



बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002

## **NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from the reputed firms for the award of contract for providing secretarial/administrative staff in the offices of University Grants Commission located in three different places in New Delhi.

The quotations should be accompanied with Earnest Money Deposit (EMD) of Rs.20,000/-(Rupees Twenty thousand only) for each tender in the form of Bank Draft in favour of the Secretary, University Grants Commission, New Delhi. The tender should be superscribed as "Quotation for secretarial/administrative staff.

**The terms and conditions** alongwith other information can be had from the office of the Director (Admn.) on any working day from 9.00 A.M. to 5.30 P.M.

Sealed tenders addressed to Mr. S.C. Vadeva, Under Secretary (Admn.1/C&D), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 should reach the UGC Office in Room No.206 within 15 days from the date of publication of this advertisement.

The University Grants Commission reserves the right to accept or reject any tender offer without assigning any reason thereof.

**TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT  
FOR IN THE UGC OFFICE**

1. The offices of University Grants Commission are located in three different places as per addresses indicated below:
  - i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi-110 002
  - ii) UGC Branch Office at 35, Feroze Shah Road, New Delhi-110 001.
  - iii) UGC branch office at South Campus of Delhi University, Benito Juarez Marg, Near Dhaula Khan, New Delhi-110 021
2. The required secretarial staff i.e. stenographers, LDCS/Typists, Peons and helpers shall be provided by the contractor.

**Minimum qualifications of required staff:**

- a. Steno: Graduate from recognized university with computer knowledge.
  - b. LDCs/Typist: Non-Graduate/Graduate from recognized university with computer knowledge.
  - c. Peons: 8<sup>th</sup> pass
  - d. Helpers: 8<sup>th</sup> pass
3. The rates should be quoted as per details in [Annexure-I](#)
  4. Sealed tenders addressed to Mr. S. C. Vasdeva, Under Secretary (Admn./C&D) University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002 should reach the UGC office in Room No. 206 within 15 days from the date of publication of advertisement in the newspaper.
  5. Over-writing be avoided, otherwise quotation is liable to be rejected.
  6. The quotations will be opened by a Committee in the UGC office on \_\_\_\_\_ at \_\_\_\_\_ in Room No. \_\_\_\_\_ in the presence of such tenders who may like to be present. In case of any unforeseen circumstances, the quotations will be opened on the next working day.
  7. That the man-power employed by the Agency will work as per the UGC working days. No extra wages will be paid for attending the office on Saturdays and Sundays. That the normal office working hours shall be from 9.00 AM to 5.30 PM. In the event of the service of the man-power

being required after the normal office working hours, additional charges on pro-rata basis on monthly Basic wages, will be payable by the UGC.

8. The Agency must submit its bill to the UGC by 7<sup>th</sup> day of each month alongwith the proof of the required documents in respect of the deployed man-power. The payment will be made only on completion of the term and conditions of the Agreement. The Agency shall be solely liable for any violation of provisions of the said Acts or any other Act.
9. That the Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely minimum wages Acts, EPF Acts, ESIC Acts, Bonus Act, Gratuity Act, Workman Compensation Act etc or under any other statutory requirements as applicable to the National Capital Territory, Delhi and amended from time to time in respect of the man-power deployed and also to present the documents as and when required or asked for by the UGC. The contractor shall be the principal employer of the workman and any other staff to be deployed by him in the UGC.
10. That it is expressly understood and agreed to between the parties to this Agreement that the manpower deployed by the Agency shall be employees of the Agency for all intents and purposes and in no case there shall be a relationship of Employer and Employee between the UGC and the said manpower. That the Agency shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the manpower sponsored by it for deployment in the UGC and UGC shall not be responsible for any act of indiscipline, any medical claim and compensation of any personnel employed through Agency. The manpower so deployed shall remain under the control and supervision of the Agency and the Agency shall be liable for payment of their wages etc, and all other dues payable under various labors Regulations and other statutory provisions.
11. That the manpower employed by the Agency shall have no right, whatsoever, for any appointment in the UGC in temporary/ adhoc /daily wages /regular capacity on the basis of their work in the UGC.
12. That in case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her / his duties properly or indulges in any unlawful activity including riots or disorderly conduct the Agency on the order of UGC, shall immediately withdraw such person(s) from the premises of the UGC.
13. That the Agency shall keep the UGC indemnified against all claims whatsoever in respect of the employees deployed in UGC AT VARIOUS POINT OF TIME. In case any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be sole

