(1)

# निदेशालय, अल्पसंख्यक कल्याणउत्तराखण्ड।

अल्पसंख्यक कल्याण भवन, अधोईवाला, देहरादून।

पत्रांकः 797 /नि.अ.क./स्था0/आउटसोर्स/2026–27 दिनांक 28 अक्टूबर, 2026

## –:ई–निविदाः–

निदेशालय, अल्पसंख्यक कल्याण उत्तराखण्ड, देहरादून के अंतर्गत विभिन्न श्रेणी के मानव संसाधन (Manpower) की आपूर्ति हेतु बाह्यस्रोत (Outsourcing Agency) के माध्यम से एजेंसी का चयन किया जाना प्रस्तावित है। उक्त हेतु अनुभवी एवं पात्र फर्मों/एजेंसियों से निर्धारित निम्न कार्यक्रमानुसार ई–निविदा (E-Tender) के माध्यम से ऑनलाइन तकनीकी एवं वित्तीय बोली आमंत्रित की जाती हैः–

| S. No. | Particular | Date |
|---|---|---|
| 1 | **Date of availability of Tender Documents on website for download** | **01-11-2026** |
| 2 | **Bid submission start date** | **02-11-2026** |
| 3 | **Last date for physical submission of , EMD and otherdocuments.** | **23-11-2026 05:00 PM** |
| 4 | **Venue for tender related work** | **Directorate Minority Welfare Uttarakhand, Alpsankhyak Kalyan Bhawan, Saheed Bhagat Singh Coloy, Adhoiwala, Dehradun** |
| 5 | **Tender document is also available** | **https://minoritywelfare.uk.gov.in/** |
| 6 | **Last Date of Submission Technical & Finance Bid** | **25-11-2026, 11:00 AM** |
| 7 | **Date of Opening of Technical** | **26-11-2026, 11:30 AM** |

Note:- **if any date mentioned above id declare as Holiday that will be shifted to next working day without any change in other parameters such as venue, etc**

ई–निविदा के अंतर्गत तकनीकी एवं वित्तीय बोली ऑनलाइन अपलोड करने हेतु विस्तृत निविदा प्रपत्र, नियम, शर्तें एवं आवेदन पत्र संबंधित अधिकृत वेबसाइट से डाउनलोड किए जा सकते हैं।

निविदा से संबंधित किसी भी प्रकार की अतिरिक्त जानकारी/स्पष्टीकरण हेतु अभ्यर्थी/एजेंसी किसी भी कार्यदिवस में कार्यालय समय के दौरान निदेशालय, अल्पसंख्यक कल्याण उत्तराखण्ड, अल्पसंख्यक कल्याण भवन, शहीद भगत सिंह कालोनी, अधोईवाला, देहरादून से संपर्क कर सकते हैं।

निदेशक
अल्पसंख्यक कल्याण उत्तराखण्ड़।

(12)

# Directorate, Minority Welfare, Uttarakhand

**Alpsankhyak Kalyan Bhawan, Saheed Bhagat Singh Colony, Adhoiwala, Dehradun**

**Contact No: 94------ Website- http://minoritywelfare.uk.gov.in/ directorate------**

**Tender Enquiry No. 797 /2026-27/** **Dated: 28/10/ 2026**

*Tender notice selection of agency for providing Manpowers on job outsourcing basis at Directorate Minority Welfare Uttarakhand, Dehradun.*

Tenders are invited from duly registered/reputed manpower service providers/organizations/agencies for providing different category of staff on contract basis for Directorate Minority Welfare Uttarakhand Dehradun. Category wise requirement of different staff is as under.

| SI No. | Cadres | Category of workers | Required Staff | Emolument |
|---|---|---|---|---|
| 1 | Law Officer | Court Case | 01 | **Wages shall be as per minimum wages prescribed by UPNL for Contractual Worker.** |
| 2 | Junior Assistant | Official Work | 02 | |
| 3 | Stenographer/Persenal Assistant | Official Work | 01 | |
| 4 | Data Entry Operator | Official Work | 03 | |
| 5 | Driver | Official Work | 05 | |
| 6 | Fourth Class | Official Work | 05 | |

