



**GOVERNMENT COLLEGE
OF
ENGINEERING AND TECHNOLOGY
(UT of J&K)**

Chak Bhalwal ,Jammu
Website:-www.gcetj.ac.in
Email:-principal.gcet@jk.gov.in

OUTSOURCING OF UN-SKILLED AND SEMI- SKILLED MANPOWER.

GOVT. COLLEGE OF ENGINEERING AND TECHNOLOGY
CHAK BHALWAL, JAMMU

**TENDER DOCUMENT FOR OUTSOURCING OF MANPOWER SERVICE IN THE GOVERNMENT COLLEGE OF
ENGINEERING AND TECHNOLOGY, CHAKBHALWAL, JAMMU-181122**

TENDER No: 04 of 2026-27

DATED: 03-06-2026

On behalf of Lieutenant Governor, Union Territory of J&K, e-tenders(through GeM portal),under two bid system, are invited from eligible and qualified bidders for providing outsourcing services in Government College of Engineering and Technology, Jammu as per the information published in the tender document and as per the following schedule.

Time schedule for tender process:	
Date of publication of e-tender notification through GeM Portal and official website	As notified in GeM Portal
Commencing date of the Tender	As notified in GeM Portal
Pre bid meeting	18-06 -2026 at 12.00PM
Last date for receipt of filled in tender document in Gem Portal	As notified in GeM Portal
Date and Time of the opening Technical Bids in GeM Portal	As notified in GeM Portal
Opening of Financial bid:	Will be notified to the technically Qualified Service Providers, after evaluation of Technical Bid
Proposed Date to Commence the Operations	01-07- 2026

Note: This tender Document contains pages and bidders are requested to sign on all the pages.

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1. INTRODUCTION:

Government College of Engineering and Technology (GCET), Jammu was established by the Government of Jammu and Kashmir in 1993 with the approval of All India Council of Technical Education (AICTE) and is affiliated to the University of Jammu. It was created with the vision to provide valuable resources for industry and society through excellence in technical education and research. The campus is spread over 869 kanals of land at Jammu which is 22 kms away from Jammu city. The college is recognized by University Grants Commission under Section 2(f) and 12(b) of the UGC Act, 1956. The Institute has well designed State of Art infrastructure with highly equipped labs in various departments. GCET Jammu has become the first institution of UT of J&K to have all its five UG programs accredited by National Board of Accreditation (NBA).

The Institute offers UG (B.E) Degree in five disciplines namely Electronics and Communication Engineering, Electrical Engineering, Computer Science Engineering, Mechanical Engineering and Civil Engineering with an intake capacity of 60 students per discipline and PG (M.Tech.) Degree in Computer Science Engineering, Electronics & Communication Engineering and Mechanical Engineering. Besides, the Institute also offers Lateral Entry Scheme in B.E. 3rd Semester with 10% of the sanctioned intake capacity, supernumerary to the approved intake in each discipline of Engineering.

2. NOTICE INVITING TENDER (NIT) THROUGH GEM PORTAL

Tenders through GeM Portal are invited from reputed Service Provider for **"Outsourcing of Manpower Services at GCET Chak Bhalwal, Jammu"** having experience in the said service.

The brief details of the tender are as under:

S.No.	Description	NIT Details
1.	Name of the Institution	Government College of Engineering and Technology ,Jammu
2.	Tender No.	04 of 2026 dt. 03-06 -2026
3.	Bid Subject	Tender for Outsourcing of Manpower services.
5.	Earnest Money Deposit	₹84,000/- (Rupees Eighty Four thousand only)
6.	EMD payable to	In the form of CDR/FDR in favour of "Principal,GCET Jammu".
8.	Availability of Tender Document	GCET website: www.gcetj.ac.in and Gem Portal.
9.	Tender Inviting Authority	Principal, Government College of Engineering And Technology, Jammu
10.	Contact Details	Phone:0191-2958077 Email id:- principal.gcet@jk.gov.in

1.	Bid Opening Date & Time	As notified by GeM
Note: Query,if any,can be submitted to this office through e-mail Id.		

The eligible Service providers having a valid license to provide manpower services should apply on GeM portal and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids – all duly signed – on the GeM portal . Tender documents are also available for viewing on the “tenders” link of the GCET website i.e. www.gcetj.ac.in. The Agency / Service Provider / Firm should ensure that it complies with the requirements before applying tender in GeM portal.