responsibility of the Agency to contest the same at appropriate forum(s). In case, the University is made a party and is supposed to contest the case the UGC will be reimbursed the actual expenses which shall be paid in advance by the Agency to UGC on demand.

14. That the deduction of Income Tax from the bills of the Agency will be made at source under section 194 (c) of the Income Tax Act, 1961 and as applicable from time to time.
15. There will be surprise checking minimum twice in a month by a Section Officer on each floor specially designated for the purpose outside the Administration Division. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
16. The payment for providing the manpower will be made on the basis of minimum rates of wages prescribed by the Govt. of NCT of Delhi from time to time.
17. The Earnest Money Deposit will be refunded to the unsuccessful tenders without any interest within one month of finalization of contract. However, the Earnest Money deposited by the successful tendered will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
18. Non-compliance of terms & conditions will result in forfeiture of Security Deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money.
19. The tenderer should also submit proofs in respect of his past successful performance in the field of secretarial staff.
20. In case of unsatisfactory services rendered by the contractor, the Secretary, UGC, New Delhi reserves the right to terminate the contract even during the currency of the contract and no payment will be made after that. Of course, an opportunity shall be provided to him to clarify the position.
21. If any accident occurs with any worker of the contractor while doing his job, the UGC office will not be liable in any way and the sole responsibility will be of the contractor.
22. he contractor shall abide by the terms & conditions of the tender strictly.
23. The PAN number of the firm may be indicated. The quotations of the firms who do not have PAN number will not be considered.
24. This contract shall be valid for one year which may be extended for another year depending upon the performance of the firm.

25. The Contractor shall submit the monthly bill on 1<sup>st</sup> of every month and the same shall be paid after deduction usual taxes, if any. The payment will be made after completion of one month and not in advance.
26. The tenderer should attach a copy of the Work Contract Registration Certificate required under the provisions of the Delhi Sales Tax on Work Contract Act, 1999.
27. The tenderer should also attach a copy of Service Tax Registration Certificate.
28. The tenderer should submit the latest Income Tax Clearance Certificate, Sales Tax Clearance Certificate and Balance Sheet for the last three years.
29. The Secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.

**Annexure-I**

**UNIVERSITY GRANTS COMMISSION**

**DETAILS OF RATES TO BE QUOTED BY THE TENDERS FOR THE AWARD  
OF CONTRACT FOR SECRETARIAL / ADMINISTRATIVE STAFF SERVICES IN  
THE UGC OFFICE.**

S.No.	Particulars	Rates quoted
1.	Total amount of wages per month on the basis of minimum rates of wages prescribed by the Govt. of NCT of Delhi as on date.  Stenographers DEOs / LDCs Peons / Helpers	  Rs. _____ Rs. _____ Rs. _____
2.	Total amount towards ESIC per month in respect of :-  Stenographers LDCs Peons / Helpers.	  Rs. _____ Rs. _____ Rs. _____
3.	Total amount towards EPF per month in respect of :-  Stenographers LDCs Peons / Helpers.	  Rs. _____ Rs. _____ Rs. _____
4.	Bonus:  Stenographers LDCs Peons/ Helpers	  Rs. _____ Rs. _____ Rs. _____
5.	Service charges per month to be claimed by the contractor (     % of the basic wages)	Rs. _____
6.	Service Tax (     % of the basic wages)	Rs. _____
7.	Education Tax (     % of the basic wages)	Rs. _____
8.	Misc.. if any	Rs. _____

Total amount to be charged per month Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only)

Signature with date:  
Name & address of the firm: