

F. No. Estt-001800088/4/2024-HCOI
Haj Committee of India
Ministry of Minority Affairs
Government of India

Haj House
7-A, M.R.A. Marg (Palton Road)
Mumbai - 400 001

Date: 10th March, 2025

Notice Inviting Tender (NIT)

The Haj Committee of India (HCOI), a statutory body functioning under the administrative control of the Ministry of Minority Affairs, Government of India, invites online bids through GeM portal under a two-bid system from **Delhi NCR-based** manpower outsourcing service providers.

2. The details of the required positions, including categories, number of personnel, essential qualifications, and job descriptions, are as follows.

2.1. Required Manpower:

Position	Personnel Required	Gender	Age Limit	Period of Engagement
Office Assistant	30	Male	Below 40	1.5 months
MTS (Peon/Sweeper)	10	Male	Below 40	1.5 months

2.2. Qualification and Scope of Work

2.2.1. Qualification for Office Assistant

- Minimum HSC (12th pass) qualification.
- Ability to read and write English, Hindi, and Urdu.
- Capable of following written and verbal instructions.
- **Desirable:** Proficiency in computer operations, particularly MS Office, and at least 2 years of experience in office/establishment work.
- Age limit: **18-40 years.**

2.2.2. Nature of Duties / Scope of Work for Office Assistant

- Scanning documents, data entry, and report preparation.
- Typing official letters and maintaining office records.
- Editing existing database information and proofreading new entries.
- Regular data backup and document maintenance.
- Any other office work assigned from time to time.

2.2.3. Qualifications for MTS (Peon/Sweeper)

- Minimum SSC (10th pass) qualification.
- Ability to understand English, Hindi, and Urdu.
- Capable of following written and verbal instructions.

- Previous experience in MTS duties is desirable.
- Age limit: 18-40 years.

2.2.4. Nature of Duties / Scope of Work for MTS (Peon/Sweeper)

- Cleaning and maintenance of office premises, including toilets. Mop floors and clean toilets (floor and WC) twice daily, and clean walls, windows, doors, and remove cobwebs.
- Any work assigned by HCoI in connection with sweeping/cleaning of the office/designated area.
- Serving refreshments to officers/staff/guests.
- Managing incoming/outgoing files and office documents.
- Furniture arrangement and general office upkeep.
- Any other tasks assigned from time to time.

3. Remuneration and Work Conditions

Remuneration	Fixed wages per man-day will be paid monthly, subject to a maximum of ₹20,000 for Office Assistants and ₹18,000 for MTS per month.
Other Allowances	Over Time/ Meal charges/DA, Accommodation, Residential phone, Conveyance/ Transport, Personal Staff, Medical reimbursement, HRA and LTC, etc. shall not be admissible.
Admissibility of Travelling Allowance (TA)/ Daily Allowance (DA)	No TA/DA will be admissible for joining or on expiry of the contract or attending selection process, etc. However, TA / DA for travelling inside the country in connection with the assigned work would be admissible as per the Government of India's rules and norms.
Period & Nature of Engagement	The selected candidates will be engaged purely on a contractual basis for the specified period.
Termination of Contract	The Haj Committee of India reserves the right to terminate the contract at any time without assigning a reason. Either party may terminate the contract by providing 15 days' prior notice.
Working Days/Hours	<ol style="list-style-type: none"> 1. Working days and hours will be same as regular Government employees of the Haj Committee of India. 2. No extra remuneration will be provided for work beyond office hours, on Saturdays, Sundays, or Gazetted Holidays. Compensatory leave in lieu of work beyond office hours may be granted at the discretion of HCoI. 3. Attendance will be recorded through the Biometric System or other methods as determined by the Competent Authority.
Confidentiality and Secrecy	Candidates must provide an undertaking that they have no criminal record or pending cases in any court of law.
Revision of Terms & Conditions of Engagement	The Haj Committee of India reserves the right to revise any terms and conditions of engagement if deemed necessary.

4. Bid Submission Details

- a. **Bids must be submitted only through the GeM portal:** <https://gem.gov.in> within the specified bid submission dates.
- b. **Manual bids** will not be accepted, except for original documents/instruments as specified in the tender.

5. Eligibility Criteria

- a. The bidder must have satisfactorily executed manpower outsourcing contracts for at least five (5) organizations in the last three years. Supporting documents must be attached.
- b. The bidder must have a valid Labour License, ESI and PF registration, PAN/TAN.
- c. The bidder must have filed Income Tax Returns for the last three financial years.
- d. Annual average turnover during the last three financial years should be more than Rs. 57 lakhs.
- e. The bidder must have their registered/corporate office in Delhi NCR.