3.REQUIREMENT

Presently, the Institute is in need of **23 nos.** of persons at GCET College and 02 Nos. of persons at Boys Hostel inside college campus, The detailed requirement is as given below:-

I.GCET Campus

S.No.	Requirement	Quantity	Category	Qualification
1.	Plumber	02	Semiskilled	Middlle pass with minimum three years experience.
2.	Electrician	01	Semiskilled	Middlle pass with minimum three years experience.
3.	Mali/Gardener	02	Semiskilled	Middlle pass with minimum three years experience.
4.	Sweeper	10	Unskilled	Nil
5.	Mali/Helpers	08	Unskilled	Nil
Total		23		

II.Boys Hostel

S.No.	Requirement of Manpower	Quantity	Category	Qualification
1.	Sweeper/Mali/Helpers	02	Unskilled	Nil
Total		02		

However, the requirement may increase or decrease as per requirement of the Departments/Hostel of the Institute, therefore rates shall have to be quoted for each person inclusive of all taxes.

4. SCOPE OF WORK

S.No	Category	Scope of Work
1.	Plumber	To install/fix, repair and maintain pipes and clearing drain blockages, replacing faucets and assembling basic pipework/fixtures/systems for water, gas and sanitation in the GCET campus.
2.	Electrician	To fix, repair and maintain routine electrical installations, installing electrical equipment,panels ,lighting and control systems Performing routine inspections, replacing faulty wiring, fixing light fixtures and troubleshooting basic electrical problems. Replacing blown fuses, switches, light bulbs and electrical panels/outlets.
3.	Semi-skilled Mali/Gardener	To assign tasks(plantation, regular watering of indoor/outdoor plants, maintenance/beautification of lawns/gardens/areas specified),train staff,enforce work culture .To look after the overall work assigned to unskilled Mali/helpers. Shall be responsible for maintaining the greenery and beautification of the premises.

4.	Sweeper	To collect ,dust,debris and refuse from floors/area assigned.
5.	Mali/Helper	Plantation, regular watering of indoor/outdoor plants, maintenance/beautification of lawns/gardens/areas specified/ indoor/outdoor office cleaning and day to day cleaning of campus.

5. PERFORMANCE SECURITY

5.1. The successful Service Provider shall, deposit a sum of **Rs.126000/- (One Lakh Twenty Six thousand only)** as Performance Security deposit by way of demand draft/banker's Cheque drawn on any nationalized bank and payable to GCET Jammu/ Fixed Deposit Receipt made out or pledged in the name of "Principal GCET Jammu"/ in the form of Bank Guarantee before signing the agreement and within the period specified in the letter of acceptance of this tender.

- The Security deposit will be refunded after 60 days of satisfactory completion of the contract.
- If the Service provider fails to act upon the tender conditions or backs out after the acceptance of the work order, the security deposit will be forfeited.
- Rates should be offered unconditionally and if rates are submitted with any condition, the tender shall be rejected.

5.2 If the accepted Service provider fails to submit the performance security within the period specified, his tender will be held void and the earnest money deposit remitted by him shall be forfeited or action shall be taken as per Bid security declaration furnished.

6. MANDATORY REQUIREMENTS AND OTHER INFORMATION

Self attested and Scanned copies of below mentioned documents shall be uploaded by bidders.

