



HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)

Ministry of Minority Affairs, Government of India

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

E-TENDER NOTICE

Tender No. 001800088/4/2024-HCOI

Dated: 13.08.2025

Online bids through GeM portal under a two-bid system from Mumbai-based manpower outsourcing service providers for hiring of Academic Coordinator and Academic Mentors for the Haj House Residential Coaching Institute (HHRCI) located at Haj House Mumbai

1	Description of work	Hiring of Mumbai-based manpower outsourcing service providers
2	Location of Work	Haj House, 7-A, M.R.A. Marg, Mumbai – 400 001.
3	Earnest Money Deposit (EMD)	Rs.50,000/-
4	Period of contract	Tentatively for a period of 11 months w.e.f 01.09.2025.
5	Downloading tender document from GeM Portal or Haj Committee of India website: www.hajcommittee.gov.in	13.08.2025 (16:00 Hrs. IST) To 23.08.2025 (18:00 Hrs. IST)
6	Last date & time for submission of tender online	Upto 18:00 Hrs. IST 23.08.2025
7	Bid opening date & time	As directed by the Competent Authority
8	Mode of bid Submission	Through GeM Portal


Chief Executive Officer
Haj Committee of India
Mumbai

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: 13.08.2025

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 Mumbai-based manpower outsourcing service providers for hiring of Academic Coordinator and Academic Mentors for the Haj House Residential Coaching Institute (HHRCI) located at Haj House Mumbai.

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
Academic Co-Ordinator	01	Male	30 to 55	11 months
Academic Mentor	02	1 Male 1 Female	25 to 45	11 months

2.2. Qualification and Scope of Work

2.2.1. Qualification for Academic Co-Ordinator

- a. Graduate from a recognized University in any discipline (Postgraduate or higher qualification will be preferred).
- b. Minimum 5 years of experience in UPSC teaching, mentoring, or academic coordination, preferably in UPSC Civil Services Examination coaching or related competitive examinations.
- c. Strong communication skills in English, Hindi, and Urdu (both written and verbal).
- d. Proficient in advance computer applications and online tools relevant to academic management, including MS Office (Word, Excel, Power Point, Email and virtual collaboration platforms (Google Workspace, Zoom, MS Teams, ect.)
- e. Basic data analytics tools for academic monitoring and evaluation.
- f. The candidate must have cleared the UPSC Civil Services (Prelims) Examination at least two (2) times and appeared in at least two (2) UPSC Civil Services Interviews.
- g. Preference will be given to candidates with:
 - Proven record of mentoring / teaching students successfully for UPSC Prelims, Mains, and Interviews.
 - Experience in academic administration, resource management and implementing feedback mechanisms.

- Familiarity with the latest UPSC exam pattern, syllabus changes, and answer-writing strategies.

2.2.2. Job Description for Academic Co-Ordinator

- Overseeing the day-to-day operations and administration of the residential Coaching Institute.
- Assisting in the selection process, conducting assessment and delivering academic lecture, as required.
- Managing communication with external agencies, organizing workshop and coordinating guest lectures.
- Facilitating co-ordination between teaching faculty, mentors, hostel, authorities and coaching administration.
- Supervising and mentoring students during their preparation for UPSC Prelims, Mains and other Civil Services Examination.
- Providing academic, motivational and personal development support to students.
- Facilitating the optimal use of library resources study materials, digital content and infrastructure.
- Preparing and submitting monthly status report to the Competent Authority.
- Managing feedback and grievance redressal mechanism related academic and residence.
- Ensuring effective class schedules, test planning, academic quality and mentorship standards.
- Maintaining accountability, academic discipline and feedback mechanisms of the institute.
- Any other work assigned by the Chief Executive Officer, Haj Committee of India.

3. Qualifications for Academic Mentor

- a. Educational Qualification: Graduate from a recognized University in any discipline (Postgraduate or higher qualification will be preferred).
 - b. Preferences: Preference will be given to, who have qualified two (2) UPSC main examinations or appeared in 1 UPSC interview.
 - c. Experience: Minimum two (2) years teaching experience in a reputed institute or recognized coaching institute is required.
 - d. Minimum 2 years of experience in UPSC teaching, mentoring, or academic coordination, preferably in UPSC Civil Services Examination coaching or related competitive examinations.
 - e. Strong communication skills in English, Hindi, and Urdu (both written and verbal).
 - f. Proficient in advance computer applications and online tools relevant to academic management, including MS Office (Word, Excel, Power Point, Email and virtual collaboration platforms (Google Workspace, Zoom, MS Teams, etc.)
- d. Additional Qualification (Computer & IT skills):
- MS Office (Word, Excel, Power Point).
 - Online teaching platforms(Zoom, Google, Meet, Ms Team, etc.)

