

No 1 Development Enclave, Rao Tula Ram Marg,

Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Extn-7302

Email: adps.idsa@nic.in

**TENDER DOCUMENT FOR “HIRING OF MANPOWER SERVICE ON FIXED
REMUNERATION BASIS”**

” (IN SINGLE PACKET BID ON GeM)

MEMORANDUM OF WORK IN BRIEF

1.	Name of work	Hiring of Manpower Service on Fixed Remuneration Basis
2.	Cost of Document	Free of Cost
3.	Estimated Cost	Rs. 12,33,122/- Including GST
4.	Earnest Money	Rs. 25,000/-
5.	Validity period	90 days
6.	Security Deposit	3% of the contract value
7.	Publish Date & Time	19 th October, 2026 by 1100 hrs
8.	Submission Start Date & Time	19 th October, 2026 by 1130 hrs
9.	Tender Submission End Date	10 th November, 2026 by 1500 hrs.
10.	Tender Opening Date	11 th November, 2026 by 1500 hrs.


Col Chetan Gurbax (Retd)
Assistant Director (Admin)



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No 1 Development Enclave, Rao Tula Ram Marg,
Delhi Cantt, New Delhi – 110 010
Ph. No., 26717983 Extn.7302
Email: adps.idsa@nic.in

F.No. MP-IDSA/A/1115/2024

Date: 15th Oct 2026

E- TENDER NOTICE FOR “HIRING OF MANPOWER SERVICE ON FIXED REMUNERATION BASIS”

Bids are invited under single bid system from experienced contractors / agencies for “subject mentioned at MP-IDSA” located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://gem.gov.in> & www.idsa.in. The interested bidders are advised to register themselves with e-procurement Portal at - **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the **GeM**, latest by **10th November, 2026 by 1500 hrs.** Demand Draft for Rs. **25000/- (Rupees Twenty five thousand only)** in favour of “**MP-IDSA**” payable at **New Delhi** as Earnest Money Deposit which shall be submitted in sealed cover to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 10th November, 2026** duly mentioning on top right hand corner of the sealed envelope “**EMD and Annexures for “FOR HIRING OF MANPOWER SERVICE ON FIXED REMUNERATION BASIS”**”.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through GeM portal only. Both technical and financial bid should be submitted in the E-procurement portal (GeM).

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Bidder who has downloaded the tender /quotation from the MP-IDSA website and GeM shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with MP-IDSA.

Critical Dates of Tender:

(i) Publish Date & Time	19/10/2026, 10:00 hrs
(ii) Document Download Start Date & Time	19/10/2026, 10:30 hrs
(iii) Bid Submission Start Date & Time	19/10/2026, 11:00 hrs
(iv) Bid Submission End Date & Time	10/11/2026, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	10/11/2026, 15:00 hrs
(vi) Bid Opening Date & Time	11/11/2026, 15:00 hrs
(vii) Cost of Tender	Free of cost

Note :

1. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".
2. Any queries relating to the process of online bid submission or queries relating to GeM in general may be directed to the 24x7 GeM Helpdesk.
3. In terms of Para 8(J)(D) of RTI Act 2005 and Office memorandum No:8/2/2010-IR dated 27 April 2010 of Ministry of Personnel (Department of Personnel & Training) w.r.t displaying of information to all other bidders/third party would harm the competitive position.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, www.idsa.in


Col Chetan Gurbax (Retd)
Assistant Director (Admin)

MP-INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
NO 1 DEVELOPMENT ENCLAVE, RAO TULA RAM MARG. DELHI CANTT.
NEW DELHI -110 010
HIRING OF MANPOWER SERVICE ON FIXED REMUNERATION BASIS

1. Bids for hiring Manpower Service on Fixed Remuneration Basis (**Library Executive-01, Receptionist-01 & MTS-01**) through GeM are invited from eligible Bidders/Agencies for a Period of 11 months. The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc in support of their Technical eligibility- all duly signed on the GEM portal on or before last date of bid. Scope of work/Job description is as per **Annexure III** attached.
2. **Submission of Tender:** The price bid shall have to be submitted online at GeM. Tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered online Technical & price bid formats should be without any ambiguity.
3. **Duration of contract:** The contract shall be valid for 11 months from date of signing of contract. The contract can be cancelled unilaterally giving 1 (one) month notice by the Institute in case service is not rendered satisfactorily. If the contractor also does not want to continue, he has to give 3 months' notice to Institute. However in this case, his name shall be put in holiday list for another 03 years. Decision of the institute shall be final & binding to decide reasonability.
4. **Working Hours:** Eight hours per day, excluding lunch break. Generally, the working will be **0900 hrs to 1730 hrs** daily, unless specified otherwise by the institute. General working days shall be Monday to Friday. They may also be called for duty on Saturday if required.
5. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMO) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 25,000/-** by demand draft in favour of "**Manohar Parrikar Institute for Defence Studies and Analyses**" payable at New Delhi. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest without any interest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD is not required to be submitted by those bidders who are registered with MSME, etc.** The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect.
6. **Performance Guarantee:** The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government services for a sum equal to 3% of contract value. Performance Bank Guarantee shall be valid up to 90 days beyond the satisfactory completion of contract period.

