INSTITUTE OF HOTEL MANAGEMENT

BADKHAL LAKE CROSSING, FARIDABAD – 121001
PH. NO. 0129-2985668

TENDER FOR MANPOWER OUTSOURCING

Particulars	Details
Prescribed date & time for receipt of bids	04.12.2026 up to 4:00 PM (Friday)
Date & time of opening of Technical Bids	07.12.2026 at 11:00 AM (Monday)
Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh only)
Tender fee	**Rs. 500/-**
Contract period	15.12.2026 to 14.12.2027, extendable as per Clause 9

Wherever the term "prescribed date & time" for submission of bids and the original EMD in the office is referred to, it implies 04.12.2026 up to 4:00 PM.

TERMS & CONDITIONS

1. **Definitions:** In this tender, unless the context otherwise requires, (i) "Institute" means the Institute of Hotel Management, Badkhal Lake Crossing, Faridabad, acting through its Principal-cum-Member Secretary or any officer authorized by him/her; (ii) "Bidder", "Agency" or "Contractor" means the agency submitting a bid and, upon award, the successful agency, including its successors and permitted assigns; (iii) "Deployed Personnel" means all persons deployed by the Agency at the Institute under the contract; and (iv) "Applicable Law" means every law, code, rule, regulation, scheme, notification, order and direction for the time being in force, including any statutory modification or re-enactment thereof and any rules or notifications continued in force under transitional provisions.

2. **Scope of work:** The Agency shall provide manpower for educational auxiliary services, namely Housekeeping, Security, Horticulture, Lab Attendant, Office (Accounts Clerk) and Cook, for performing duties in the Institute as per the Schedule of Manpower annexed hereto. The Institute reserves the right to increase or decrease the number of persons in any category, or to discontinue any category, from time to time as per its requirement, and the Agency shall have no claim for compensation on that account.

3. **Eligibility:** The Bidder should be a professional agency having:

   (a) a valid licence under the Occupational Safety, Health and Working Conditions Code, 2020 (or a licence under the erstwhile Contract Labour (Regulation and Abolition) Act, 1970, to the extent continuing in force) to supply manpower in Haryana, along with its updated renewal;

   (b) minimum experience of three years in providing manpower for the said services;

   (c) minimum annual turnover of Rs. 50 lakh in each of the last three financial years, i.e. 2023-24, 2024-25 and 2025-26, duly certified by a practising Chartered Accountant;

   (d) minimum 300 employees on its roll, supported by the EPF Electronic Challan-cum-Return (ECR) and ESIC contribution statement for the month of **October 2026**;

   (e) valid EPF Code No., ESIC Code No., GST Registration (GSTIN), PAN and Labour Welfare Fund registration (where applicable); and

   (f) not been blacklisted or debarred by any Government department, Board, Corporation, PSU or institution, to be supported by an affidavit.

Any information or document furnished by the Bidder found to be false or misleading at any stage shall render the bid liable to rejection and, if discovered after award, the contract liable to termination with forfeiture of the security deposit, without prejudice to any other action under law.

4. **Two-bid system:** The tender shall be in two parts, i.e. Technical Bid (Part 'A') and Financial Bid (Part 'B'). The Financial Bids of only those Bidders who qualify in the Technical Bid shall be opened.

5. **Earnest Money:** The tender must be accompanied by earnest money of Rs. 1,00,000/- (Rupees One Lakh only) by Bank Draft / Pay Order drawn in favour of **Institute of Hotel Management**, payable at **Faridabad**. A tender received without earnest money, a conditional tender, or a tender not submitted in the prescribed format shall be rejected. The EMD shall be forfeited if the Bidder withdraws or modifies its bid during the validity period, or, upon award, fails to execute the agreement or to deploy the manpower within the stipulated time. The EMD of unsuccessful Bidders shall be refunded without interest after finalisation of the tender.

6. **Validity:** The tender shall remain valid for 90 days from the prescribed date of receipt of bids.

7. **Evaluation of Financial Bids:** The Bidder quoting the lowest Service Charge (in percentage) shall be treated as L-1. Financial bids quoting a Service Charge less than or equal to **2**% shall be treated as unworkable and rejected. The Service Charge shall be considered up to two decimal places only, and any digit beyond the second decimal place shall be ignored.

8. **Tie in Financial Bids:** In case of a tie, the Agency with the maximum number of employees deployed in FY 2025-26 (with documentary proof) shall be considered. In case of a further tie, the Agency with the maximum number of employees on roll as on 31.10.2026 shall be considered. In case of a still further tie, the Agency having supplied manpower to the maximum number of establishments in FY 2025-26 (with documentary proof) shall be considered. Elimination shall be made at each tie-breaker level. In case of a tie on all the above criteria, the decision of the Tender Committee shall be final and binding.

