NEW DELHI YMCA

JAI SINGH ROAD, NEW DELHI – 110001

TENDER DOCUMENT
2026 - 2027

Security & Housekeeping Manpower Hiring

Sl. No.: Rs. ……..

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.

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

Submission of Bid

Tender Type: Single Stage Two Bid System (Two Envelope System) shall be followed by YMCA to determine the successful bidder. The firm (bidder) should bifurcate their bids in two separate envelops, (with appropriate superscriptions), and submit the same in one sealed envelope as indicated below:

1) **Envelope I:** The First Envelop, called the Technical Bid, should contain the Eligibility/ Technical Details, Xerox copies of documents sought in the tender, Performance Aspects and Commercial Terms and Conditions (except Price/Quotation).

2) **Envelope II:** In the Second Envelop, called the Financial Bid, the bidder should submit their Price Quotation/Financial Details.

3) **Master Envelope**: Envelopes I and II should be sealed separately and shall be put inside an outer cover and superscribed as "Tender for Empanelment of Manpower Service Provider". The tenders must be addressed to the Honorary Executive Director, National Board of Examinations.

4) Interested bidders may submit their Sealed Bids by, in a tender box kept at following address:

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	52	6	3	5

b) Manpower Providing Service

S. No.	Item/ Description	Category	Location(s) with requirement			
			Delhi	Greater Noida	Hodal	Sattal
1	**Food & Beverage Personnel** (Cook)	Skilled				3
2	**Food & Beverage Personnel** (Masalchi)	Unskilled				1
3	**Housekeeping Personnel** (Aaya)	Unskilled			3	
4	**Housekeeping Personnel** (Camp Attendant)	Unskilled				
5	**Housekeeping Personnel** (General Attendant)	Unskilled				
6	**Housekeeping Personnel** (Housekeeping Supervisor)			1		
7	**Housekeeping Personnel** (Houseman cum General Attendant)	Unskilled		7		1
8	**Housekeeping Personnel** (Houseman)	Unskilled				3
9	**Housekeeping Personnel** (Maintenance Attendant)	Unskilled				
10	**Maintenance Personnel** (Driver)	Skilled				
11	**Maintenance Personnel** (Electrician)	Skilled		1	1	1
12	**Maintenance Personnel** (Liftman)	Unskilled				
13	**Maintenance Personnel** (Mali)	Semi-Skilled		2	1	
14	**Maintenance Personnel** (Peon)	Unskilled				
15	**Maintenance Personnel** (Plumber)	Skilled				

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					
2	Security Officer	Ex-Serviceman					
3	Security Gun Man with Arms	Skilled					
4	Security Guard	Unskilled					
5	Food & Beverage Personnel	Skilled					
6	Food & Beverage Personnel	Semi-Skilled					
7	Food & Beverage Personnel	Unskilled					
8	Housekeeping Personnel	Skilled					
9	Housekeeping Personnel	Semi-Skilled					
10	Housekeeping Personnel	Unskilled					

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					
2	Maintenance Personnel	Skilled					
3	Maintenance Personnel	Semi-Skilled					
4	Housekeeping Personnel	Unskilled					

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					
2	Maintenance Personnel	Skilled					
3	Maintenance Personnel	Semi-Skilled					
4	Housekeeping Personnel	Unskilled					

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

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

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 ……..
- Wages is as per notification from Govt. of Haryana dated ……..
- Wages is as per notification from Govt. of Uttrakhand dated ……..
- 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. polices. The contractor must pay the salary according to the Minimum Wages Act enforced from time to time.

Financial Bid Form

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

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 contact.
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)

Technical Evaluation of Bids

- Technical evaluation will be followed in case two or more bidder quotes the same rate.
- Each bidder shall be evaluated as per the parameter specified below. The one who scores maximum in technical evaluation shall be awarded the work.
- During technical evaluation stage, each bidder shall be assigned marks out of 100, as per the criteria specified below

S.no	Technical Parameter	Marks
1	**Number of years in Operations**	**Max 25 Marks**
A	Less than 5 years	10
B	5 to 10 years	15
C	10 to 15 years	20
D	15to 20 years and above	25
2	**Turnover (Last 3 Financial Years)**	**Max 25 Marks**
A	Less than Rs 15	10
B	Rs 15-20 Crore	15
C	Rs 20-25 Crore	20
D	Rs 25 crore and above	25
3	**Value Similar Experience**	**Max 25 Marks**
A	Similar Work experience of Rs 3 to 5 Crore	10
B	Similar Work experience of Rs 5 to 10 Crore	15
C	Similar Work experience of Rs 10 to 15 Crore	20
D	Similar Work experience of Rs 15 to 20 Crore	25
4	**Presentation**	**Max 25 Marks**