



Gurugram Metro Rail Limited
(A Joint Venture of Government of India and Government of Haryana)

Notice Inviting Tender (NIT)

**Name of Work: Hiring of Manpower for offices under the
jurisdiction of GMRL.**

**Tender No.: GMRL/PROJ/2025/Manpower/05
(Participation through E-Tender only)**

**Gurugram Metro Rail Limited (GMRL)
C3, HSVP Complex, Sector-6, Panchkula,
Haryana**

NOTICE INVITING TENDER (NIT)

Online bids are invited from reputed, experienced and financially sound Companies/Firms/Agencies for Outsourcing of MANPOWER Services for GMRL Office, Gurugram as per the following schedule: -

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| 1.1 | Tender No. | GMRL/PROJ/2025/Manpower/05 |
| 1.2 | Name Of Work | Hiring of Manpower for offices under the jurisdiction of GMRL. |
| 1.3 | Type of Tender | E-Open Tender |
| 1.4 | Duration of Contract | Two Years (Extendable) |
| 1.5 | Estimated Cost of Work | Rs. 5,69,79,778/- (Including GST & Service & Charge) |
| 1.6 | EMD | Rs. 11,42,449/- As mentioned on https://etenders.hry.nic.in/nicgep/app |
| 1.7 | Uploading of NIT and Tender Document | 24.04.2025 on https://etenders.hry.nic.in/nicgep/app |
| 1.8 | Last Date and Time of Submission of Tender (Online) | 16.05.2025 till timing 15:30 on https://etenders.hry.nic.in/nicgep/app |
| 1.9 | Date of Time of Opening of Tender (Online) | 16.05.2025 upto 16:00 hrs on https://etenders.hry.nic.in/nicgep/app |
| 1.10 | Tender Validity | 180 days from the Date of Opening of Tender. |
| 1.11 | Address for Communication | Gurugram Metro Rail Limited, C3, HSVP Complex, Sector-6 Panchkula, Haryana. Email:- hmrtcdgm@gmail.com |
| 1.12 | Help Desk for E-Tendering on https://etenders.hry.nic.in/nicgep/app | For any clarification, help and registration for E-Tendering & for obtaining Digital Signature contact at https://etenders.hry.nic.in/nicgep/app |
| 1.13 | Availability of Tender Documents | The Tender documents can be downloaded from https://etenders.hry.nic.in/nicgep/app , Tenderer who wishes to view free Notification and Tender Documents can visit https://etenders.hry.nic.in/nicgep/app , GMRL's website www.hmrtc.com & Central Procurement Portal, www.eprocure.gov.in ; GMRL may issue Addendum(s)/Corrigendum(s) to the Tender document, if any, which shall be issued at least three Days in advance of date of opening of tenders and placed on website https://etenders.hry.nic.in/nicgep/app only. |

EARNEST MONEY- As mentioned in on <https://etenders.hry.nic.in/nicgep/app>

1.1.1 Tender Document Cost shall be submitted online only on E-tendering portal. Also, Bid Security shall be submitted online on E-tendering portal or in the form of RTGS/NEFT. The bank details of HMRTC are:

| Name of Bank | Bank's Address | Account Name& No. | Account Type | IFSC Code |
|---------------------------|--|--|-------------------------|-------------|
| State Bank of India (SBI) | SCO-14, Ground Floor, Sector 10, Panchkula (Haryana) . 134109. | HARYANA MASS RAPID TRANSPORT CORPORATION Account No. 0000004051966 6666 | REGULAR SB CHQ-ENTITIES | SBIN0001509 |

No other mode of payment will be accepted.

The Earnest Money Deposit (EMD) will be refunded to the unsuccessful tenderers only after the finalization of the tenders. In the case of the successful tenderer, the EMD will be retained until the successful and complete execution of the contract.

32.

Eligibility Criteria

The Tenderer (S) should have physically completed one single Similar nature of work at the time of opening of tender In the last Three financial years (Le. current year and three previous financial years). This Similar nature of work in this tender means "Supply of Manpower of any of the following categories as per criteria mentioned:- (Any of two Category)

- a) Unskilled
- b) Semi Skilled
- c) Skilled
- d) Highly Skilled

The work should have been completed in any Central/State Government Organization, Central/State Public sector unit/ Autonomous Body".