**Qualifications:**

| SI No. | Post Name/Designation | Eligibility (as per directorate of minority welfare recruitment regulations/Uttarakhand Govt. Recruitment Rules & Regulations) | Required | Minimum Experience |
|---|---|---|---|---|
| 1 | Law Officer | Graduate with LAW Degree | Good/High Hindi & English Language | 3 Years Experince in Supreme Court, High Court and Lower Court. |
| 2 | Stenographer/Persenal Assistant | 10+2 with advance knowledge of Computer Diploma | Good/High speed in Hindi & English Typing and Shorthand | Two Year Experience of govt./Semi. Govt. |
| 3 | Junior Assistant | 10+2 with advance knowledge of Computer Diploma | Good/High speed in Hindi & English | Two Year Experience of govt./Semi. |

| | | | | |
|---|---|---|---|---|
| | | | Typing | Govt. |
| 4 | Data Entry Operator | 10+2 with advance knowledge of Computer Diploma | Good/High speed in Hindi & English Typing | Two Year Experience of govt./Semi. Govt. |
| 5 | Driver | High School with Licence | Driving Licence | Two Year Experience |
| 6 | Fourth Class | High School | | Two Year Experience |

*Qualification is subject to Uttarakhand Govt. norms and can be revised time to time, as per Uttarakhand Govt.*

a) **Note**: The age limit of the personnel should be minimum 18 year and not exceed 60 years and must resident of Uttarakhand State.

b) Service provider should have main/branch office at Dehradun Uttarakhand.

c)The roster /reservation will be followed as per the state Govt Norms.

## E-Tender

### A. Estimated Tender Value:

₹ 55,00,000 (Rupees fifty five lakh only) approximately, for one year.

### B. Period of Contract:

The contract is initially for one year and may be extended for up to two additional years, subject to satisfactory performance under the same terms and conditions. The rates quoted by the bidder shall remain unchanged throughout the contract period.

### C. Earnest Money Deposit (EMD):

An amount of ₹ 100,000 (One lakh only) must be deposited in the form of a Fixed Deposit from a scheduled bank, drawn in Favor of **"Director, Minority Welfare Uttarakhand." MSME firm Shall be Exempted from EMD & Tender fees.**

The EMD should be submitted in a sealed envelope marked **"Manpower service"** and dropped in the tender box at the Directorate office.

The tender document shall be made available online through the e-Tendering process. The **tender fee (Non-Refundable) of ₹5,000/- (Rupees Five Thousand only) plus 18%** GST shall be submitted in the form of a Cheque issued by any scheduled bank, drawn in favour of "Director, Minority Welfare Uttarakhand", payable at Dehradun.

### D. Performance Security Deposit:

The successful bidder must deposit a **Performance Security Deposit** equivalent to **5% of the annual contract value** in the form of a **Bank Guarantee, Fixed Diposit, or Fixed Deposit** from a scheduled commercial bank, drawn in Favor of **"Director, Directorate Minority Welfare Uttarakhand."**

This deposit must remain valid for **90 days beyond the expiry** of the one-year contract. In case of an extension, it must be further renewed under the same terms, without accruing any interest.

**E. Last Date of Submission:**

The last date for uploading the tender is 25-11-2026 by **11:00 AM**.

**F. Date of Opening of Tender:**

The **Technical Bid** will be opened on 25-11-2026_ at **11:30AM**. If the date falls on a public holiday, the bid will be opened on the next working day at the same time.

Eligible firms may visit and inspect the office working day between **10:00 AM and 3:00 PM** to gather necessary information for preparing the e-tender and entering into the contract. A prior appointment must be scheduled with the office.

**G. ELIGIBILITY CRITERIA:**

1. The agreement shall be valid for a period of one (01) year from the date of execution and may be extended further as per the requirement of the departmentupto 2 years , subject to satisfactory performance and mutual consent of both parties on the same terms and conditions.

2. The bidder/service provider must have its registered office or operational establishment within the **State of Uttarakhand**. The complete business address shall be provided along with copies of all statutory registrations/licenses, contact details including telephone/mobile number, and official e-mail ID of the firm/agency.

3. The service provider shall engage personnel such as Law Officer, Junior Assistant And Data Entry Operator, Stenographer, Driver, Fourth Class as required by the office from time to time and such personnel shall remain employees of the service provider, and it shall be the sole responsibility of the service provider to ensure timely payment of wages and statutory dues.

4. The normal working hours shall be eight (08) hours per day, inclusive of a half-hour lunch break, on working days; however, the personnel may also be required to perform duties on Sundays and Gazetted Holidays as per departmental requirement. Payment shall be calculated strictly on the basis of

actual hours of duty performed, and no additional payment towards overtime shall be admissible under any circumstances.