9. **Contract period:** The contract shall initially be for one year from 01.12.2026 to 30.11.2027, with a provision for extension by a further period of up to two years on a year-to-year basis (total contract period not exceeding three years) on the same terms and conditions, depending upon the satisfactory performance of the Agency and its adherence to all statutory liabilities. The assessment of performance shall be at the sole discretion of the Principal-cum-Member Secretary, and extension shall not be claimed as a matter of right. No representation or request for extension shall be entertained. The Agency shall place the manpower and take over the services within one week of the issue of the Letter of Award.

10. **Rates and payment structure:** The contract shall be for supply of manpower on the prevailing DC rates for the respective categories, as notified by the office of the Deputy Commissioner, Faridabad from time to time. Cooks shall be provided on the prevailing labour rate (semi-skilled) as notified by the Government of Haryana from time to time. The employer's share of EPF and ESIC contributions (and the employer's share of Labour Welfare Fund, where applicable), at the statutory rates, shall be paid by the Institute over and above the DC / labour rates, on actuals and only against proof of deposit. The Bidder shall quote a Service Charge on the total wages (basic) of the manpower deployed. GST, as applicable, shall be payable on production of a valid tax invoice. Save as aforesaid, no other amount whatsoever, including for uniform, identity cards, supervision, relievers, overtime, transport, insurance, administrative or any other expense, shall be payable by the Institute.

11. **Tax deduction:** Tax at source shall be deducted from the monthly bills of the Agency under the income-tax law and, where applicable, under Section 51 of the CGST Act, 2017 / HGST Act, 2017. The Bidder shall quote its Service Charge keeping in view the deductions so applicable.

12. **Nature of contract:** The contract awarded shall be a commercial contract for service and shall not create any employment with the Institute. The Deployed Personnel shall be the employees of the Agency for all intents and purposes, and the Agency alone shall exercise the powers of appointment, payment of wages, supervision, discipline and removal over them. The Institute shall have no relationship of employer and employee with the Deployed Personnel, save that they shall carry out the instructions of the authorised / controlling officer(s) of the Institute in the course of their duties. No Deployed Personnel shall have any claim against the Institute for regularisation, absorption, appointment, equal pay or continuance in service, and the Agency shall obtain a written undertaking to this effect from each Deployed Personnel before deployment and furnish copies to the Institute.

13. **Deployment:** The successful Bidder shall furnish the list of the personnel proposed to be deployed, with their particulars, UAN and ESIC IP numbers, within 10 days from the date of award. The Institute may assess the suitability of the persons proposed and may decline to accept any person without assigning reasons, whereupon the Agency shall propose a substitute. The engagement of the accepted personnel shall nevertheless remain that of the Agency.

14. **Verification:** The Agency shall submit the police verification, proof of identity and medical fitness certificate of every person before deployment, and no person shall be deployed without such verification.

15. **Uniform and conduct:** The Agency shall ensure that the Deployed Personnel are smartly dressed in the prescribed uniform and carry identity cards, for which no extra payment shall be made by the Institute. The Institute may refuse entry to any person found without proper uniform. The Deployed Personnel shall observe the rules, timings and discipline of the Institute, shall maintain decorum with students, staff and visitors, and shall not consume tobacco, alcohol or any intoxicant within the premises.

16. **Security, weekly off and relievers:** The Agency shall ensure round-the-clock security personnel as required by the Institute. Weekly off shall be given to the Deployed Personnel as per Applicable Law, and the Agency shall provide relievers so that the services are not affected. Any absentee shall be replaced within **24 hours**. In the event of overtime duty performed by any person on account of non-availability of a reliever or absence of other staff, the Institute shall not be liable to pay any extra charges, and any obligation so arising shall be borne by the Agency.

17. **Health:** The Agency shall ensure regular health check-up of the Deployed Personnel and compliance with the provisions of Applicable Law in this regard.

18. **Withdrawal of personnel:** The Principal-cum-Member Secretary or his authorised officer shall be at liberty to send back any Deployed Personnel, after intimation to the Agency, if such person is not in proper uniform, lacks decent behaviour, is negligent, is found unfit to perform duty, or is suffering from any contagious / infectious disease. The Agency shall provide a suitable replacement within **24 hours**.