Technical Criteria

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| 1. | The Tenderer (S) should have physically completed one single Similar nature of work at the time of opening of tender in the last Three financial years (i.e. current year and three previous financial years). This Similar nature of work in this tender means "Supply of Manpower of categories of Supervisor/ Computer Operators/Steno/ Receptionist/ Junior Engineers/ Drivers / | The tenderer must have successfully completed any of the following during last 07 (seven) years, ending last day of month previous to the one in which tender is invited: Three similar works each costing not less than the amount equal to 40% of advertised value of the tender, or |
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| | Gardener / Chowkidar/ Peon / Office boy to Organization/ Public Government sector unit / Autonomous Body. Supply of Manpower is any two Category is essential in experience certificate/ Scope of Work/ Name of Work. | Two similar works each costing not less than the amount equal to 50% of advertised value of the tender, or One similar work each costing not less than the amount equal to 80% of advertised value of the tender. |
| Financial Eligibility Criteria :- | | |
| 2. | <p>The Tenderer must have received contractual payments in the previous three financial years and the current financial year up to the date of inviting of tender, at least 150% of the advertised value of the tender. The tenderers shall submit certificates to this effect which may be an attested certificate from the concerned department/ Client or Audited balance sheet duly certified by the Chartered Accountant/ Certificate from Chartered Accountant duly supported by Audited Balance Sheet.</p> <p>Note:- Client certificate from other than Govt Organization should be duly supported by Form 16A/26AS generated through TRACES of Income Tax Department of India.</p> | |
| <p><i>The Bidder/Tenderer quoting the rate for individual items will be disqualified. Tenderer quoting administrative charges in negative, zero will be disqualified. Administrative charges should not be quoted in terms of decimal numbers and should only be quoted in whole number.</i></p> <p><i>Example :- 1%, 2% 3% are accepted.</i></p> <p><i>0.5%, 2.3%, 4.6% etc are not accepted.</i></p> <p style="text-align: center;"><i>And</i></p> <p>The administrative charges should be such that payment being paid to engaged personnel complies to all labour wages/regulation acts as specified by Govt. of India from time to time. Department of Expenditure, Ministry of Finance had issued an indicating minimum floor price as 3.85% (3% profit plus transaction charges of as 0.85%) for minimum wage tender of... Therefore, the bidders quoting administrative charges below minimum floor price as mentioned above are liable to be rejected.</p> <p style="text-align: center;">AND</p> <p>In the event the participating bidders submit financial bids (BOQ) at par, i.e., quoting the same overall cost, the evaluation of the financial offers shall be conducted based on the average annual turnover of the bidders for the last three (3) financial years. The bidder with the highest average turnover over the last three years shall be considered the Lowest Evaluated Bidder (L1) and awarded the contract, subject to meeting all other eligibility and qualification criteria as specified in the tender document. Bidders are required to submit audited financial statements or CA-certified turnover certificates for the last three financial years as part of their technical bid.</p> | | |

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| A. | GENERAL INFORMATION |
| | 1) The Tenderer(s) should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first hand information on the Assignment and on the local conditions, Tenderer(s) are encouraged to |

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| | <p>pay a visit to the project site before submitting the Proposal.</p> <p>2) The Client will provide the inputs specified in the Datasheet and make available relevant project and data reports at no cost to Tenderer(s).</p> <p>3) Tenderer(s) shall bear all costs associated with the preparation and submission of their proposals including negotiations if required. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Tenderer(s).</p> <p>4) The Client requires that Tenderer(s) provide professional, objective and impartial advice and at all times hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.</p> <p>5) A Tenderer(s) (including its Personnel and Sub-Tenderer(s) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Tenderer(s) to be executed for the same or for another Client.</p> <p>6) It is the GMRLC's policy that the Tenderer(s) under contracts observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GMRLC:</p> <p>a) Defines, for the purpose of this paragraph, the terms set forth below as follows:</p> <p>1) %corrupt practice+ means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;</p> <p>2) %fraudulent practice+ means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;</p> <p>3) %collusive practices+ means a scheme or arrangement between two or more Tenderer(s) with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;</p> <p>4) %Coercive practices+ means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.</p> <p>(b) will reject a proposal for award if it determines that the Tenderer(s) recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and</p> |
| 33. | OBLIGATION OF GMRL :- |
| | GMRL will, subject to compliance of this contract and all statutory requirements and the provision of services to its satisfaction by the Manpower Providing contractor and subject to deduction of Tax at source under the Income Tax Act, 1961 or any other provision of the law for the time being in force, ensure full and timely payments for the |