5. The service provider shall submit monthly bills in triplicate during the first week of each month and payment shall ordinarily be released during the second week of the month, subject to certification by the concerned Officer In-Charge or Authorized Officer regarding satisfactory performance and attendance, and subject to availability of budget.

6. The service provider shall provide suitable substitute personnel well in advance in case of resignation or absence of any deployed staff and any overlapping salary liability shall be borne solely by the service provider.
7. The service provider shall remain available for communication at all times and shall acknowledge receipt of any communication sent by e-mail, fax or special messenger immediately.

8. The personnel deployed shall maintain strict confidentiality and shall not divulge any information relating to office records, operational procedures, security arrangements or administrative matters to any unauthorized person.

9. The bidder/service provider must be registered on the Rojgar Prayag Portal of the Government of Uttarakhand prior to the date of publication of the tender, and documentary proof of such registration shall be submitted along with the Technical Bid.

10. The personnel deployed shall not claim any benefit, absorption, regularization or compensation from Directorate Minority Welfare Uttarakhand under the Industrial Disputes Act, 1947 or the Contract Labour (Regulation and Abolition) Act, 1970, and the service provider shall submit an undertaking to this effect.

11. This office reserves the right to require the service provider to remove any personnel found incompetent or involved in misconduct and the service provider shall comply immediately with such directions.

12. The service provider shall maintain EPF, ESI and all statutory compliance records of the personnel engaged and shall submit monthly copies of challans and returns to this office and directorate of minority welfare Uttarakhand shall bear no liability towards such dues.

13. Only those bidders who qualify in the Technical Bid and are found substantially responsive shall have their Financial Bid opened and evaluation shall be done on the basis of service charge percentage quoted, and the bidder quoting the minimum acceptable service charge shall be ranked as L-1.

14. The service provider shall ensure police verification and proper background verification of all deployed personnel including identity proof, address proof, bank details, previous experience and recent photographs prior to deployment.

15. The service provider shall ensure proper conduct and discipline of its personnel within the office premises and consumption of alcohol, smoking, paan chewing and loitering shall be strictly prohibited.

16. All transportation, food arrangements, uniforms and statutory requirements in respect of the deployed personnel shall be the sole responsibility of the service provider.

17. The service provider shall provide manpower even for short-term exigencies as required by the office.

18. The personnel shall be deployed only after their competence and proficiency, including computer skills in case of Data Entry Operators, is verified by the office.

19. The agency shall be registered with the concerned Government Authorities and shall submit copies of all statutory registrations including PAN and GST.

20. The terms and conditions will be guided by General Financial Rules to (2).

21. An Earnest Money Deposit of Rs. 1,00,000/-(One lakh only) in the form of Fixed Deposit drawn in favour of Director, Minority Welfare Uttarakhand, payable at Dehradun, shall be submitted, failing which the bid shall be rejected.

22. The successful bidder shall furnish Performance Security in the form of Bank Guarantee equivalent to 5% of the annual contract value.in favour of Director, directorate of minority welfare Uttarakhand, payable at Dehradun, shall be submitted.

23. The EMD shall be liable to forfeiture in case of violation of the tender terms and conditions.

24. The service provider/firm/contractor shall mandatorily scan and upload Income Tax Returns (ITRs) of the last three financial years, namely 2023–24, 2024-25 and 2025–26, and shall attach self-attested copies of the same along with the Technical Bid.

25. The service provider/firm/contractor shall submit along with the Technical Bid, CA-certified turnover certificates with valid UDIN and audited balance sheets for the last three financial years i.e., 2023–24, 2024-25 and 2025–26, and the minimum cumulative turnover for the said three financial years shall not be less

than ₹3,00,00,000/- (Rupees Three Crore only), failing which the bid shall be treated as non-responsive and the Financial Bid shall not be opened.

26. The service provider/firm/contractor shall attach a CA-certified Positive Net Worth Certificate for the last three consecutive financial years along with the Technical Bid.

27. The service provider/firm/contractor shall submit a Bank Solvency Certificate issued by a scheduled bank with a minimum value of ₹2.00 Crore (Rupees Two Crore only) along with the Technical Bid.

