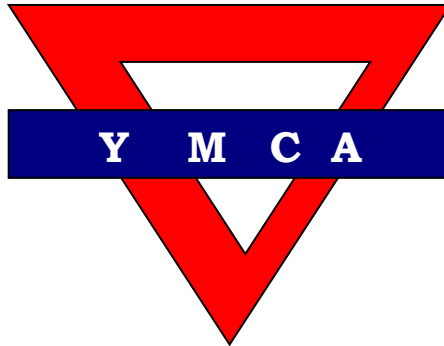


**NEW DELHI YMCA**  
**JAI SINGH ROAD, NEW DELHI – 110001**



**QUOTATION DOCUMENT**  
**2024 - 2025**

**Security & Housekeeping Manpower Hiring**

### **Invitation for Bids for Providing Manpower**

Name of Work: Providing Manpower services of Clericals, Security Guards, Durban, Security Officer, Multitasking, Housekeeping and Maintenance (Un-skilled, Semi-skilled & Skilled) in various locations in Delhi, UP, Haryana and Uttarakhand under New Delhi YMCA, Jai Singh Road, New Delhi.

New Delhi YMCA is a dynamic, youth focused, service driven movement, reaching out to a cross section of the society through its multifarious, contemporary, and relevant programmes and activities. The New Delhi YMCA founded in 1927, has established its credentials as a dynamic youth centric, service-oriented movement in the city of Delhi. The organization structure reflects commitment to YMCA values, best practices in management and above all agility to change with time to stay relevant. The organization strives for human empowerment, harmony, and high ethical standards

New Delhi YMCA to Engage Manpower Service Provider having adequate experience in providing trained Manpower services to the Government Department or Organisations for routine administrative and clerical works.

New Delhi YMCA Invites Quotation under Two Bid system (Technical and Financial) from Manpower service Provider who are in business of providing manpower services on outsources basis initially for a period of one year further can be extended on mutual consent.

Crucial Dates:	
Published Date	
Bid Submission Start Date and Time	
Bid Submission End Date and Time	
Technical Bid Opening Date and Time	
Financial Bid Opening Date and Time	
Date for Commencement of Services	

### **Eligibility Criteria**

1. Legally Valid Entity: Bidder shall necessary be a legally valid entity either in the form of Registered Proprietor/Partnership/Private Limited/Limited Company. Self-attested copy of Registration of the firm/Incorporation of the Com any/LLP to be enclosed
2. Should have 05 years of experience in providing manpower services.
3. Registrations: Bidder should have PAN, GST, EPF, ESI registrations and should also be registered under the labour laws, holding valid license/permit. The self-attested copies to be enclosed.
4. Location: Bidder should have its registered office/Branch Office/ Service Centre/ in Delhi, shall submit a proof of the same.
5. Should have satisfactorily completed the works as mentioned below during the last Seven years ending last day of the month before the one in which tenders are invited.

Should have completed at least one similar work costing not less than 60 % of Estimated Cost i.e. 2,85,00,000/- Per Annum/-

Similar work shall mean “Providing Manpower Services for at least four categories from Security Guard, Housekeeping, Multitasking Staff, Mali and Driver” in a single work

6. The details of organizations along with Name and address of organization, Value of Contract and supporting documents to be enclosed along with the Technical Bid.
7. The Client Certificate for Previous work done should be minimum graded as Good.
8. Should have provided manpower of similar nature with minimum 150 workers in a single contract.
9. Should not have incurred any loss (Profit after Tax should be positive) in more than two years during available last five consecutive balance sheets (duly certified and audited by the Chartered Accountant.
10. The contractors shall have to submit an affidavit that he has not been debarred/blacklisted to participate in a tender by any PSUs/ Semi Govt./ Govt. organization as on date.
11. The Agency should have either license under the Private Security Agencies (Regulation) Act, 2005 of Delhi.