| <p>services as provided in this contract adjusted by the Manpower Providing contractor that Cost to the Company does not increase.</p> <p>All precautions and checks are being exercised in deploying the Outsourced staff as per the laid down Yardstick.</p> <p>Proposed Specifications of qualification/experience for different categories and provisions for experienced candidates and leaves/overtime allowance and night duty are described as under:</p> | | | | | |
|---|--|--------------------|---|---------------|---|
| Sr. No | Designation | Category of Worker | Minimum Qualification | Working Hours | Experience |
| 1. | Junior Works Engineer (3 Civil + Electrical) | Highly Skilled | Diploma Certificate from any state recognized / accredited institute. | 8 | Nil |
| 2. | Computer Operator/Stenos/ Receptionist/Accountants | Highly Skilled | Graduate/Certificate from any state recognized /accredited institute. | 8 | Minimum 3 Years demonstrating training/ experience of MS Excel, MS Word and Power point or MS Office and Steno. |
| 3. | Accountants | Highly Skilled | Graduate in B.Com from any state recognized /accredited institute. | 8 | Minimum 3 Years demonstrating training/ experience of MS Excel, MS Word and Power point or Complete MS Office |
| 4. | Gardener | Skilled | 8 th Pass | 8 | Gardener should have working experience of 02 Years in similar works |
| 5. | Emergency vehicle Driver | Skilled | Heavy duty vehicle driving license | 12 | Candidate should be able demonstrate working Exp. at least 02 years in Driving related work valid license of heavy vehicle. |
| 6. | Safaiwala / Pantry Boys | Unskilled | Basic Literacy | 8 | Nil |
| 7. | Peon/ Office Assistant | Semi-skilled | 10 th Pass | 8 | Nil |
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The selection of personnel under this contract shall be conducted strictly as per the guidelines and requirements of Gurugram Metro Rail Limited (GMRL). GMRL reserves the right to conduct interviews and shall be solely responsible for the shortlisting of resumes. The selected agency may share candidate resumes with GMRL; however, no recruitment or deployment shall take place without the prior written approval or specific instruction from GMRL.

Furthermore, the agency shall not terminate or discontinue the services of any deployed personnel without obtaining prior written consent from GMRL. Any such actions taken without GMRL's approval shall be

considered a breach of contract and may attract penalties as deemed appropriate by GMRL.

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| 32. | <u>Working Hours of hired staff :</u> |
| | <p>The working hours for the hired staff shall be for 8/12 hours a day for 6 days a week as described in para 40 above. The timings for the same would be specified by the GMRL. However, these timings may be changed without any overall impact on the period of duty as per convenience or requirement of operation.</p> <p>The list of holiday issued by Director Project & Planning unit as National Holiday (NH) shall be applicable to all outsourced staff. In case outsourced staff is called on NH, She/He will be given compensatory rest (CR) in lieu of the same which will be forward in a Calander year. Working hours should be regulated so that there is no requirement of overtime. However, administration reserves right to call the personnel on National / Gazetted holiday / Sunday. A compensatory off will be provided to the individual in the succeeding weeks in lieu of the same for attending office on Sundays, National holidays. If an outsourced staff is called during night hours i.e. from sunset to sunrise except rostered outsourced staff; upto 4 hours then 25% of pro rata daily wages shall be paid for working upto 00:00 hrs. In case the working extends beyond 00:00 hrs i.e. 12 O clock night then CR shall be given and added to the accumulated leaves of such outsourced staff. In this case of more than 4 hrs, no extra payment shall be made.</p> |

- 1.4 Tenderers are advised to keep in touch with e-tendering portal: <https://etenders.hry.nic.in> for updates.
- 1.5 The Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder.
- 1.6 GMRL reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the GMRL for rejection of his proposal.
- 1.7 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.8 GMRL reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the GMRL for rejection of his proposal.

GM/ Contract