28. The service provider/firm/contractor must have supplied manpowerin all Over the Uttarakhand to Government/Semi-Government Departments/Autonomous Bodies during any three of the last three financial years, namely 2023–24, 2024-25 and 2025–26, and shall attach at least two work orders and two satisfactory work completion certificates, and it shall be mandatory to attach separate work orders and experience certificates for at least two departments involving supply of 100 personnel each.

29. The service provider/firm/contractor must have operational offices in at least two regions of Uttarakhand, namely one office in Kumaun region and one office in Garhwal region, and proof of the same shall be enclosed.

30. The service provider/firm/contractor shall attach copies of EPF and ESI challans for a minimum of 100 personnel for any one latest month of the current year.

31. The service provider/firm/contractor shall attach GST-3B returns for the months of August, September 2026 along with the Technical Bid.

32. As per Government Order No. 223817 dated 10.07.2024, the service provider/firm/contractor shall attach a latest GST "No Dues Certificate" issued by the GST Department for the current financial year and the certificate must be specifically issued for participation in the concerned bid.

33. The bidder shall submit a self-declaration on a non-judicial stamp paper of ₹100/- stating that the firm has not been blacklisted or debarred by any Government Department or Agency anywhere in India.

34. In case of more than one L-1 then preference shall be given to the MSME, NSIC & Start-up Firm of Uttrakhand.

35. All applicable Labour Laws as notified by the Government of Uttarakhand shall apply and all Uttarakhand Government Orders issued from time to time shall be binding on the service provider.

36. The bidder shall submit a Firm Character Certificate issued by the concerned District Magistrate, certifying that the firm has not been involved in any criminal or unlawful activities and has maintained satisfactory conduct.

## H. DOCUMENTS TO BE UPLOADED

All bidders are required to upload self-attested scanned copies of the following documents along with the Technical Bid on the Uktender portal, failing which the bid may be treated as incomplete and liable for rejection.

Bidder firms that meet the **eligibility criteria** must upload the **Technical Bid** and **Price Bid** along with scanned copies of the following documents:

1. Income Tax Returns (ITRs) for the Financial Years 2023–24, 2024–25 and 2025–26 (self-attested copies), along with copies of ITR acknowledgements filed under Section 139 of the Income Tax Act, 1961 and assessment orders/intimations issued under Section 143(1).
2. CA-certified Turnover Certificates with valid UDIN along with Audited Balance Sheets for the Financial Years 2023–24, 2024–25 and 2025–26 (Minimum cumulative turnover ₹3 Crore).
3. CA-certified Positive Net Worth Certificate for the last three consecutive financial years.
4. Bank Solvency Certificate issued by a Scheduled Bank for a minimum amount of ₹ 2 Cr.
5. Copies of at least two Work Orders and two Satisfactory Work Completion Certificates relating to supply of minimum 100 personnel to Government/Semi-Government/Autonomous Bodies during the last three financial years.
6. Work Orders evidencing deployment of manpower across Uttarakhand during the last three years.
7. Proof of operational offices in Kumaun Region and Garhwal Region (Rent Agreement/Ownership Proof/Electricity Bill/GST Registration showing office address).
8. Copies of EPF and ESI challans for a minimum of 100 personnel for any one latest month of the current year.
9. Copies of GST-3B returns for the months of August, September October 2026
10. Latest GST "No Dues Certificate" for the current financial year, issued specifically for participation in the concerned bid (as per GO dated 10.07.2024).
11. Undertaking regarding Service Charges quoted in accordance with Government Order No. F.6/1/2023-PPD dated 06.01.2023.

12. Self-declaration on ₹100 Non-Judicial Stamp Paper stating that the firm has not been blacklisted/debarred by any Government Department or Agency in India.
13. Copy of PAN Card.
14. Copy of GST Registration Certificate.
15. Copies of registration with concerned Government Authorities (if applicable).
16. Proof of ESIC and EPFO Registration.
17. Earnest Money Deposit (FD) in favour of Director, directorate of minority welfare Uttarakhand, payable at Dehradun.
18. Firm Character Certificate issued by the concerned District Magistrate.
19. Valid Registration Certificate on Rojgar Prayag Portal (Government of Uttarakhand)

## I. EVALUATION OF TECHNICAL AND FINANCIAL BIDS

1. Bidders must upload two separate bids:
   - **Technical Bid**
   - **Financial Bid**

   **Note: Services charges should not be quoted with technical bid; otherwise, the tender will be rejected without any correspondence.**

2. The competent authority of Director, Minority Welfare, **Uttarakhand** reserves the right to **reject the tender** in whole or in part **without assigning any reason**.
3. The **Financial Bid** of only those bidders whose **Technical Bid** is found to be **responsive** (as per the eligibility criteria and tender conditions) will be **opened on the scheduled date and time**.
4. **Determination of L1 (Lowest Bidder):**

   **I. Evaluation Basis:** The **L1 (Lowest Bidder)** for each category/section will be determined based on the **minimum Service Charge offered** by the firm.