19. **Licences and registrations:** The Agency shall hold and keep valid throughout the contract period the licence for supply of contract labour, EPF and ESIC registrations, GST registration, PAN and Labour Welfare Fund registration (where applicable), and shall furnish copies of every renewal. The Agency shall be solely responsible for any violation of the provisions of any labour law or other Applicable Law.

20. **Statutory compliance and compliance reporting:**

(a) The Agency shall be solely responsible for full and timely compliance with all Applicable Law relating to the Deployed Personnel and the services, including, without limitation, the Code on Wages, 2019; the Code on Social Security, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; the Industrial Relations Code, 2020; the Employees' Provident Funds and Miscellaneous Provisions Act, 1952; the Central Goods and Services Tax Act, 2017 and the Haryana Goods and Services Tax Act, 2017; the Punjab Labour Welfare Fund Act, 1965 as applicable in the State of Haryana; the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013; and the rules, schemes and notifications thereunder, together with the DC / minimum rates notified from time to time.

(b) Without prejudice to the generality of sub-clause (a), the Agency shall:

(i) register every Deployed Personnel with EPFO (UAN) and ESIC (IP number) before deployment;

(ii) deposit the EPF contributions (employee's and employer's share, including pension, EDLI and administrative charges) and ESIC contributions (employee's and employer's share) in respect of every Deployed Personnel, by the 10th day of the succeeding month or the statutory due date, whichever is earlier;

(iii) pay wages not less than the notified DC/ labour rates, not later than the 7th day of the succeeding month, by RTGS/ NEFT into the bank account of each Deployed Personnel, irrespective of the date of release of payment by the Institute, and issue wage slips;

(iv) deposit the Labour Welfare Fund contributions and discharge all other statutory liabilities, such as bonus, leave, gratuity and maternity benefit, as and when they become due under Applicable Law;

(v) remain registered under GST, issue proper tax invoices, furnish GSTR-1 and GSTR-3B within the due dates and pay the tax charged to the Institute, and ensure that its invoices are correctly reported against the Institute's GSTIN, where applicable. Any tax, interest, penalty or loss of input tax credit suffered by the Institute on account of any default of the Agency shall be borne by the Agency;

(vi) maintain the registers, records and returns required under Applicable Law, display the statutory notices at the place of work, and file all periodical and annual returns with the concerned authorities within time; and

(vii) keep in force an Employees' Compensation insurance policy for any Deployed Personnel not covered under ESIC.

(c) **Monthly Compliance Report:** By the **10th** day of every month, the Agency shall submit to the Principal-cum-Member Secretary a Monthly Compliance Report for the preceding month in the format at **Annexure-II**, signed by its authorised signatory, accompanied by: (i) the EPF ECR, challan and payment receipt (with TRRN); (ii) the ESIC challan and contribution statement; (iii) the bank statement / RTGS-NEFT advice evidencing credit of wages to each Deployed Personnel; (iv) the attendance and wage registers and wage slips; (v) proof of deposit of Labour Welfare Fund, where due; and (vi) the GST invoice and proof of furnishing GSTR-1 and GSTR-3B for the latest tax period for which the due date has expired.

(d) **Quarterly Compliance Certificate:** Within **15** days of the close of each quarter ending June, September, December and March, the Agency shall submit to the Principal-cum-Member Secretary a Quarterly Compliance Certificate in the format at **Annexure-III**, certified by a practising Chartered Accountant, confirming that all statutory dues for the

quarter have been deposited in full in respect of all Deployed Personnel, wages have been paid at not less than the notified rates, GST returns have been furnished and tax paid, and disclosing particulars of any notice, demand, inspection or proceeding of any authority relating to the Deployed Personnel or the contract.

(e) The Principal-cum-Member Secretary may, at his discretion, require the compliance report at any other periodicity, call for original records, verify the deposits on the EPFO, ESIC and GST portals, and verify the payment of wages directly with the Deployed Personnel. The Agency shall provide all access and co-operation for this purpose.

(f) **Consequences of default:**

(i) the Institute may withhold the whole or any part of the bill, including the Service Charge, until compliance, and no interest shall be payable on the amount so withheld;

(ii) the Agency shall be liable to penalty as specified in the Schedule of Penalties in Clause 23;

(iii) the Institute may deduct the amount in default from the bills or the security deposit and deposit it directly with the concerned authority or pay it directly to the Deployed Personnel, and recover from the Agency any interest, damages or penalty levied on the Institute, including in its capacity as principal employer;

(iv) the furnishing of any false or fabricated report, challan or certificate shall render the contract liable to termination, forfeiture of the security deposit and blacklisting of the Agency for up to **3** years, besides action under law; and

(v) default under this clause on **three** or more occasions in a contract year shall render the contract liable to termination with forfeiture of the security deposit.