S. No.	Documents
1.	Registration with J&K Govt.
2.	Certificate of Registration for Goods & Service Tax (GSTIN)
3.	Certificates of Experience in the form of completion certificates.
4.	Certificate of registration under Employees J&K Insurance Act/Govt. of India.
5.	Certificate of registration under Employees Provident Fund Act.
6.	PAN Card of the Bidder/Agency/NGO's /Organization.
7.	Copy of latest Income tax return with balance sheets for the last three years duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
8.	Turn over certificates duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
9	Annexure "A","B","C","D" Undertaking and Eligibility Conditions.
10	Registered under Labour Commissioner, J&K UT.
11	Copy of Address Proof.

NOTE:- All the above documents shall be provided in a single PDF folder. Annexure A shall be submitted only by the firms registered as MSMEs & claiming exemption in EMD.

All the documents shall be **Valid** at the time of uploading of bids and shall not be expiring within three months from the date of submission of online bids, if expiring the same may be processed for renewal and the supporting documents regarding the renewal shall be provided during finalization of bid.

- a. Each bidder shall compulsorily furnish the Earnest Money Deposit to the tune of ***Rs.84000/-(Rupees Eighty Four Thousand Only)*** in the shape of Demand Draft/Fixed deposit Receipt/Banker's Cheque or Bank Guarantee from any of the Commercial Bank favoring Principal, GCET Jammu, payable at Jammu. The EMD will be refunded within a reasonable time after finalization of the contract. No interest on EMD will be paid.
 - b. The EMD of un-successful Service Provider shall be refunded / returned within a month on completion of the process. The EMD of the successful Service Provider shall be returned after receipt of the security deposit as required as per terms and conditions of the tender.
 - c. Bidders registered as MSME's units and claiming exemption in EMD have to submit supporting documents (NSIC / MSME certificate) along with Bid Security Declaration as per Annexure "A".
 - d. Period of Contract shall be one year from the date of Work/Job order , however, the contract can be further renewed for one year on mutually agreed terms & conditions depending upon satisfactory services.
 - e. Pre-Bid meeting for discussing the areas of concern of the agencies shall be held at College Campus on the date notified. Interested Service Provider may participate in the Pre- bid meeting and allowed to visit the college/Hostel campus/area for better knowledge. Any specific out come will be uploaded in GeM portal as well in GCET Jammu web site.
 - f. GCET Jammu shall have the authority to cancel the tender process, if it does not find a suitable tender. GCET Jammu shall have the right to call for fresh tender in such circumstances, where in service providers, shall have right to participate in the fresh process. The service provider shall have no right to challenge the authority and decision of GCET, Jammu to cancel the tender process for reasons deemed fit by Institute.
 - g. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
 - h. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
 - i. Minimum wages should be as per the Labour Laws in force. Quotes not in compliance of Government orders will be rejected summarily.
- Application to this tender will be accepted only through GeM Portal .No other mode of application will be considered & accepted

7. INSTRUCTIONS TO SERVICE PROVIDERS:

The Service Providers are requested to follow the below mentioned instructions:

- a. Application to this tender will be accepted only through GeM Portal. No other mode of application will be considered & not be accepted.
- b. Bid validity up to 180 days (Six Months) from the date of opening of financial bid.
- c. The Service Provider/ Firm should ensure that it complies with the requirements as mentioned before applying for tender.
- d. The bids shall exactly be according to the prescribed formats. Modifications/ Rewording of formats shall not be acceptable.
- e. All documentations are required to be in English.
- f. Tender should be filled with neat legible and correct entries in distinct figures, erasures and alterations are not permitted in the tender.
- g. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
- h. Cost involved in submitting the bids, attending the tender Prebid /opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the Service Provider.
- i. The successful Service Provider shall execute a contract agreement in stamp paper of value of **Rs.200/-**(Rupees Two Hundred only) for the due fulfillment of the contract on the terms and conditions of tender within a week (7 days) from the date of receipt of letter of acceptance.
- j. No Service Provider shall be allowed to withdraw the tender rates after opening of the tender. If any Service Provider withdraws the rates , the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- k. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful Service Provider does not accept the **work order** or unable to provide services.
- l. The expenses incidental to the execution of agreement shall be borne by the successful Service Provider. The conditions stipulated in the agreement form should be strictly adhered to and violation, if any, will entail termination of the contract without prejudice to the right of GCET Jammu to recover any consequential loss from the successful Service Provider.
- m. GCET Jammu is not responsible for any loss/ delay/ non-receipt of offers not submitted in time. Offers received late/ incomplete will be summarily rejected.
- n. The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
- o. GCET, Jammu reserves the right to accept/reject any Tender impart or full, without assigning any reason whatsoever.