   The firm will be paid on the basis of **Minimum Service Charge offered**.

   **II. Acceptance of Tender:** The tender will be accepted based on the **minimum Service Charge offered** by the **technically qualified bidder**.

   **III. Offer to Next Lowest Bidder:**

   - If the **L1 bidderrefuses** to accept the offer to work as an**Manpower supply** or submits a **conditional acceptance**, the offer shall be made to

the **L2 bidder** (the bidder offering the next Minimum Service charge after L1).

- If the **L2 bidder** also refuses, the process will continue with the next eligible bidders (**L3, L4, and so on**) until the last eligible bidder is exhausted.
- Bidders will be **ranked** in **descending order** based on their **Minimum** and designated as **L1, L2, L3, etc.**

**IV. Selection Criteria:**

- The bidder offering the **Minimum Service Charge** in **Column E of Annexure-I** shall be considered the **L1 bidder** for that respective category/section.

5. **Refund of Earnest Money Deposit (EMD):**

   The **EMD of unsuccessful bidders** will be **refunded** after the **finalization of the contract**.

   - The **EMD of the successful bidder** will be refunded upon receipt of the **Performance Security Deposit**.
   - **No interest** shall be payable on the **EMD**.

6. The **bid shall remain valid for 90 days** from the **date of opening**.
7. **Incomplete or conditional tenders** will be **rejected outright**.
8. If a **participating bidder** withdraws **after the opening of the Financial Bid** or **fails to accept the contract**, its **EMD will be forfeited**.
9. The **successful bidder** must enter into a contract with Directorate of minority welfare within **21 days** of the award of the contract. In this contract, the successful bidder shall be referred to as the "Manpower supply" **Contractor/Vendor**.

## IMPORTANT NOTE

As this Directorate of minority welfare Scheme is a Government Institution under the scope of RTI act it is expected that the contractor shall keep all the record properly indexed and maintained in a systematic manner so that copies can be extracted as and when required. The Director Minority Welfare, can inspect the record any time by giving a notice period of one week.

## HOW TO APPLY

The tenders should be submitted in two separate sealed covers. The first sealed cover should be superscribed " Technical Bid" as per Annexure I to V.

The second sealed envelope superscribed as "Financial Bid" should contain (i) Annexure-VI and EMD. Both the sealed covers should be put in single cover super scribed Tender for providing of different category of staff on contract basis should be sent to Directorate Minority Welfare Uttarakhand, Alpsankhyak Kalyan Bhawan, Shaeed Bhagat Singh Colony, Adhoiwala. Dehradun 248001. The tender must reach this office by 16.00 hours on Date _____Tender received after this time will not be considered.

The Tenders will be opened by a Bid Committee on Date _____In the presence of participating bidders (if they choose to be present).

**DIRECTOR**
**MINORITY WELFARE UTTARAKHAND**

## ANNEXURE-I

## TECHNICAL

## PROFILE OF THE BIDDER

| SI. No. | Particulars | Details |
|---|---|---|
| 1 | Name of Tendering Company/Firm/Agency | |
| 2 | Name of Owner/Partners/Directors | |
| 3 | Full Particulars of the Office | |
| 4 | Address | |
| 5 | Telephone No. / Fax No. Email address | |
| 6 | Full Particulars of the Bankers of Company / Firm / Agency with full address & Tel. No. | |
| 7 | Name of the Bank<br>Name of the Bank Branch<br>A/c No. and IFSC Code | |
| 8 | Address of the Bank<br>Telephone Number<br>Email address | |
| 9 | PAN/GIR No. | |
| 10 | GST Registration Number | |
| 11 | EPF Registration Number | |
| 12 | ESI Registration Number | |
| 13 | Any other information | |