(g) Any amount which the Institute is required to pay, or which is demanded from it, by any authority on account of any default of the Agency shall be a debt due from the Agency, recoverable from its bills, security deposit or any other amount payable to it, or by any other mode permissible in law.

(h) Before release of the final bill and the security deposit, the Agency shall furnish a final compliance certificate, a no-claim certificate from each Deployed Personnel, and a certificate that no statutory dues remain outstanding with EPFO, ESIC, the GST authorities or the Labour Department in respect of the contract.

21. **Disbursement of wages:** The Agency shall disburse wages to the Deployed Personnel only through RTGS / NEFT into their bank accounts. Except the employee's contribution towards EPF / ESIC and other deductions permitted under Applicable Law, no deduction of any kind shall be made from the wages payable to the Deployed Personnel. Meal charges, as applicable from time to time, shall be recovered by the Institute from the bill.

22. **Billing and payment:** The Agency shall submit a consolidated monthly bill comprising basic wages, statutory liabilities reimbursable under Clause 10, Service Charge and GST, supported by:

(a) the attendance report duly signed by the authorised officer of the Institute;

(b) documents in support of deposit of EPF / ESIC etc. for the previous month, with the list of Deployed Personnel in respect of whom the statutory liabilities have been deposited; and

(c) the Monthly Compliance Report under Clause 20(c).

The bill for a month shall be released only after it is verified that all statutory liabilities of the previous month have been deposited with the appropriate authorities. The Institute shall

endeavour to complete the formalities for release of payment by the 10th of every month; provided that the Agency shall be personally responsible for the timely submission of complete bills and for compliance with all audit requirements. The Agency shall prepare, in consultation with the concerned Accounts Branch, the accounts required for the issue of annual EPF statements to the staff in time, and shall be solely responsible for any lapse or delay in submission of any return to the Labour Department, EPFO or ESIC.

23. **Penalties:** Without prejudice to any other right of the Institute, and after giving the Agency an opportunity to explain within **7** days, the Principal-cum-Member Secretary may impose the following penalties, which the parties agree are a genuine pre-estimate of the loss likely to be suffered by the Institute:

Sr.	Default	Penalty
1	Non-deployment or short deployment of personnel / absence without reliever	Deduction of proportionate wages, plus Rs. **500** per person per day
2	Failure to replace a withdrawn or absent person within 24 hours	Rs. **500** per person per day
3	Personnel on duty without uniform or identity card	Rs. **200** per instance
4	Delay in payment of wages beyond the 7th of the succeeding month	Rs. **1,000** per day of delay
5	Delay in, or incomplete, Monthly Compliance Report	Rs. **1,000** per day of delay
6	Delay in, or incomplete, Quarterly Compliance Certificate	Rs. **2,000** per day of delay
7	Non-deposit or short deposit of EPF / ESIC / LWF / GST or other statutory dues	Amount in default, plus **10**% thereof, plus interest, damages or penalty levied by the authority
8	Negligence, misconduct, theft or damage by Deployed Personnel	Actual loss, plus up to Rs. **[5,000]** per instance
9	Inferior quality of services or any other breach	As decided by the Principal-cum-Member Secretary

The penalties shall be recovered from the bills or the security deposit. In case penalty is imposed on the Agency more than 5 times during the contract period, the contract shall be liable to cancellation, forfeiture of the security deposit and blacklisting of the Agency for up to 3 years for future tendering. For inferior quality of services, the Institute reserves the right to cancel the contract.

24. **Risk and cost:** If the services provided by the Agency are not found as per the prescribed standards, wholly or partly, or in case of breach of any contractual obligation, the Institute reserves the right to obtain the services from other sources at the risk and cost of the Agency, and the additional expenditure so incurred shall be recovered from the Agency.

25. **Security deposit:** The EMD of the successful Bidder shall be converted into security deposit for the due performance of the contract. The security deposit shall not carry any interest and may be adjusted, wholly or partly, against any amount due from the Agency, including penalties, statutory dues, losses and claims; the Agency shall make good any amount so adjusted within **15** days of demand. The security deposit shall be refunded after 3 months of the satisfactory completion of the contract, on submission of the no dues/ no claim certificates and the final compliance certificate under Clause 20(h), and the NOC in terms of EPF / ESIC. The Agency shall have no claim for interest on account of any delay in the settlement of the final bill or the

refund of the security deposit, or in respect of any amount held by the Institute owing to any dispute between the Institute and the Agency.