**Wages Structure of Outsourced staff:**

1. Wages of resources provided by the Bidder shall be in accordance to the rates and norms notified by the Government and amended from time to time.
2. Employer share of ESI and EPF shall be paid by the YMCA to Manpower Outsourcing Agency, in respect of eligible resources at prevailing rates, up to ceiling limit only.
3. Employee share of ESI and EPF is to be deducted from the wages of the outsourced staff as per norms.
4. The Bidder shall furnish to YMCA every month, details of Statutory Remittances & Payments made to the Outsourced personnel. No cost directly or indirectly to be charged from the Resources deployed in YMCA

## Requirement of Manpower & Wages

### a) Security Personnel Providing Service

S. No.	Item/ Description	Category	Location(s) with requirement			
			Delhi	Greater Noida	Hodal	Sattal
1	Asstt. Security Officer	Skilled	3			
2	Security Supervisor	Ex Serviceman	1			
3	Security Gun Man with Arms	Skilled				
4	Security Guard	Unskilled	37	6	3	8

### b) Manpower Providing Service

S. No.	Item/ Description	Category	Location(s) with requirement			
			Delhi	Greater Noida	Hodal	Sattal
1	<b>Food &amp; Beverage Personnel</b> (Baker)	Skilled	1			
2	<b>Food &amp; Beverage Personnel</b> (Cook)	Skilled	1			2
3	<b>Food &amp; Beverage Personnel</b> (Dining Hall Waiter)	Semi-Skilled	9			
4	<b>Food &amp; Beverage Personnel</b> (Masalchi)	Unskilled	4			
5	<b>Food &amp; Beverage Personnel</b> (Pantry man)	Unskilled	1			
6	<b>Food &amp; Beverage Personnel</b> (Room Waiter)	Unskilled	4			
7	<b>Housekeeping Personnel</b> (Aaya)	Unskilled	9		2	
8	<b>Housekeeping Personnel</b> (Camp Attendant)	Unskilled				1
9	<b>Housekeeping Personnel</b> (General Attendant)	Unskilled				3
10	<b>Housekeeping Personnel</b> (Houseman cum General Attendant)	Unskilled				3
11	<b>Housekeeping Personnel</b> (Houseman)	Unskilled	31	6	5	
12	<b>Housekeeping Personnel</b> (Maintenance Attendant)	Unskilled				1
13	<b>Maintenance Personnel</b> (Driver)	Skilled				1
14	<b>Maintenance Personnel</b> (Electrician)	Skilled	7	1		
15	<b>Maintenance Personnel</b> (Liftman)	Unskilled	1			
16	<b>Maintenance Personnel</b> (Mali)	Semi-Skilled	4	2		
17	<b>Maintenance Personnel</b> (Peon)	Unskilled	9			
18	<b>Maintenance Personnel</b> (Plumber)	Skilled	2			

Details of approximately Wages to be Paid to the outsources workman / employees for **Delhi**

S. No	Manpower	Category	Basic Wage	ESI @ 3.25%	PF @ 13%	Service charges if any (%)	Grand Total
1	Asstt. Security Officer	Skilled	₹ 21215/-				
2	Security Officer	Ex-Serviceman	₹				
3	Security Gun Man with Arms	Skilled	₹ 21215/-				
4	Security Guard	Unskilled	₹ 17494/-				
5	Food & Beverage Personnel	Skilled	₹ 17494/-				
6	Food & Beverage Personnel	Semi-Skilled	₹ 19279/-				
7	Food & Beverage Personnel	Unskilled	₹ 17494/-				
8	Housekeeping Personnel	Skilled	₹ 21215/-				
9	Housekeeping Personnel	Semi-Skilled	₹ 19279/-				
10	Housekeeping Personnel	Unskilled	₹ 17494/-				

Details of approximately Wages to be Paid to the outsources workman / employees for **Uttar Pradesh**

S. No	Manpower	Category	Basic Wage	ESI @ 3.25%	PF @ 13%	Service charges if any (%)	Grand Total
1	Security Guard	Unskilled	₹ 10275/-				
2	Maintenance Personnel	Skilled	₹12661/-				
3	Maintenance Personnel	Semi-Skilled	₹ 11303/-				
4	Housekeeping Personnel	Unskilled	₹ 10275/-				

Details of approximately Wages to be Paid to the outsources workman / employees for **Haryana**

S. No	Manpower	Category	Basic Wage	ESI @ 3.25%	PF @ 13%	Service charges if any (%)	Grand Total
1	Security Guard	Unskilled	₹ 10661/-				
2	Maintenance Personnel	Skilled	₹12342/-				
3	Maintenance Personnel	Semi-Skilled	₹ 11194/-				
4	Housekeeping Personnel	Unskilled	₹ 10661/-				