6. Key Dates (As per GeM portal schedule)

- **Bid Submission Start Date & Time:** _____
- **Bid Submission End Date & Time:** _____
- **Bid Opening Date & Time:** _____

7. General Terms & Conditions

- a. **Bid Modifications:** Tampering with the tender form, including the financial bid template, will lead to rejection, forfeiture of bid security and blacklisting.
- b. **Bid Security (EMD):**
 - ₹50,000/- in the form of a Crossed Demand Draft in favour of "Haj Committee of India, Mumbai", payable at Mumbai.
 - Must be submitted in original to Chief Executive Officer, Haj Committee of India, Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai – 400001 before the bid submission deadline.
 - The bidder's name and address should be written on the back of the DD.
 - Bids without Bid Security shall be summarily rejected.
- c. **Performance Security:** 5% of contract value.
- d. **Type of Bid:** Two Packet Bid (viz. Technical Bid & Financial Bid)
- e. **Validity of Financial Bid:**
 - The financial offer must remain valid for 90 days from the last date of submission.
- f. **Right to Accept/Reject Bids:**
 - HCoI reserves the right to accept or reject any bid without assigning a reason.

- Bidders who have been blacklisted by any government department/statutory body will be disqualified.
- g. Bid Opening & Evaluation:**
- The Technical Bids will be evaluated first.
 - Only technically qualified bidders will have their Financial Bids opened.
 - The contract will be awarded to the lowest bidder (L1).
 - In case of a tie, the bidder with more experience with Central Govt. Departments will be preferred.
 - If still tied, selection will be based on a random draw.
- h. Agreement Execution:**
- The successful bidder must sign the contract within 7 days of the award.
 - Non-compliance may lead to contract cancellation.
- i. Deduction:** Deductions can be imposed by the HCoI as per the GeM policy.
- j. Payment Details**
- Wages will be paid as per the remuneration specified by HCoI on GeM portal.
 - The Service Provider must first pay salaries/wages to the deployed staff from their own funds and then claim reimbursement from the HCoI. The claim must include statutory documents such as proof of salary payment, PF, EPF, ESIC, insurance, etc. wherever applicable.
 - Service Charges payable to the agency will be based on the percentage of total monthly wages of the deployed manpower, as submitted in the bid. The total wages will be determined by actual deployment during the month.
 - The service provider must maintain muster rolls, wage/payment registers, and other documents as per the Contract Labour Act. A monthly compliance certificate signed by an authorized signatory must be submitted.
 - The Service Provider shall submit triplicate bills along with the verified attendance sheet to the Chief Executive Officer, Haj Committee of India, Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai – 400001 in the first week of the succeeding month. Salaries/wages must be paid to workers within a week.
 - The agency shall be solely responsible for compliance with Labour and Industrial laws (wages, allowances, compensations, EPF, Bonus, Gratuity, ESI), as well as for any accidents involving deployed personnel. The HCoI will not be liable for such expenses.
- k. Postal Address and Contact Details:**
- Every bidder must clearly provide their full postal address, along with their landline and mobile phone numbers, fax number, and email address for communication. Any communication sent by post or other modes to the contact details furnished by the bidder shall be considered as duly received on time.

1. Mandatory Documents for Participation in Bid

S. No.	Documents Required
1.	Average Annual Turnover for the last 3 Financial Years (2021-22, 2022-23, 2023-24)
2.	Copies of relevant contracts/orders establishing manpower outsourcing contracts for at least five (5) organizations in the last three years
3.	Valid bank solvency certificate (obtained within one year of tender closing date).
4.	Contract Labour License for a minimum of 150 manpower
5.	PAN Card of the bidder
6.	EPF Registration Certificate
7.	ESI Registration Certificate
8.	ITR for the last 3 financial years
9.	GST Registration Certificate
10.	Registration certificate / proof of having registered/corporate office in Delhi NCR
11.	Undertaking (as per Annexure-I) on ₹100 Non-Judicial Stamp Paper (dated after bid publishing)

8. Service Provider's Obligations

- a. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the HCoI. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from HCoI.
- b. Service Provider shall adhere to the timeline given by HCoI for providing the required manpower on HCoI's premise/ designated premise.
- c. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the HCoI.
- d. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- e. The Service Provider shall be required to keep the HCoI updated about the change of address, change of the Management etc. from time to time.
- f. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
- g. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the HCoI at the time of joining of the manpower, if so desired.
- h. The manpower provided by the Service Provider shall not be deemed employees of the HCoI hence the compliance of the applicable acts/ laws will be the sole responsibility of the Service Provider.
- i. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to HCoI's premise/ designated premise in the given time limit:
 - i. List of persons deployed