26. **Accident and compensation:** The Institute shall not be liable for any claim or compensation that may become payable under the orders of any lawful authority in the event of any accident resulting in injury to or death of any Deployed Personnel while performing duties within or outside the premises. All such liability shall be borne by the Agency, which shall keep the Institute fully indemnified against every such claim or damages.

27. **Indemnity:**

(a) The Agency shall indemnify, keep indemnified and hold harmless the Institute, its Governing Body, the Principal-cum-Member Secretary and its officers and employees from and against all losses, liabilities, claims, demands, damages, statutory dues, contributions, interest, penalties, fines, awards, decrees, costs and expenses (including legal fees and litigation costs) suffered or incurred by any of them, arising out of or in connection with:

(i) any act, omission, negligence, misconduct, default, theft or fraud of the Agency or of any Deployed Personnel;

(ii) any breach of the terms and conditions of this tender/ contract or of any undertaking or representation of the Agency;

(iii) any non-compliance or delayed compliance with any Applicable Law, including non-payment or short payment of wages, EPF, ESIC, Labour Welfare Fund, bonus, gratuity, GST or any other statutory dues;

(iv) any claim by any Deployed Personnel, their heirs or dependants, or any union, for wages, compensation, regularisation, absorption, replacement, back wages, equal pay or any other employment-related relief;

(v) any injury, death or damage to person or property, including that of the Institute, its students, staff or visitors, caused by or attributable to the Deployed Personnel; and

(vi) any proceeding instituted by any statutory authority against the Institute in its capacity as principal employer or otherwise, in relation to the contract.

(b) The losses aforesaid shall include losses on account of any award, decree or order of any court, tribunal, arbitrator, or judicial or quasi-judicial authority.

(c) The Institute shall be entitled to deduct or set off any amount payable under this clause from the bills, the security deposit or any other amount payable to the Agency under this or any other contract with the Institute, and the balance, if any, shall be paid by the Agency within **15** days of demand.

(d) The Agency shall not settle or compromise any claim in a manner that admits or creates any liability on the part of the Institute without the prior written consent of the Institute.

(e) This indemnity is independent of, and shall not be limited by, any insurance cover, the contract value or the amount of the security deposit, and shall survive the expiry or termination of the contract in respect of any loss or claim, including one that becomes known after such expiry or termination.

28. **Compliance of statutory provisions:** The Agency shall observe all laws, rules, regulations, orders and directions issued by State Government concerning the discharge of duties in execution of the contract. Any contravention thereof shall be deemed to be a breach of the contract, and the Agency shall be liable for all the consequences thereof; if the Institute incurs any obligation on account of such breach, the Agency shall reimburse the same to the Institute.

29. **Disputes involving Deployed Personnel:** If any Deployed Personnel raises a dispute of any nature whatsoever, it shall be the sole responsibility of the Agency to contest and settle the same at its own cost. If the Institute is made a party and is required to contest the case, the Agency shall bear the entire cost thereof and shall deposit the same in advance on demand. The Agency shall ensure that no financial or legal liability of any nature whatsoever devolves upon the Institute for any act of the Agency or the Deployed Personnel, and shall keep the Institute indemnified in this respect.

30. **No subletting:** The Agency shall not sublet, transfer or assign the contract or any part thereof, or any benefit or interest therein, to any other party.

31. **Deployment as per requirement:** The Agency shall be duty bound to provide the specified number of personnel as per the requirement of the Institute, to the entire satisfaction of the Principal-cum-Member Secretary, and shall nominate a coordinator who shall be available to the Institute at all times without any extra charge.

32. **Confidentiality:** The Agency shall ensure that the Deployed Personnel do not disclose, copy or remove any record, document, data or information of the Institute or its students that comes to their knowledge in the course of their duties.

33. **Internal affairs:** The Institute shall not in any manner be concerned with the internal affairs of the Agency, such as disputes, dissolution etc., or with the affairs of the Agency with any third party.

34. **Expiry of contract:** On the expiry or termination of the contract, the Deployed Personnel shall stand relieved automatically and shall have no right to continue at the Institute. The Agency shall clear their accounts by paying them all their legal dues as required under Applicable Law. Any dispute on account of the termination of employment or non-payment of dues of the Deployed Personnel shall be the entire responsibility of the Agency, which shall also comply with all orders/ awards passed by any competent authority or court in respect of such persons.

