



# **MAHATMA GANDHI UNIVERSITY NALGONDA**

(Website- [www.mguniversity.ac.in](http://www.mguniversity.ac.in))

No.07/MGU/NLG/2026-27

Date : 27.05.2026

## TENDER NOTIFICATION FOR MANPOWER SUPPLYING AGENCIES

The sealed tenders are invited from the eligible manpower supplying agencies to supply the required manpower for the Mahatma Gandhi University, Nalgonda on out sourcing basis. For the detailed terms and conditions and application form visit [www.mguniversity.ac.in](http://www.mguniversity.ac.in).

Prospective applicants are also advised to regularly check the website for corrigendum/ amendments etc. if any, and no separate advertisement will be made for this.

Last date for submission of Tenders : 22.06.2026 by 4.00 pm

Tenders opening : will be communicated separately through email / SMS

Sd/-  
REGISTRAR

## TERMS AND CONDITIONS OF TENDERS

1. The Tenderer should go through the conditions of tender and furnish document as called for, failing which the tender will not be considered.
2. The Agency offering services should have at least One (1) Year experience in providing such services to major institutions and reputed Organizations.
3. The Agency should have contract with the employers minimum of 50 No.s contract employees. The Annual turnover of the Agencies shall be a minimum of ₹. 100 lakhs.
4. The cost of Tender form ₹:5000/- (Rupees Five Thousand only) payment in the form of DD only.
5. The agency shall submit ₹:12,500/- (Rupees Twelve Thousand & Five hundred only) for Tender process charges in the name of "REGISTRAR, SALARIES A/c MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254" in form of DD only and it is not refundable.
6. The agency shall submit ₹ 5,00,000/- (Rupees Five Lakh only) as EMD in the form of DD in favour of REGISTRAR, SALARIES A/c , MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254 it is refundable.
7. The tenderers shall submit their tenders in two covers in prescribed form only. The first cover should contain Technical Bid i.e. attested documents along with checklist. The second cover should contain only financial bid with the rate quoted. First cover should be superscribed as cover for Technical Bid (Other Documents) and second cover should be superscribed as cover for Financial Bid. These two covers separately closed and should be kept in one cover addressed to the REGISTRAR, MAHATMA GANDHI UNIVERSITY, NALGONDA -508254 otherwise the tender will be rejected.
8. The tenderer bring all original documents which were submitted as per checklist on the opening date of tenders.
9. The Financial Bids of such tenders who qualify on the basis of Technical Scrutiny only will be opened.
10. The employer contribution of EPF (13.00%), ESI (3.25%) and GST (18%) etc. The University will deduct 2% GST from the agency out of 34.25% & 2% TDS on agency commission. The same amount will be credited to the IT Department and agency concerned for GST by this university only.
11. The rates quoted will be treated as final and no subsequent correspondence regarding rates will be entertained. However, the Tender Committee reserves right to negotiate with any participating agency.

12. The personnel deployed in the Department will be required to handle important assignments. Professional competence is a pre- requisite. For this reason, selection of the Agency will be made purely on past reputation, dependability and credibility. Merely quoting lowest rates will not make any Agency an automatic choice for selection, reputation of the bidder past history, statutory compliances, testimonials will be considered. The decision of the Committee in selection of the Agency will be final.
13. The Committee reserves the right either to accept or to reject any tender without assigning any reason.
14. Accepted Tenderer is required to execute an agreement on a stamp paper on the value of Rs:100/-.
15. The successful bidder shall make an agreement with the Registrar, Mahatma Gandhi University within 7(seven) working days from the date of the receipt of selection orders. The terms and conditions agreed with the University shall not be deviated under any circumstances, failing which Civil and Criminal cases will be initiated without prior notice in addition to cancellation of the agreement.
16. The Committee shall also keep at least two (2) more Manpower supplying Agencies in reserve on the same terms and conditions, to step in at short notice if the selected service provider defaults in providing satisfactory service, and the contract will be terminated. The EMD of the bidder kept under waiting will be withheld for a period of six (6) months. If bidders withdrawn the EMD, right of the agency will be forfeited with immediate effect.
17. The Contract will be for a period of 12 months initially. No Outsourcing Agency contract shall be for a period of more than one year. Subject to the need and Justification and satisfaction of the competent authority, such contracts may be extended on mutually agreed terms for One Year at a time subject to the condition that the total period of the contract shall not exceed three years. At the end of the three years, or if there is no mutual agreement on the terms of extension, the University shall necessarily go through the whole process of calling fresh tenders, giving equal opportunity to other service provider agencies.