8 . ADDITIONAL INSTRUCTIONS FOR BIDDERS

Tenders are to be submitted under two cover system:-

A) COVER 1st (Technical Cover) should contain.

TECHNICAL BID -The technical bid must contain all the technical information

(the documents should also be scanned and uploaded in GeM portal)

- Technical Bid shall contain Original Tender Document duly signed & stamped on all pages and acceptance of tender conditions, **Earnest Money Deposit Rs.84,000/- (Rupees Eighty Four thousand Only)** drawn in favor of Principal, GCET Chak Bhalwal, Jammu **and payable at Jammu** along with all relevant self-attested mandatory documents in support of eligibility and experience criteria and duly filled in prescribed in Annexures A,B,C & D.(Annexure A shall be submitted only by the firms registered as MSMEs & claiming exemption in EMD)
- All the documents shall be **Valid** at the time of uploading of bids and shall not be expiring within three months from the date of submission of online bids, if expiring the same may have been processed for renewal and the supporting documents regarding the renewal shall be provided during finalization of bid.

B) COVER 2nd: (Financial Cover)

FINANCIAL BID (Hard copy not to be submitted)

- As the process of bid submission is through GeM Portal. Therefore, as per new process a separate excel sheet is prepared known as Bill of Quantity (BOQ) for the purpose of submission of Financial Bid online for the tender. Financial Bid must be submitted online in the prescribed BOQ format.
- Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case, they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
- Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.

Financial Bid will be rejected in case submitted in any other format or with the Technical tender document.

9. TERMS & CONDITIONS OF THE CONTRACT

1. The bidder should be registered with the Govt. of Jammu & Kashmir/Govt. of India.
2. The bidder shall carefully examine the terms and conditions, before submission of the Tender documents, in case of any doubt, he can get clarifications via mail or office of Principal.
3. The bidder will abide by all the Labour laws issued from time to time by the office of Labour Commissioner of J&K/Govt. of India.
4. The successful bidder shall provide identity cards with photographs as prescribed by the authorities to the personnel engaged.
5. The contractor shall engage required manpower for accomplishing the job w.e.f. 09.00 AM to 05.00 PM. The contractor shall strictly comply with all laws, rules, and regulations as per the labour law in force. For any violation in this regard the contractor shall be solely responsible without any liability to the institutional authorities.
6. All registration and statutory fee, if any, in respect of the contract work pursuant to intended contract shall be the responsibility of the contractor and shall be payable by the contractor only.