35. **Termination:** The contract may be terminated on any of the following contingencies:

    (a) on the expiry of the contract period;

    (b) by the Institute, by giving **one month's** notice at any time during the currency of the contract, without assigning any reason;

    (c) by the Institute, by notice at any time, if the services rendered by the Agency are not found satisfactory or in conformity with the prescribed norms and standards;

    (d) by the Institute, forthwith, for breach of any of the terms and conditions of the contract, including default in statutory compliance under Clause 20, or for furnishing any false document or information;

    (e) on the Agency assigning the contract, or any part thereof or any benefit or interest therein, to any third person, or subletting the whole or any part of the contract; or

    (f) on the Agency being declared insolvent, or any insolvency, winding-up or liquidation proceedings being admitted against it.

    The Agency shall not discontinue the services or terminate the contract except by giving **three months'** notice in writing, failing which the security deposit shall be forfeited, without prejudice to the right of the Institute to recover any further loss. Termination shall be without prejudice to the accrued rights of the Institute, including under Clauses 20, 23, 25 and 27.

36. **Notices:** Any notice required or permitted to be given under this contract shall be duly given if sent by Speed Post, by e-mail, or delivered in person against receipt, addressed, in the case of the

Agency, to its Proprietor / Partner / Director at the address and e-mail given in the bid, and, in the case of the Institute, to the Principal-cum-Member Secretary.

37. **Representation:** In the tender proceedings, including the opening and evaluation of bids, negotiations and any hearing before the Tender Committee or the Principal-cum-Member Secretary, the Bidder shall not be represented by a lawyer.

38. **Agreement:** The successful Bidder shall execute an agreement on non-judicial stamp paper of the requisite value within **7** days of the issue of the Letter of Award, incorporating these terms and conditions. These terms and conditions shall be binding and operative between the Agency and the Institute. Every page of this tender document shall be signed by the Bidder with seal in token of acceptance.

39. **Undertaking:** The Bidder shall furnish, along with the Technical Bid, an undertaking in the form of an affidavit on non-judicial stamp paper of Rs. 100/-, duly attested by a Notary Public or a First Class Magistrate, in the format at **Annexure-I**.

40. **Right to accept or reject:** The undersigned reserves the right to accept or reject any or all tenders, or to cancel the tender process, without assigning any reason whatsoever.

41. **Dispute resolution and jurisdiction:**

(a) Any dispute or difference arising out of or in any way touching or concerning this tender or the contract (except as to matters the decision of which is specifically provided for under this contract, which decision shall be final and binding) shall, in the first instance, be referred by the Agency by a written representation to the Principal-cum-Member Secretary within **30** days of the dispute arising, who shall decide the same within **30** days of its receipt.

(b) No dispute or difference shall be referable to arbitration, and nothing contained in this tender or the contract shall be construed as an arbitration agreement.

(c) Notwithstanding the place of execution of the agreement, the place of registered office or business of the Agency, or any other circumstance, the competent courts at Faridabad and at Chandigarh (including the High Court of Punjab and Haryana at Chandigarh) alone shall have exclusive jurisdiction to entertain and decide all suits, petitions, applications and other proceedings arising out of or in connection with this tender or the contract, to the exclusion of all other courts.

(d) The Agency shall continue to perform its obligations under the contract during the pendency of any dispute, and shall not withhold, suspend or slow down the services on that account.

(e) This tender and the contract shall be governed by and construed in accordance with the laws of India.

Signature of Bidder with seal & date **Principal-cum-Member Secretary**

Encls.:

(i) Pay Order / Bank Draft No. _____ dated _____ for Rs. 1,00,000/- (Rupees One Lakh only) in favour of Institute of Hotel Management, payable at Faridabad.

(ii) Technical Bid (Part-A) with documents and Annexure-I.

(iii) Financial Bid (Part-B) in a separate sealed envelope.

PROCEDURE FOR TENDERING

1. The bids shall be received only in the office of the Institute of Hotel Management, Badkhal Lake Crossing, Faridabad, up to the prescribed date and time, by hand or by post. The Institute shall not be responsible for any postal delay.

2. The tender document can be downloaded from the website of the Institute, **www.ihmfaridabad.com**

3. The Technical Bid along with the EMD and the Financial Bid shall be placed in separate sealed envelopes superscribed "Technical Bid – Part A" and "Financial Bid – Part B" respectively, and both envelopes shall be placed in an outer sealed envelope superscribed "Tender for Manpower Outsourcing 2026-27" with the name and address of the Bidder.

4. The Agency shall produce the original documents as and when called for by the Institute. Failure to furnish the original documents shall entail summary rejection of the tender.

5. Instructions to Bidders:

   (a) Tenders without the required documents, incomplete tenders and tenders without earnest money shall be rejected.