- ii. Biodata/ resume with antecedents' details (at the time of deployment)
- iii. Copy of Aadhaar Card of the candidates (at the time of deployment)
- iv. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
- v. Identity proof and residential proof (at the time of deployment)
- vi. Copy of police verification certificate (at the time of deployment)
- vii. Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
- j. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the HCoI so that optimal services of the persons deployed could be availed without any disruption.
- k. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the HCoI's premises.
- l. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
- m. The Service Provider shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to HCoI.
- n. In an event of deployed manpower availing leave, and if required by HCoI, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with HCoI. Service Provider shall communicate the same to HCoI in advance.
- o. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- p. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this contract are valid during the entire period of the contract; failing which the HCoI can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the HCoI on demand.
- q. In case of continuous work, Service Provider shall be responsible to change the shifts and manpower in compliance with the labour laws.
- r. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees.
- s. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the HCoI.
- t. The persons deployed shall treat as confidential all data and information received from the HCoI and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.
- u. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the HCoI.
- v. No deployed manpower shall be allowed to stay in the HCoI's premise/designated premise unnecessarily after working hours without HCoI's permission.
- w. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The HCoI shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
- x. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The HCoI shall, in no way be responsible for settlement of such issues whatsoever.

- y. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by HCoI.
- z. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the HCoI or any other authority under Law.
- aa. The Service Provider shall ensure regular payment to the deployed manpower to their entitlements like monthly salaries/ wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract.
- bb. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.
- cc. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by HCoI.
- dd. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the HCoI shall not entertain any claims whatsoever with respect to the same.
- ee. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the HCoI.

9. HCoI's Obligations

- a. The HCoI shall provide workspace for the manpower hired through Service Provider. The HCoI shall also arrange necessary gate/ entry pass to its premise/ designated premise for the manpower.
- b. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between HCoI and Service Provider and should follow all the labour laws.
- c. The HCoI shall provide, free of charge unimpeded access to all the infrastructure which is required to perform the services. It may include use of stationery, printer, electricity, internet, servers, data drives, tools, and software etc. However, use of such infrastructure shall be limited for official purpose only.
- d. The HCoI shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning & justification.
- e. The HCoI will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the HCoI.

For any clarifications, prospective bidders may contact: The Chief Executive Officer, Haj Committee of India, Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai – 400001.


Deputy Chief Executive Officer
Haj Committee of India, Mumbai

ANNEXURE-I

UNDERTAKING
(on ₹100 Non-Judicial Stamp Paper)
(To be obtained after the bid publishing date)

I/We, the undersigned, hereby declare and undertake the following:

1. I/We have read, understood, and unconditionally agree to the terms and conditions of the bid.
2. I/We declare that neither I/we nor our firm/company has been blacklisted or debarred by any State Government, Central Government, or any State/Central PSU in the last 10 years.
3. I/We confirm that neither our firm nor any of its Directors/Proprietors is under liquidation, court receivership, bankruptcy, or involved in similar proceedings, nor have we abandoned any work for any Central/State Government, Semi-Government, PSU, or Autonomous body.
4. I/We confirm that there is no ongoing criminal case, vigilance inquiry, or labour dispute against the company or its owners/directors, and none have been convicted by any Court of Law or any other authority (Central/State Govt. Department).
5. I/We confirm that our firm has not been indicted for any criminal, fraudulent, or corrupt activity and has not been blacklisted by any Central/State Government, Semi-Government, PSU, or Autonomous body.
6. I/We confirm that our company is not a defaulter of ESIC, PF, GST, Income Tax, or any other statutory dues to any State or Central Government. I/We further undertake to ensure timely payment of all statutory dues/taxes and full compliance with legal obligations.
7. I/We certify that all the information provided in our bid, including uploaded documents, is true, correct, and complete to the best of our knowledge and belief and nothing has been concealed therein.
8. I/We acknowledge that we are obligated to produce original certificates for verification if required. If any information provided by us is found to be false or misleading at any stage, I/We accept that our tender/bid/agreement may be cancelled immediately, without any objection from our side.

Signature & Seal of Bidder

Name: _____

Designation: _____

Company Name: _____

Date: _____