18. The Financial bids of such tenderers who qualify on the basis of Technical Scrutiny will only be opened. The successful bidder has to submit a deposit in the form of Bank Guarantee/Fixed Deposit in name of REGISTRAR, MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254; issued by a Nationalized Bank for one year and period will be extended co-terminous with the extension of Agency by the University.
  - (i) ₹: 25.00 Lakhs (Rupees Twenty five lakhs only) as a security deposit in the form of B.G. for the Contract period is required.
19. Maximum no. of Employees to One Agency at a time 100 No.s only. More than 100 No. s of Employees next another outsourcing agency will be taken. However, under exigencies the University reserves the right to increase / decrease from the specified number for smooth functioning and to avoid inconvenience.
20. Rule of reservation as per the existing 100 point roster as prescribed in Rule 22 of T.G State and Subordinate service Rules by the State Government shall be followed in appointing personnel against sanctioned posts.
21. The Agency / Firm is solely responsible for payment of consolidated amount prescribed by the Government excluding all statutory payments like EPF / ESI of employees share etc. Successful tenderer will be required to furnish the details of the remittances made towards ESI, EPF of the shares of both Employer and Employees respectively. The University will verify such remittance and confirm the same. If such details are not furnished for any month, the bill for the subsequent month will not be paid.
22. The Agency should collect the list of Un-employed persons who have already registered at Dist. Employment Exchange, Nalgonda for selection of Outsourcing Employee.
23. The Outsourcing employees are eligible for (20) days casual leaves or proportionately to the actual outsourcing period and there should not be any deduction from the remuneration due to availing such Casual Leaves.
24. The Women employees are eligible for (180) days Maternity leave without payment remuneration for the said period.

25. The Agency commission Fixed by minimum 3% and Maximum 4% on Honorarium of the employees allotted to the agency along with the statutory obligations.
26. The Outsourcing Agencies should be registered with the Employment Exchange Nalgonda for the supply of manpower.
27. The Agencies who are participating in the tenders, they should having contract Labour license under the contract Labour Regulation & Abolition Act,1970.
28. The Agency if selected, has to deposit the remuneration payable to Outsourcing Employees of Mahatma Gandhi University, Nalgonda within 48 hours from the date of acknowledging the cheques by the Agency. In case of delay (Penalty @ Rs.100/- per person per day) will be levied on the Agency.
29. All the legal disputes settlement are subject to the jurisdiction of Nalgonda district court only.
30. All clearances related to statutory obligations are to be submitted with the support of suitable evidence (GST, IT, EPF, ESI & other if any relevant documents)

TECHNICAL BID  
MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254

Reg. No. Under Contract Labour (Regulation and Abolition) Act 1970  
B/05/2008 (P) Dated: 23.02.2008

APPLICATION FORM  
(Out Sourcing of Manpower)

I Profile of manpower supplying Agency :

1. Name and address of the Agency : .....  
.....  
.....
  
2. (a) Name and qualification of the  
Authorized person representing  
the Agency : .....  
.....  
.....
  
3. (b) Address for Correspondence Official : .....  
.....
  
4. Phone No./ Mobile No. : .....
  
5. Email : .....
  
6. Residential : .....  
.....

7. No.of Years of Experience in the field : .....
8. Names of the Institute to which Manpower was/is being supplied By the Agency : .....  
 .....  
 (if necessary enclose separate sheet)
9. License Number (obtained under Contract Labour (Regulation and Abolition) Act 1970 : .....
10. Establishment No. of EPF / ESI : .....
11. PAN No.(in the name of firm) : .....
12. GST No : .....

9.	EMD DD No :	Tender application Fee DD No:	Processing Fee DD No:
	Date :	Date:	Date:
	Bank Name:	Bank Name :	Bank Name
	Amount:	Amount:	Amount:

**II. Declaration**

I.....R/o. ....  
 ..... on behalf of the ..... Agency state that I  
 have gone through the above terms and conditions for supplying the manpower mentioned in the  
 Annexure and I understand the same in their true spirit. Accordingly, I agree to supply the required  
 manpower with specified qualifications.

SIGNATURE

III. Check list (Document to be enclosed)

1. Valid license obtained under contract labour (Regulation and Abolition) Act 1970
2. Valid Certificate of Registration with District Employment Office for supply of manpower.
3. PAN No. (in the name of firm):
4. GST Registration and GST Clearance
5. Certificate of previous experience in the field
6. The list of present clients if any and orders.
7. Proof of Turnover certified by Chartered Accountant.

FIANANCIAL BID  
MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254

Reg. No. Under Contract Labour (Regulation and Abolition) Act 1970 B/05/2008  
(P) DATED: 23.02.2008

( To be submitted in a separate sealed envelop)

Sl.No.	Supply of Manpower as per the requirement mentioned in the tender notification	Percentage of Service charges Quoted

Date: .....

Signature with Seal

NOTE: THE NUMBER OF WORKERS MAY CHANGE FROM TIME TO TIME DEPENDING ON REQUIREMENT.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the University. I / We will have no conflict of interest in any of our works / contracts at the University.

Date: .....

Signature with Seal