7. Payment shall be made to the contractor after deduction of the taxes like income tax, service tax / any other similar tax at source during the currency of the contract on the basis of the work done certificates duly furnished by the concerned designated authorities.
8. The contract shall be valid for one year from the date of its issuance , however, it may be extendable by any time period not more than one year subject to the satisfactory performance of the finalized firm.
9. Any Price Escalation or Price Variation, except on account of any upward/downward revision in rates of GST or minimum wages/EPF/ESIC/EDLI Contributions, shall not be applicable or considered under any circumstances for the Rate Contract coming into force as a result of this bidding process.
10. The bidder has to abide by the minimum wages act and if in future, the Government increases the wages or the EPF/ESIC/EDLI the same shall be followed by both the parties from the notified date from when such changes will come into effect.
11. The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, **1st Class Judicial Magistrate Affidavit** shall have to be sent in support of the change.
12. Any change of staff (if any) is to be done only with the prior permission of the institutional authorities. The bidder shall have to deploy workers as per the requirement given by the authorities of the institution.
13. If there is any tie between rates quoted by two or more participants, the system generated L1 bidder shall be awarded the contract after verification of the documents. However, in case of any discrepancy or the documents are not in consonance as required then next eligible bidder shall be considered ,if agrees on the L1 rates.
14. In case of any concealment/misrepresentation regarding any non-compliance(s)/default/violations on part of any of the intending participants including the successful service provider comes to the notice of GCET, during any subsequent stage including post issuance of letter of intent(LoI)/ Award of contract, Bid of such participants, even if successful ,will be treated as void ab-initio. Thereafter Principal, GCET will be at liberty to approach the next eligible participant for issuance of letter of Intent for undertaking the contract on L1 rates and the terms and conditions of the tender documents. In addition, GCET will debar such defaulting participant(s) from future procurement for a minimum period of two years.
15. The Contracting Agency will ensure remuneration of monthly payment by the 7th of every succeeding month directly into the account of manpower engaged and a detail of such payments supported by requisite document duly stamped shall be provided to the GCET Jammu. In case of any unjustified delay in payment of monthly wages, a penalty of Rs.1000/day shall be imposed on the Agency.
16. In case , less payment being made by the contractor to any person/s employed by him ,performance security deposited by the firm shall be utilised to pay the short payment.
17. The personnel deployed shall be physically and mentally fit and shall have been medically examined. Medical certificate duly attested by the Medical practitioner and Character certificate attested by a Gazetted Officer/Police station should be submitted.

18. No person below the age of 18 years and over 60 years shall be employed. For Semi-skilled category, persons having minimum three years working experience in a reputed agency are desirable.
19. During the currency of Rate Contract, any consequent change(s) in amount of GST or EPF/ESIC/EDLI, becoming applicable in pursuance to any subsequent upward/downward revision of GST or EPF/ESIC/EDLI, Rates notified by the Government in future shall be effective from the Notified Date(s) from when such changes will come into effect. Accordingly, payment will be made as per applicable enactments/Rules notified there under. Documentary evidence(s) for payment of applicable tax(es) /statutory dues shall have to be provided by the successful Participant(s).
20. The successful bidder shall be held responsible for the cleanliness and maintenance of the institution where these personnel are deployed.
21. The Successful bidder shall have to indemnify any labour claim or other claims arising out of the execution of Manpower Contract, the department shall not be responsible for any labour or other claims on this account.
22. The Successful bidder has to produce all the **Original** documents, the copies of which were enclosed with the bid, in the office of the **Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu** before the allotment of Work Order for verification of the same.
23. All the documents shall be 'Valid' at the time of uploading of bid and shall not be expiring within three (3) months from the date of submission of online bids.
 - a. During the evaluation of bid(s), it is observed that validity of some of the document(s), as uploaded by respective participant(s), will be expiring after the last date for submission of bid(s). For such case(s), it is clarified that subject to anything contrary stated in this document, any of the document(s), validity of which will be expiring after submission of bid(s), but during ongoing evaluation of bid(s), or post finalization of bid(s) but prior to acceptance of Letter of Intent(LoI) by the selected participant(s), Contract will be effective only after receipt of renewed certificates within the time stipulated by this office, failing which acceptance of LoI shall be 'Void Ab-Initio'.
 - b. All the relevant document(s)/ Registration(s)/ Approval(s)/ Authorization(s) shall remain 'Valid' during the Contract period, including period of extension, if any.
24. The Successful Bidder shall have to abide by all terms and conditions of the Tender and an agreement to this respect shall have to be executed on a NON JUDICIAL Stamp Paper with the Principal of the institution before the allotment of the contract. The cost of the stamp duty shall be borne by the bidder.
25. The institutional authorities shall have the right to dispense with the services of any workers, if not found up to the mark, or any misconduct / misbehavior is reported on the part of the said staff. Further, the contract shall be terminated on a "month's notice", if not found workable.
26. Moreover, in case of any forged/fake documents submitted by the firm in this Institute or in any other Institute under this Institute's seal and signature, the Competent Authority shall have every right to impose penalty along with forfeiture of EMD or performance outsourcing of manpower.
27. The payment would be made on monthly basis for actual shifts by the personnel deputed by the firm and based on the attendance sheets duly verified by the GCET authorities. The