   (b) Bids shall be opened as per the time schedule mentioned above, in the presence of such Bidders or their authorised representatives as may choose to be present.

   (c) Before submission, Bidders must ensure that copies of all the necessary documents, self-attested and page-numbered, have been attached with the bid.

   (d) It is mandatory for all Bidders to attach all the documents mentioned under 'TECHNICAL BID'.

   (e) The Institute shall not be responsible for any delay in submission of the bids due to any reason whatsoever.

   (f) The details of the tender fee and EMD furnished in the bid should be the same as submitted, otherwise the tender shall be rejected.

6. For any issue related to the tender, Bidders may contact the office of the Institute on working days during office hours.

INSTITUTE OF HOTEL MANAGEMENT

BADKHAL LAKE CROSSING, FARIDABAD – 121001

PH. NO. 0129-2985668

ANNUAL CONTRACT FOR HIRING OF MANPOWER FOR THE INSTITUTE OF HOTEL MANAGEMENT, BADKHAL LAKE CROSSING, FARIDABAD

SCHEDULE OF MANPOWER

Sr.	Area to be outsourced	Category	Number of persons
1	Housekeeping Services	Male Sweeper (Unskilled)	02
2	Security Services	Security Guard (Unskilled)	02
3	Horticulture	Mali (Unskilled)	01
4	Labs	Lab Attendant (Skilled)	01
5	Office	Accounts Clerk (Highly Skilled)	01
6	Hostel Mess	Cook (Semi-skilled, labour rate)	01
	Total		**08**

Note: The number of persons required may be increased or decreased as per the requirement of the Institute.

INSTITUTE OF HOTEL MANAGEMENT

BADKHAL LAKE CROSSING, FARIDABAD – 121001

PH. NO. 0129-2985668

TECHNICAL BID (PART – A)

Sr.	Particulars / Document	Details / Attached (Yes/No)	Page No.
A	Earnest Money Deposit – DD / Pay Order No., date, bank and amount		
B	Details of Bidder: name of the firm; name and father's name of the Proprietor / Partners / Directors; complete address; date of incorporation; contact number and e-mail		
C	Constitution of the firm (Individual / HUF / Partnership / Company / LLP), with certificate of registration / incorporation		
D	Licence for supply of contract labour in Faridabad, Haryana (OSH Code, 2020 / erstwhile CLRA, 1970), with latest renewal		
E	EPF Code No., ESIC Code No., GSTIN, PAN and LWF registration (where applicable), with certificates		
F	Turnover certificate from a practising Chartered Accountant for FY 2023-24, 2024-25 and 2025-26, with audited balance sheets and ITRs		
G	Experience of providing manpower for the said services for the last three years (work orders / experience certificates)		
H	Number of employees on roll, with EPF ECR and ESIC contribution statement for **October 2026**		
I	Number of employees deployed in FY 2025-26, number of employees on roll as on 31.10.2026, and number of establishments supplied in FY 2025-26 (with documentary proof)		
J	List of clients, with performance reports from the departments to which manpower was supplied during the last three years		
K	Affidavit of non-blacklisting / non-debarment		
L	Undertaking-cum-affidavit in the format at Annexure-I		
M	Copy of the tender document signed on every page with seal, in token of acceptance		
N	Any other information the Bidder may like to furnish (as Annexure)		

(Self-attested copies of all the above documents to be attached.)

Signature of Bidder with seal & date

INSTITUTE OF HOTEL MANAGEMENT

BADKHAL LAKE CROSSING, FARIDABAD – 121001

PH. NO. 0129-2985668

FINANCIAL BID (PART – B)

I/ We have read and understood all the terms and conditions of the tender for providing manpower to the Institute of Hotel Management, Badkhal Lake Crossing, Faridabad for the period 01.12.2026 to 30.11.2027, and unconditionally accept the same. I/ We hereby quote a Service Charge of _____ **%** (in words: _____ per cent) of the monthly consolidated wages (basic) in respect of all categories of contract labour to be provided to the Institute.

I/ We understand that, save for the DC / labour rate wages, the employer's share of EPF, ESIC and LWF contributions reimbursable on actuals, the quoted Service Charge and GST as applicable, no other amount shall be payable by the Institute.