7. **Payment terms:** The selected vendor shall submit the bills as per contracted rates, on a monthly basis. The bills, if found in order in all respects, will be processed for release of payment within 30 days after receiving of the bills. Bills should consist of following documentary evidence for processing:-

- (i) Complete attendance details with muster rolls as per Labour Act.
- (ii) Proof of payment of wages for the current month as contracted rates
- (iii) All payment will be made subject to Tax Deduction at source, if applicable as per rules.
- (iv) Payment details of employee along with bank transfer or cheque payment detail. MP-IDSA reserves the right to deduct amount from the bill towards compensation for unsatisfactory service or less attendance as provided under the contract.
- (v) Only biometric attendance system shall be considered valid attendance claim.

8. The Services are to be offered by the vendor on (Monday to Friday) and as per work schedule of the institute.

9. **Pre-qualification/Eligibility' Criteria:** The following shall be minimum eligibility criteria for selection of bidders technically:-

- a) **Legal Valid Entity:** The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Partnership firm or Proprietorship firm. Bidder in the form of JV/Consortium is not permitted.
- b) **Registration:** The Bidder should also be registered/comply with various statutory compliances.
- c) **Experience:** The Bidder should have experience in providing similar nature of work experience involving Manpower in reputed firms in last three Financial Years.
 - (i) The agency should have a minimum average turnover of Rs. 6 Lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out the said scope of services should not be less than Rs.5 Lakhs per annum.
 - (ii) Experience of having successfully completed similar works during last 3 financial year ending Mar 2026 to the one in which applications are invited should be either of the following: -
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
 - b. Two similar completed works costing not less than the amount equal to 75% of the estimated cost.Or
 - c. One similar completed work costing not less than the amount equal to 100% of the estimated cost.
- (iii) **For MSME registered bidder:** Declaration of Udyog Aadhaar Memorandum (UAM) number by the MSME vendors on GeM portal should be made. The MSE bidders who fail to submit UAM number will not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs.

S no	Parameter	Minimum Requirement	Document attached (Page No.)
(a)	Work order	Exempted.	
(b)	Completion certificate		
(c)	ITR last 1 years	Required	
(d)	PAN /GST	Required	
(e)	EMD	Exempted	
(f)	Average Annual turnover last 3 years	3 Lakhs	
(g)	Firm GST registration number have valid HSN code w.r.t the similar nature of work	Required	
(h)	For Operational Office Proof - (Valid lease Agreement/latest Electricity bill /Telephone bill only shall be accepted)	Required	
(i)	Clear track record certificate on Rs.100/- non judicial stamp paper duly notarized shall not be older than six month as per NIT	Required	
(j)	All documents including GeM ATC must be signed/stamped and uploaded on Portal, without signature/stamp documents shall not be considered during evaluation.	Required	
(k)	Performa for no near relative (s) of the Contractor working in MP-IDSA as per NIT	Required	

- (iv) Operational Office in Delhi/NCR. The firm must have operational Office (Valid lease Agreement/latest Electricity bill /Telephone bill only shall be accepted) with round the clock control room/back Office. The Office must have computer/phone for prompt communication.
- (v) **Calling for Additional Information:** The Committee reserves the right to call for any additional information from the Tenderers apart from the details asked for in the tender, for finalization of the tender and this condition is binding on all the BIDDERS. Similarly the Committee also reserves the right to call for any information from the Tenderers for clarification or matching the information submitted in the bid proforma and various documents uploaded, for finalization of the tender and this condition is binding on all the BIDDERS.

10. In case of any dispute, the matter will be referred to sole arbitratorship as appointed by the Director General, MP-IDSA or his nominee and his decision will be final and binding to both the parties.

11. **Evaluation of Bid:**

- The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.
- The successful bidder will be the one who emerges overall L-1 out of responsive bids. Basis of ranking will be the least cost, which would be total payout including all taxes, duties and levies.
- Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after due procedure.

- (d) The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the tender document or to cancel the tender without assigning any reason and the decision of the competent authority in this regard shall be final and binding.
- (e) In case of a tie between L-1 Bidders, the two or more firms offer the same overall rates, successful bidders will be the one whose turnover is higher than the other competitor (s) for last three financial years.

12. Discrepancies in Price Bid:

- (a) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Institute feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- (b) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and
- (c) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the Institute, the tender is liable to be ignored.

13. Termination of Contract: The agreement / work order can be terminated by MP-IDSA or the contractor shall be required to give three month advance notice in writing for termination of contract, failing which the security deposit shall stand forfeited. During the period of such notice, the performance of work shall not hamper and both parties continue to abide by their respective obligations. On termination of the contract for any reason whatsoever, the selected vendor will remove their personnel immediately from the premises of MP-IDSA.