**Date:……**
**Signature of owner/Managing Partner/Director**
**Name:……..**
**Place:……**
**Seal:……..**

# ANNEXURE-II

## TECHNICAL BID

**Experience of the Firm**

**Details of the existing contracts**

| SI No. | Name & Address of the Organizations | Details reg. the contract including manpower deployed | Value of contract (Rs.) | Duration of the contract | |
|---|---|---|---|---|---|
| | | | | From | To |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

**Signature of owner/Managing /Partner/Director**

**Date:……..Name:……..**

**Place:…….. Seal:……..**

## ANNEXURE-III

## DECLARATION

**Name of Work:**Tender for providing Manpower on job outsourcing basis at Minority Welfare Uttarakhand for a period of one year or till the regular incumbent joins, whenever is earlier.

**DearSir,**

1. I/we_____ hereby submit the tender application for the above mentioned works viz_____

2. I/We hereby declare that I/we perused and understood and understood the tender document and accept all the terms & conditions, stipulated by the Directorate of minority welfare Uttarakhand in connection with the tender for Providing Manpowers on job outsourcing basis at Minority Welfare **Uttarakhand** for a period of one year or till the recruitment process is completed, whichever is earlier.

3. I/we confirm the documents submitted by the firm are legible and the onus of nonreadable document shall be with the firm/company/agency.

4. The information given in the Tender document is true and in case any thing found false, then company will be responsible for the same.

5. It is certified that the agency has never been black listed by any Central Govt. Department or State Govt. Department or Public Sector Undertaking or Local Body or anybody created under Central or State Act.

**Signature of Owner/Managing Partner/Director**
**Name:……..**
**Date:……**
**Place:……..**
**Seal:……**

# ANNEXURE-IV

# TECHNICAL BID

## CHECKLIST

**Name of work.** Tender for providing Manpowers on job outsourcing basis at Minority Welfare Uttarakhand for a period of one year or till the regular incumbent joins, whichever is earlier.

## Checklist for submission of Tender

## (To be filled by the tenderer and submitted along with the technical bid)

| S. No. | Particulars of Document | Uploaded (Yes/No) | Page No. | Remarks |
|---|---|---|---|---|
| 1 | Income Tax Returns (FY 2023–24, 2024–25, 2025–26) – Self Attested | | | |
| 2 | CA-certified Turnover Certificates with UDIN & Audited Balance Sheets (FY 2023–24 to 2025–26) – Minimum ₹3 Crore Cumulative | | | |
| 3 | CA-certified Positive Net Worth Certificate (Last 3 Financial Years) | | | |
| 4 | Bank Solvency Certificate (Minimum ₹ 2 CR.) | | | |
| 5 | Supply of minimum 100 personnel inTwo Work Orders & Two Satisfactory Completion Certificates (Govt./Semi-Govt./Autonomous Bodies – Last 3 Years) | | | |
| 6 | Separate Work Orders & Experience Certificates evidencing at least two departments | | | |
| 7 | Work Orders evidencing deployment of manpower across Uttarakhand (Last 3 Years) | | | |
| 8 | Proof of Operational Offices in Kumaun& Garhwal Region (Rent Agreement/Ownership Proof/Electricity Bill/GST showing address) | | | |
| 9 | EPF & ESI Challans for minimum 100 personnel (Latest Month of Current Year) | | | |
| 10 | GST-3B Returns (November, December & January 2026) | | | |
| 11 | GST "No Dues Certificate" (Current FY – As per GO dated 10.07.2024) | | | |
| 12 | Self-Declaration on ₹100 Non-Judicial Stamp Paper (Not Blacklisted/Debarred) | | | |
| 13 | Copy of MSME Registration Certificate | | | |
| 14 | Copy of PAN Card | | | |
| 15 | Copy of GST Registration Certificate | | | |
| 16 | Registration with Concerned Government Authorities (If Applicable) | | | |
| 17 | Proof of ESIC & EPFO Registration | | | |
| 18 | Earnest Money Deposit (FD in favour of Director, | | | |

| | | | | |
|---|---|---|---|---|
| | Minority Welfare Uttarakhand) | | | |
| 19 | Performance Security (5% of Annual Contract Value – BG) *(To be submitted by successful bidder)* | | | |
| 20 | Firm Character Certificate issued by the concerned District Magistrate | | | |
| 21 | F.D Pledged in favor of Director, Minority Welfare Uttarakhand, Dehradun | | | |
| 22 | Valid Registration Certificate on Rojgar Prayag Portal (Government of Uttarakhand) | | | |
| 23 | Copy of Registration Certificate in labour department of Uttarakhand. | | | |

N.B. Bidders to ensure that;

**i)All the above documents are submitted.**

**ii) All the pages are numbered**

**iii) All the documents are legible (clearly readable)**

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to bid a TENDER.