Area to be outsourced	Category & number	Per month wages at DC rate	Total wages	EPF (Employer share)	ESI (Employer share)	LWF (Employer share)
Housekeeping Services (Unskilled)	Male Sweeper – 02					
Security Services (Unskilled)	Security Guard – 02					
Horticulture (Unskilled)	Mali – 01					
Labs (Skilled)	Lab Attendant – 01					
Office (Highly Skilled)	Accounts Clerk – 01					

Area to be outsourced	Category & number	Per month wages at labour rate (semi-skilled)	Total wages	EPF (Employer share)	ESI (Employer share)	LWF (Employer share)
Hostel Mess	Cook – 01					

Note: The number of persons required may be increased or decreased as per the requirement of the Institute.

Signature of Bidder with seal & date

ANNEXURE-I

(On non-judicial stamp paper of Rs. 100/-, attested by a Notary Public / First Class Magistrate)

UNDERTAKING-CUM-AFFIDAVIT

I, _____ son/daughter of _____, aged ____ years, Proprietor / Partner / Director / Authorised Signatory of M/s _____, having its registered office at _____, do hereby solemnly affirm and declare on behalf of the said Agency as under:

1. That we shall deposit all contributions towards EPF and ESIC (both employee's and employer's share) and Labour Welfare Fund in respect of all personnel deployed at the Institute of Hotel Management, Faridabad with the appropriate authorities regularly, i.e. by the 10th of every month, and shall submit the duly paid challans to the office of the Principal-cum-Member Secretary.
2. That we shall remain registered under GST, shall furnish all GST returns within the due dates and shall pay the tax charged to the Institute.
3. That we shall pay wages not less than the notified DC/ labour rates to every person deployed, by the 7th of every month, only through RTGS / NEFT into their bank accounts.
4. That we shall submit the Monthly Compliance Report and the Quarterly Compliance Certificate in the prescribed formats within the stipulated time, and accept that failure to do so shall entail withholding of payment, penalty and other consequences under the tender.
5. That the persons deployed by us shall be our employees for all purposes, and that neither we nor they shall have any claim against the Institute for regularisation, absorption or employment.
6. That we shall keep the Institute fully indemnified against all claims, liabilities, dues and losses as stipulated in the tender.
7. That our firm has not been blacklisted or debarred by any Government department, Board, Corporation, PSU or institution, and that all information and documents furnished with our bid are true and correct.

DEPONENT

Verification: Verified at _____ on this ____ day of _____, 2026 that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

ANNEXURE-II

MONTHLY COMPLIANCE REPORT

(To be submitted to the Principal-cum-Member Secretary by the **10th** of every month)

Name of Agency: _____ Month: _____ No. of persons deployed: _____

Sr.	Compliance item	Amount (Rs.) / Return period	Challan / TRRN / ARN & date
1	Wages paid to Deployed Personnel (bank transfer)		
2	EPF – employee's and employer's share, incl. EPS, EDLI and admin charges		
3	ESIC – employee's and employer's share		
4	Labour Welfare Fund (where due)		
5	GSTR-1 furnished (latest due period)		
6	GSTR-3B furnished and tax paid (latest due period)		
7	Bonus / leave / other statutory dues (where due)		
8	Any notice, inspection or demand received from EPFO / ESIC / GST / Labour authorities		

Enclosures: EPF ECR and challan; ESIC challan and contribution statement; bank statement / RTGS-NEFT advice; attendance and wage registers; wage slips; LWF challan (if due); GST invoice and return acknowledgements.

Certified that the above particulars are true and correct, and that all statutory dues in respect of all persons deployed at the Institute for the above month have been paid in full.

Signature of Authorised Signatory with seal & date

ANNEXURE-III

QUARTERLY COMPLIANCE CERTIFICATE

(To be certified by a practising Chartered Accountant and submitted within **15** days of the close of each quarter)

To,

The Principal-cum-Member Secretary,
Institute of Hotel Management,
Badkhal Lake Crossing, Faridabad.

We have examined the books of account, records, challans and returns of M/s _____ (the Agency) in respect of the personnel deployed at the Institute of Hotel Management, Faridabad for the quarter ending _____, and certify that:

(a) wages at not less than the notified DC/ labour rates have been paid to all ____ persons deployed, through bank transfer, within the due dates;

(b) EPF and ESIC contributions (employee's and employer's share) for each month of the quarter have been deposited in full in respect of all such persons, as per the details annexed;

(c) Labour Welfare Fund contributions and other statutory dues falling due during the quarter have been deposited;

(d) GSTR-1 and GSTR-3B for the tax periods of the quarter have been furnished and the tax charged to the Institute has been paid; and

(e) there is no notice, demand, inspection or proceeding pending before any authority in relation to the said personnel or the contract, except as under: _____.

Signature of Authorised Signatory of Agency
(with seal)

Chartered Accountant
(Name, M. No., FRN, UDIN, seal)