



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering

(Govt. Aided Autonomous Institute under University of Mumbai)
Bhavan's Campus, Munshi Nagar, Andheri (W), Mumbai 400058



80/2026-27/303

DT-03/06/2026

NOTICE INVITING TENDERS FOR PROVIDING MANPOWER SERVICES

Bharatiya Vidya Bhavan's Sardar Patel College of Engineering (SPCE), Mumbai, a Government-Aided Autonomous Institute affiliated with the University of Mumbai, invites sealed quotations/tenders from reputed and registered Manpower Service Providers/Agencies for deployment of manpower at the Institute for a period of three years, from 01.07.2026 to 30.06.2029.

Manpower Requirement:

Sr. No.	Position	Tentative Number	Eligibility Criteria
1	Clerk-cum-Typist	20	<ul style="list-style-type: none">Graduate (B.Com./B.Sc. or equivalent).Working knowledge of Tally, ERP systems and office applications.Typing speed of minimum 40 w.p.m. in English and 30 w.p.m. in Marathi.Preference shall be given to candidates possessing postgraduate qualifications and minimum 5 years' relevant experience.
2	Peon/Sweeper	10	<ul style="list-style-type: none">Minimum VIII Standard Pass.Knowledge of Marathi preferred.Minimum two years' relevant experience preferred.
3	Lady Sweeper	01	<ul style="list-style-type: none">Minimum VIII Standard Pass.
4	Security Guard	15	<ul style="list-style-type: none">Preference shall be given to trained personnel possessing relevant experience.
5	Lady Security Guard	02	<ul style="list-style-type: none">Security personnel shall be physically fit and free from any criminal antecedents.

Terms and Conditions

- The bidder shall be a legally registered Manpower Service Provider/Contract Labour Agency and shall have been in operation for a minimum period of five years as on the date of submission of the bid.
- The bidder shall possess valid registrations/licenses under applicable laws, including but not limited to, GST Registration; PAN; EPF Registration; ESIC Registration; Labour Licence under the Contract Labour (Regulation and Abolition) Act, 1970, wherever applicable; Valid licence under the Private Security Agencies (Regulation) Act (PSARA), 2005, for providing security personnel.
- The agency shall ensure compliance with all statutory requirements relating to minimum wages, dearness allowance, provident fund, ESIC, bonus, leave, gratuity and other applicable labour laws.
- The Institute shall have the sole right to interview, assess and approve the personnel proposed by the agency before deployment.

5. The agency shall replace any deployed employee found unsuitable by the Institute within seven working days of receiving written communication from the Institute.
6. The agency shall appoint a qualified supervisor/coordinator for liaison with the Institute and maintenance of attendance, wage and statutory compliance records.
7. The manpower deployed shall remain employees of the agency, and no employer-employee relationship shall exist between the Institute and such personnel.
8. The successful bidder shall deposit an interest-free Security Deposit of Rs.1,00,000/- (Rupees One Lakh Only) within seven days of issuance of the work order. The Security Deposit shall be refundable after completion of the contract period, subject to adjustment of any recoveries, penalties or outstanding dues.
9. The successful bidder shall execute a Service Agreement with the Institute in the prescribed format before commencement of services.
10. The rates quoted shall remain valid for a minimum period of ninety (90) days from the last date of submission of quotations/tenders.
11. The contract period shall be three years, subject to satisfactory performance and annual review by the Institute.
12. The Institute reserves the right to increase or decrease the number of personnel depending upon operational requirements without assigning any reason.
13. The agency shall be responsible for police verification and background verification of all personnel deployed at the Institute.
14. The agency shall indemnify the Institute against any claims, liabilities, penalties or legal proceedings arising out of non-compliance with statutory provisions by the agency.
15. Sealed quotations/tenders in the prescribed format shall be submitted to the Registrar, Sardar Patel College of Engineering, on or before 17.06.2026 up to 5:00 p.m.
16. The Institute reserves the right to accept or reject any or all quotations/tenders, wholly or partially, without assigning any reason and its decision shall be final and binding.
17. For further details, interested agencies may contact the Registrar on any working day (Monday to Friday) between 9:00 a.m. and 5:00 p.m.

Notes:

1. The bidders should submit the following documents with the bid, GST Certificate, PAN, EPF & ESIC Registration, PSARA Licence (for security services), Last 3 years' audited financial statements, List of major clients/institutions served, Experience certificates/work orders.
2. The payment to the agency shall be released only upon submission of proof of EPF, ESIC and wage payment for the previous month. This protects the Institute from labour-law liabilities.



(Dr. M. M. Murudi)
I/c. Principal,
Sardar Patel College of Engineering
Bhavan's Campus, Andheri (W),
Mumbai - 58

Date: 03.06.2026