Details of approximately Wages to be Paid to the outsources workman / employees for **Uttarakhand**

S. No	Manpower	Category	Basic Wage	ESI @ 3.25%	PF @ 13%	Service charges if any (%)	Grand Total
1	Security Guard	Unskilled	₹ 10031/-				
2	Maintenance Personnel	Skilled	₹11218/-				
3	Maintenance Personnel	Semi-Skilled	₹ 10624/-				
4	Housekeeping Personnel	Unskilled	₹ 10031/-				

## Notes

- Wages is as per notification from Govt. of NCT Delhi dated October 2023
- Wages is as per notification from Govt. of Uttar Pradesh dated 01.10.2023
- Wages is as per notification from Govt. of Haryana dated 01.10.2023
- Wages is as per notification from Govt. of Uttrakhand dated 01.07.2023
- Wages consists of relieving charges (as applicable), ESI, PF and Service Charges
- The above table is based on the current prevailing Minimum Wages Act & other laws/ rules which can change from time to time depending on the Govt. policies. The contractor must pay the salary according to the Minimum Wages Act enforced from time to time.

### Technical Evaluation of Bids

- To become eligible for shortlisting for financial evaluation, the bidder must secure at least 60% marks in aggregate.
- Each bidder shall be evaluated as per the parameter specified below.
- Financial bid of only technically qualified bidder will be opened and evaluated

S.no	Technical Parameter	Marks
<b><u>1</u></b>	<b><u>Number of years in Operations</u></b>	<b>Max 20 Marks</b>
A	Less than 5 years	5
B	5 to 10 years	10
C	10 to 15 years	15
D	15 to 20 years and above	20
<b><u>2</u></b>	<b><u>Turnover (Last 3 Financial Years)</u></b>	<b>Max 20 Marks</b>
A	Less than Rs 15	5
B	Rs 15-20 Crore	10
C	Rs 20-25 Crore	15
D	Rs 25 crore and above	20
<b><u>3</u></b>	<b><u>Value Similar Experience</u></b>	<b>Max 20 Marks</b>
A	Similar Work experience of Rs 3 to 5 Crore	5
B	Similar Work experience of Rs 5 to 10 Crore	10
C	Similar Work experience of Rs 10 to 15 Crore	15
D	Similar Work experience of Rs 15 to 20 Crore	20
<b><u>4</u></b>	<b><u>Quality related certification</u></b>	<b>Max 20 Marks</b>
A	ISO 9001: 2015 From last three years	<b>5</b>
B	ISO 41001: 2018 From last three years	<b>5</b>
C	ISO 14001: 2015 From last three years	<b>5</b>
D	ISO 45000 : 2018 (OHSAS) From last three years	<b>5</b>
<b><u>5</u></b>	<b><u>Presentation regarding the services</u></b>	<b>Max 20 Marks</b>

## **Financial Bid Form**

(To be placed in a separate Sealed Envelope Marked as 'Financial Bid')

To  
**The General Secretary & CEO,**  
**New Delhi YMCA**  
**Jai Singh Road**  
**New Delhi 110001**

Subject: **Financial Bid - Tender for Appointment of Manpower Agency**

**Bidder Name:**

**Bidder Address:**

I/We on behalf of M/S..... submit the Financial Bid for providing Manpower on Outsourced basis as per the Scope of work given in this document in accordance with the terms and conditions and shall be bound by the stipulation made by me in the bid.

Administrative Service Charges (In Percentage):

Percentage In Words:

Note:

1. Administrative Service Charges to be quoted as percentage, upto 2 Decimal places only.
2. It shall be presumed that the bidder shall be liable to make payments to the Resources as per the statutory rules and bidder shall claim the same from the Board as per the terms and conditions of the contract.
3. The Quote Percentage should be either above or at Par. If anyone quotes percentage below then the same shall be considered as invalid/disqualified.
4. Quoted rates should be excluding GST, the same will be payable as per prevailing rates, as per norms.
5. Quoted rates should be free from pre-conditions regarding payments, etc, otherwise offers are liable to be rejected. Conditional offers will not be accepted.

(Signature with Seal of Bidder)