**Dated:..... Name & Address of Firm:.....**

**Place:.....** **Authorized Signature & Seal of the Firm.....**

(17)

**ANNEXURE-V**

**TECHNICAL BID**

**UNDERTAKING (To be furnished by personnel after agreement)**

I.....S/D/o.....R/o.....
..... is willing to work in Directorate of minority welfare Uttarakhand. In accordance with the instructions given to me from time to time. It has been made clear to me that I shall not have any claim for permanent service in the Minority Welfare Uttarakhand and no representation on this behalf shall be strictly temporary and I shall be entertained by the Minority Welfare Uttarakhand Authority in any case and such engagement shall be strictly temporary and I shall abide by the terms and order mentioned in the Agreement. I also understand that, my services are likely to be terminated, if a regular employee joins/appointed in Minority Welfare Uttarakhand.

**Signature:..... Signature:.....**

**Authorized Signatory:..... Name:.....**

**Place:..... Place:.....**

**Date:.....**

**(ANNEXURE-VI)**

**Financial Bid**

| S. No. | Category/Section | Minimum Service Charge Offered (In Figures %) | Minimum Service Charge Offered (In Words %) |
|---|---|---|---|
| 1 | Manpower supply. | - | - |

**Selection Criteria:**

- The **technically qualified bidder** offering the **Minimum Service Charge** shall be consider L1 of the respective Category/Section.

**Discrepancies in Prices:**

A. The **quoted offered Minimum Service Charge** in the **Price Break-up Format (PDF)** must exactly match the discount quoted on the **uktenderportal**.

B. In case of any discrepancy or mismatch between:

1. The quoted offered discount on the **uktender portal**, and
2. The quoted offered discount in the **Price Break-up Format, in PDF**,

**the price bids of all such bidders shall be rejected.**

**Note:** **Minimum Services charges should not be quoted with technical bid; otherwise, the tender will be rejected without any correspondence.**

# TECHNICAL BID CHECKLIST

**Name of work.** Tender for providing Manpowers on job outsourcing basis at Minority Welfare Uttarakhand for a period of one year or till the regular incumbent joins, whichever is earlier.

**Checklist for submission of Tender**

**(To be filled by the tenderer and submitted along with the technical bid)**

| S. No. | Particulars of Document | Uploaded (Yes/No) | Page No. | Remarks |
|---|---|---|---|---|
| 1. | Income Tax Returns (2023–24, 2024–25, 2025-26) – Self Attested | | | |
| 2. | CA-certified Turnover Certificates with UDIN & Audited Balance Sheets (FY 2023–24 to 2025–26) – Minimum ₹ 3 CR | | | |
| 3. | Self-Declaration on ₹100 Non-Judicial Stamp Paper (Not Blacklisted/Debarred) | | | |
| 4. | Copy of MSME Registration Certificate | | | |
| 5. | Copy of PAN Card | | | |
| 6. | Copy of GST Registration Certificate | | | |
| 7. | Registration with Concerned Government Authorities (If Applicable) | | | |
| 8. | Proof of ESIC & EPFO Registration | | | |
| 9. | Earnest Money Deposit (FD in favour of Director, Minority Welfare Uttarakhand) | | | |
| 10. | Performance Security (5% of Annual Contract Value – BG) *(To be submitted by successful bidder)* | | | |
| 11. | Firm Character Certificate issued by the concerned District Magistrate | | | |
| 12. | F.D Pledged in favor of Director, Minority Welfare Uttarakhand, Dehradun | | | |
| 13. | Valid Registration Certificate on Rojgar Prayag Portal (Government of Uttarakhand) | | | |
| 14. | Copy of Registration Certificate in labour department of Uttarakhand. | | | |

N.B. Bidders to ensure that;

**i)All the above documents are submitted.**

**ii) All the pages are numbered**

**iii) All the documents are legible (clearly readable)**

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to bid a TENDER.

**Name & Address of**

**Dated:.....**

**Firm:.....**

**Place:.....** **Authorized Signature & Seal of the Firm.....**