necessary challans for the remittance of EPF & ESIC share (employees and employers share) of previous month shall be enclosed with the monthly bills submitted for release of payment.

28. Non-remittance/less remittance on account of EPF & ESIC share shall be liable to penalty or forfeiture of security deposit. In case of failure to abide by the 'Conditions of the Contract' and the "Agreement", the contract shall be liable to be terminated with forfeiture of the Performance security.
29. If any of the personnel deployed by firm is found indulging in any type of malpractice, unlawful activity or a complaint is received against them, the institutional authorities shall be at liberty to take appropriate action against the personnel involved, besides, criminal proceedings will also be held against the said personnel, if warranted under law.
The agency shall withdraw such person within 24 hours and provide replacement for the same.
30. The Competent Authority reserves the right to accept or reject any tender without assigning any reason thereof.
31. The Successful Bidder shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved contract or any part thereof to other party. Penalty to the tune of Rs. 1000/- on each occasion shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services up to the satisfaction of institutional authorities in spite of repeated warnings/ imposition of fine etc, it can lead to forfeiture of Earnest money/FDR/security deposits as a whole or even debarring/black listing of the supplier/ firm/ dealer.
32. Duty roster of the staff detailed on duty shall be submitted to the authorities for 'On the spot' inspection.
33. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indented Client.
34. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by GCET Jammu. In case, anyone is not found suitable then additional bio-datas shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence/unsuitability shall be made within 24 hours.
35. For all intents and purposes, the contractor shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this office. The person deployed by the contractor in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against GCET Jammu.
36. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.
37. The manpower deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
38. That in view of protection from any virus like COVID 19, face mask, gloves and sanitizer shall also be provided periodically by the contractor.
39. The character and antecedents of all personnel deployed by the service provider shall be verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.

40. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, smoking, loitering either individually or in groups.
41. Payment to the contractor will be made by NEFT/RTGS only, on presentation of the bill. Income Tax, GST and other taxes, as applicable shall be deducted at source as per the rates notified by the respective authorities.
42. The administrative issues like leave, weekly off etc., of the Outsourcing of manpower personnel are responsibility of the contractor.
43. The list containing the names with photograph age, EPF & ESIC Nos., verified addresses, along with the signature of each employee appointed by the Agency shall be made available to the GCET authorities.
44. No enhancement in the agreed rates will be allowed during the Contract period except statutory revision, if any.
45. The contractor shall maintain proper Register in respect of deployed personnel and paste photo of such personal besides indicating Name, age, permanent/temporary address of personal and record attendance, leave etc. The Register shall be maintained as per the directions of Authorized representative of the GCET.
46. The contractor shall maintain proper Register in respect of deployed personnel and paste photo of such personal besides indicating Name, age, permanent/temporary address of personal and record attendance, leave etc. The Register shall be maintained as per the directions of Authorized representative of the GCET.
47. The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/staff duly linked with their mobile numbers so as to enable them to receive SMS about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.
48. The Bidder will specify the break-up of rates quoted giving complete details as shown below:
 - Net amount to be paid to the person engaged.
 - The rates should be quoted along with details of all taxes & service charges both in words and figures without cuttings/erasing/over writings.
 - Details showing rate of deduction of EPF, ESI, EDLI etc.(Both Employee and Employer share).
 - Administrative charges and other taxes/charges, if any, to be charged by the bidder.
 - The employer will undertake that under no circumstances the person engaged by him shall have to face additional deduction.
 - No tender will be accepted in which the detail of deductions has not been mentioned.
49. Statutory obligations issued as per the Circular No. 08-FD of 2023 dated 04-12-2023 by the Finance Department shall be followed by the service provider in letter and spirit.
50. GeM O.M. No. 9/JS&ACEO/2022 dated 22-12-2022 and subsequently O.M. No. F.6/1/2023 -PPD issued by the Director Procurement Policy Division, Ministry of Finance, GOI regarding minimum service charges in procurement of manpower outsourcing services may be followed.
51. Performance Security deposited by the approved firms shall be released only after the expiry of the contract period and on the production of NOC issued by the concerned committee.

