Government work orders along with the quotations evidencing allotment of such contract work by the said organization (s).
2. The bidders have to submit an EMD of Rs. 50,000/- while submitting the bid/quotes.
  3. The bidder to whom the contract is allotted is required to provide persons for KAMALA NEHRU COLLEGE. The persons to be hired should meet with the eligibility criteria to the post and should be well acquainted with well working knowledge of English & Hindi with basic skills of Computer.
  4. The successful bidder has to provide suitable manpower services for the "clerical staff for Administration & Account Section, peon/attendant, security guards, supervisor, Mali, Ground-man, Plumber, Electrician, Library clerk & Attendant etc. or as per our demand from time to time.
  5. The successful bidder has to submit the security deposit of Rs. 1,00,000/-
  6. The person deployed by the bidder should cooperate with the department's personnel and are expected to attend the job entrusted to them and they do not have any reservation on the selection of the job.
  7. The performance of the persons will be supervised by the Competent Authority of College and they are expected to act according to their directions/instructions.
  8. The Contractor has to withdraw such person (s) who does not perform according to the expectations of the department and such person (s) should be replaced with an efficient person (s), as per requirement of the College.
  9. The Contractor has to ensure that the required persons are as per the demand of college, has to be maintained regularly and if at any point of time, any of the persons do not turn-up, the bill amount shall be restricted accordingly.
  10. The Competent Authority may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such inspection. The bidder should also be prepared to retain their personnel or deploy their personnel in times of need/urgency even at short notice to attend such exigencies in need/requirement.
  11. The successful bidder is responsible for replacement of any of the property of the College, if, at any time it is noticed that such damages occurred on account of negligence of the personnel, appointed by the Contractor.
  12. The successful bidder should ensure that their personnel should be deployed from 9.15 AM till 5.45 PM in the evening, with break for lunch from 1.30PM to 2.00 PM or as per requirement of the department. The College functions from Monday to Saturday. The department follows 6 day week policy with Sunday as closed holiday.

However, on certain occasions, the department functions even on Sunday and the successful bidder is required to depute their personnel on such occasions as requirement.

13. The persons deployed by the successful bidder have no claim for any Government complement/ service in the Kamala Nehru College (University of Delhi) and the successful bidder is solely responsible for their Service Conditions.
14. The department will enter into a contract with the successful bidder and the contract will be valid for a minimum period of two years subject to the terms and conditions in the detailed Agreement.
15. The Principal, Kamala Nehru College is totally empowered to cancel the agreement with the Contractor at any time without furnishing any reasons, if it is found that the performance of the services is not to the satisfaction of College.
16. The Payment in respect of this service contract is subjected to Tax Deduction at Source as per provisions of the Income-Tax Act, 1961. In respect of other statutory obligations such as PF, ESI, etc., the successful bidder is solely responsible for the same.
17. The person/s deployed by the Contractor must be in Uniform & its maintaining charges lies at the end of Contractor.

The Kamala Nehru College (University of Delhi) reserves all right to accept or reject any or all quotation/s without assigning any reason/s.

  
Dr. Kalpana Bhakuni  
Principal (Officiating)