- Learning Management Systems (LMS).
 - Digital content creation tools.
 - E-learning and assessment platforms.
 - Basic understanding of data analysis and research tools related to UPSC preparation.
 - Familiarity with the latest UPSC exam pattern, syllabus changes and answer- writing strategies.
- e. Other requirements:
- Strong communication, mentoring and analytical skills.
 - Updated knowledge of current affairs and UPSC examination trends.

3.1. Job description of Academic Mentor

- Assist in the selection process, assessment alongwith conducting test and deliver lectures.
- Guide and mentor students preparing for IAS Prelims & Mains and other Civil Services Examinations conducted by UPSC or State PSCs.
- Provide academic and motivational support to develop student's competence and personality.
- Facilitate the development and use of library resources, study materials, digital content and infrastructure.
- Co-ordinate with subject experts, agencies and faculties for lectures and workshops.
- Supervise and support the residential students during their stay at Haj House.
- Perform any other duties as assigned by the Chief Executive Officer of the Haj Committee of India.

4. Remuneration and Work Conditions

Post	Academic Coordinator	Academic Mentor
Remuneration	Fixed remuneration ₹65,000/- for Academic Coordinator will be paid on a monthly basis.	Fixed remuneration ₹50,000/- for Academic Mentor) will be paid on a monthly basis.
Other Allowances	Over Time/ Meal charges/DA, Accommodation, Residential phone, Conveyance/ Transport, Personal Staff, Medical reimbursement, HRA and LTC, CGHS, Medical reimbursement, Provident Fund or gratuity shall not be admissible, However TA/DA will be paid if deputed on official tour. No personal staff will be provided.	Over Time/ Meal charges/DA, Accommodation, Residential phone, Conveyance/ Transport, Personal Staff, Medical reimbursement, HRA and LTC, CGHS, Medical reimbursement, Provident Fund or gratuity shall not be admissible, However TA/DA will be paid if deputed on official tour. No personal staff will be provided.
Accommodation	Rent free single accommodation shall be provided.	Rent free single accommodation shall be provided.
Period & Nature of Engagement	The selected candidates will be engaged purely on a contractual basis for the specified period.	The selected candidates will be engaged purely on a contractual basis for the specified period.
Termination of Contract	The Chief Executive Officer, Haj Committee of India reserves the right to	The Chief Executive Officer, Haj Committee of India reserves the

	<p>terminate the contract at any time without assigning a reason. Either party may terminate the contract by providing 1 month prior notice.</p>	<p>right to terminate the contract at any time without assigning a reason. Either party may terminate the contract by providing 1 month prior notice.</p>
Nature of Post	<p>1. This is full time Engagement. 2. Engagement in any other professional activity (remunerative or honorary) during the contract period is strictly prohibited</p>	<p>1. This is full time Engagement. 2. Engagement in any other professional activity (remunerative or honorary) during the contract period is strictly prohibited</p>
Leave Entitlement	<p>The coordinator shall be entitled to 8 days leave per calendar year on pro-rata basis.</p> <p>No remuneration shall be paid for any absence exceeding the entitled leave.</p>	<p>The mentor shall be entitled to 8 days leave per calendar year on pro-rata basis.</p> <p>No remuneration shall be paid for any absence exceeding the entitled leave.</p>
Tenure of Contract	<p>The contract will be for a period of 11 months</p> <p>Extension of the contract, if any, will be subject to performance review and approval by the Chief Executive Officer.</p>	<p>The contract will be for a period of 11 months</p> <p>Extension of the contract, if any, will be subject to performance review and approval by the Chief Executive Officer.</p>

5. 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.

6. Eligibility Criteria

- a. The bidder must have satisfactorily executed manpower outsourcing contracts for at least three (3) 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. 60 lakhs.

7. Key Dates (As per GeM portal schedule)

- **Bid Submission Start Date & Time:** As per GeM Portal
- **Bid Submission End Date & Time:** As per GeM Portal
- **Bid Opening Date & Time:** As decided by Competent Authority.

8. 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/ ePBG 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:**
 - Selected bidder will have to pay ₹50,000/- in the form of a Crossed Demand Draft/ ePBG in favour of “Haj Committee of India, Mumbai”, payable at Mumbai.
- d. **Type of Bid:** Two Packet Bid (viz. Technical Bid & Financial Bid)
- e. **Validity of Financial Bid:**
 - The financial offer must remain valid for 180 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 Buyer 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 buyer. The claim must include statutory documents such as bank statements, PF, ESIC, 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.

l. 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 three (3) organizations in the last three years
3	Contract Labour License
4	PAN Card of the bidder.
5	EPF Registration Certificate.
6	ESI Registration Certificate.
7	ITR for the last 3 financial years.
8	GST Registration Certificate.
9	Self Attested Undertaking (as per Annexure-I) covering the following points:
10	Certified copy for the proof of the registered office in Mumbai

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.


 Chief Executive Officer
 Haj Committee of India, Mumbai

UNDERTAKING

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: _____