14. Police Verification:- Contractor will be responsible to ensure that the staff employed by him are security cleared by Police Station of the staff's residential area. Police verification is to be submitted for all employees at least 10 days prior to commencement of work or before any person is replaced. The Contractor will also ensure that no person employed by him had been/ is involved in anti-state activities.

15. Procedure of Deployment: After award of work, the contractor shall produce (within one week) at least 04 candidates of each category for interview at MP-IDSA. Only based of interview and skill test, the person shall be deployed at MP-IDSA.

16. Contractor shall immediately replace the person, if any complaint received from MP-IDSA. Similarly if the contractor wants to change the location or remove the person from institute he will have it inform MP-IDSA in writing with suitable replacement.

17. The person to be deployed shall be fully vaccinated, and fit for the duties. The preferred age group shall be 20-40 years.

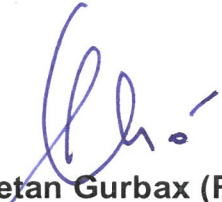
18. Responsibility for payment– The Contractor shall pay to the personnel deployed at such rates which should not be less than the prescribed rates for respective category at the prevailing rates as per rules.

- (i) In order to safeguard against the possible underpayment to the work-force by giving them less than what are mandatorily and statutorily required to be paid, it is mandatory that the **Contractor shall disburse the payment every month by 7th through the ECS.** (Electronic cash transfer) only in individual staff saving bank account in any nationalized bank. No cash payment shall be disburse as a salary.
- (ii) Any instance of payment below the prescribed rates, short payment, delayed payment, withholding of payment, or any other violation of shall be treated as a material breach of contract. In such cases, the institute shall have the right to impose penalties, recover the differential amount along with applicable statutory liabilities from the Service Provider's bills and may cause terminate the contract or forfeiture of Security deposit without prejudice to any other legal remedies available under the contract or law.

19. Dispute Resolution.

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General, MP-IDSA.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (c) The cost of Arbitration shall be .borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

20. Jurisdiction of Court: The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.


Col Chetan Gurbax (Retd)
Assistant Director (Admin)

(To be given on Company Letter Head)
NON-BLACKLISTING CERTIFICATE

We hereby certify that our firm
.....has no legal suit /criminal case
pending or contemplated against the Proprietor of the agency or any of its Directors on
grounds of moral turpitude or for violations of any of the laws in-force. Also, that the
firm/agency has never been black listed by any Government or semi Government
authority during the last 03 years.

(Name and Signature of the Bidder, with Official Seal)

CERTIFICATE
(PERFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN MP-
IDSA)

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I.....S/O Sh R/o.....Hereby certify that none of my relative (s) as defined in the tender document is/are employed in MP-IDSA as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, it will have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Tenderer with seal

The near relative (s) means: -

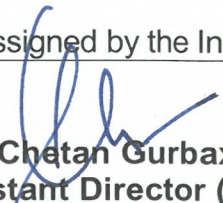
- (a) Members of a Hindu Undivided family;
- (b) They are husband and wife.
- (c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the Tenderer with seal

**HIRING OF MANPOWER SERVICE ON FIXED REMUNERATION BASIS SCOPE OF
WORK/JOB DESCRIPTION OF STAFF'S**

Sr. No.	Designation	Qualification & Experience	Job Profile
(i)	Library Executive	Bachelor's Degree Knowledge of Library work Age:-20-40 years (As on 30.11.2026)	Smooth monitoring of Book Section. Providing assistance to users in Book Section, Maintaining Grey Literature (rare documents) in the Compactor Racks. Preparing Current Journal Contents (CJC) every month. Shelving of Books in Book Section, Providing information to the users in Book Section according to their requirement. Any other task assigned by the Institute.
(ii)	Receptionist	Bachelor's Degree or Diploma and certifications in the front office after 10+2 Age:- 20-40 years (As on 30.11.2026)	Answering, screening and forwarding incoming phone calls. Receiving visitors at the reception and directing them appropriately. Receiving and sorting daily mails and couriers. Taking and relaying messages. Monitor visitor access and maintain security awareness. Assisting in handling the attendance equipment including bio-metric attendance. Act as a communication interface of the Institute with the outsiders. Providing general administrative and clerical support during MP-IDSA events. Any other tasks assigned from time to time. General Handling of computers.
(iii)	Multi-Tasking Staff (MTS)	10+2 with valid driving license Age:- 20-40 years (As on 30.11.2026)	Keeping record of incoming and outgoing mails. Dispatch rider on Motor cycle, To distribute stationery Issue of Security Passes and vehicle stickers To keep of Postages Stamps/ Franking Machines Any other tasks assigned by the Institute.


Col Chetan Gurbax (Retd)
Assistant Director (Admin)