52. Inclusion of Modern Clause of Arbitration in the agreement

- (i) Any dispute arising of or in connection with this contract, including any question regarding its existence, validity and termination shall be referred to and finally resolved by arbitration in accordance with the Jammu and Kashmir International Arbitration Centre(Arbitration proceedings)Rules for the time being in force(JKIAC Rules).
- (ii) The seat of Arbitration shall be Jammu.
- (iii) The Tribunal shall consist of One Arbitrator(s)(either state "one" or "Three").
- (iv) The language of the arbitration shall be English.
- (v) The laws governing the contract shall be the laws of India.
- (vi) Force Majeure clause shall not be acceptable.

53. All the Service Providers who accept the above terms and conditions and fulfill the eligibility criteria may submit their bids.

Sd/-
Principal
GCET, Jammu.

No:-GCET/Acctts./2026-27/375-80

Date:-03-06-2026

Copy to the:-

1. Director Finance, Higher Education Department, Civil Secretariat, Srinagar, J&K for information.
2. Convenor, Beautification and Sanitation Committee, GCET, Jammu.
3. Nodal Officer, e-Tendering, GCET Jammu for information and necessary action.
4. Incharge website, GCET, Jammu for information and necessary action.
5. Office Copy

ANNEXURE “A”

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

I / We, the authorized signatory of M/s ,
participating in the subject GeM tender No for the item / job of
..... , do hereby declare :

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of Government College of Engineering and Technology, Jammu for a period of one year from the date of committing such breach.

(iii) I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Name of Authorized Signatory

Company Name

ANNEXURE “B”

(TO BE TYPED ON A LETTER HEAD OF THE BIDDER) TENDER FORM FOR PROVIDING MANPOWER SERVICES

1. Name, address of firm/Agency/company.....
2. Telephone No.....
3. Registration No.....
4. Name, Designation, Address of the signing person:
:.....
:.....
:.....
5. PAN No. issued by Income Tax Deptt.....
6. Provident Fund Account No.....
7. ESI code number.....
8. GST Number.....
9. Details of BID Security/ Earnest Money deposit:.....
 - i. Amount.....
 - ii. e-challan or Treasury Challan/ReceiptNo.
 - iii. Date of issue.....
 - iv. Name of issuing authority:.....
 - v. Any other information:.....

Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

(Signature & Seal of the Bidder)

ANNEXURE “C”

(TO BE TYPED ON A LETTER HEAD OF THE BIDDER)

Technical Information

S. No	Particulars	Information to be filled by the bidder	Remarks
1	Manpower on roll		
2	Experience for Providing Manpower services (in years)		
3	Details regarding experience (name organizations & experience in years with support of certificates)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature & Seal of the Bidder)
Name and address of the Bidder

ANNEXURE “D”

(TO BE TYPED ON A LETTER HEAD OF THE BIDDER) UNDERTAKING / LETTER OF ACCEPTENCE

Subject: Tender for providing **Manpower Services**.

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide by the contract to provide the services from the date of award of the contract which is extendable till new rate contract comes into force.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir.
6. I / we declare that all the documents attached with the tender documents are true and are attested by us only after certifying their genuineness.

**In acceptance
(Signature & Seal of the Bidder)**

