



**Maulana Azad
Education Foundation**

**Maulana Azad Education Foundation (MAEF) Maulana Azad Campus,
Chelmsford Road, New Delhi – 110055**

**Advertisement for Empanelment of Agencies for providing Outsourced
Manpower in MAEF**

1. Maulana Azad Education Foundation (MAEF) is implementing various schemes like Seekho Aur Kamao, Scholarship, Grant-In-Aid etc. to promote education amongst educationally backward sections of the society. MAEF is fully funded by Ministry of Minority Affairs (MOMA), Govt. of India. MAEF invites applications from eligible agencies for empanelling them for providing Outsourced Manpower. The services of manpower would be utilized to undertake various activities in various divisions in MAEF office.
2. The eligibility criteria shall be as follows:-
 - (a) The agency must have Three years experience for providing similar type of services to any Central / State Govt Organisation / PSU / Public Listed Company. Copies of relevant contracts / orders must be attached in support of provided services during last Three years financial years.
 - (b) The agency should have minimum average annual financial turnover of ₹ 25 Lakhs(s) per year during the last three years, ending 31st Mar of the previous financial year. Documentary evidence of certified Balance Sheet by CA, along with last three years turnover as per certified Accounts / Balance sheet for the relevant period.
 - (c) The registered office of the agency should be located in Delhi or Delhi NCR.
 - (d) An undertaking should be given by the agency that agency is not blacklisted by any Government/PSU.
 - (e) The agency should provide the details of PF No. , ESI Registration No. and MSME Status.
3. Terms of Empanelment shall be valid for FY 2022-23, which is extendable for another year as per requirement and MAEF. MAEF may, at any time, terminate

the empanelment by giving written notice to the empanelled agency without any compensation or liability, reason(s) if the empanelled agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to MAEF.

4. MAEF reserves the right to vary or cancel the process or any part thereof at its absolute discretion at any point of time.

5. Applications are invited in sealed envelope superscripted as **“Application for empanelment of Agencies for providing Outsourced Manpower in MAEF”**. Sealed envelope containing complete set of hard copy of application , empanelment fee, along with enclosures, should be submitted by post or to be delivered in person at MAEF office on or before 29 Apr 22.

(i) Application should be typed and submitted on A4 size paper, spirally and securely bound and all pages are therein serial numbered and in serial order.

(ii) All pages of the application should be duly signed. Any interlineations, erases or overwriting shall be valid only if the person(s) signs and authenticates them.

6. The last date for submission of Application with empanelment fee of ₹ 1000.00 is 29 Apr 22 up to 5:00 P.M. In case the designated day is declared a holiday, the next working day will be deemed as the last date for submission of Application.

7. On scrutiny, any application not found in desired format / illegible / incomplete / not containing clear information, or failing to fulfil the relevant requirement, will be rejected for further evaluation process at the sole discretion of MAEF.

8. MAEF reserves the right to accept or reject any or all applications received without assigning any reason whatsoever and the MAEF decision in this regard will be final. No contractual obligation whatsoever shall arise from the application process.

9. MAEF will not be responsible for non-receipt of applications within the specified date and time due to any reason including postal delays or holidays in between.

10. MAEF reserves the right to verify the validity of information provided in the application and reject any application where the information provided appear to be incorrect, in accurate or inappropriate at any time during the process of application / empanelment.

11. Interested agencies may submit their application in the format as at Annexure – I to IV, addressed to The “Secretary”, Maulana Azad Education Foundation, Maulana Azad Campus, Opposite New Delhi Railway Station Entry Gate, Chelmsford Road, New Delhi – 110055.” Applications may be sent latest by 29 Apr 22. For further details kindly refer our official website www.maef.nic.in.

To,

The Secretary,
Maulana Azad Education Foundation,
Maulana Azad Campus,
Opposite New Delhi Railway Station Entry Gate,
Chelmsford Road,
New Delhi – 110055.

Sub: Empanelment of Empanelment of Agenises for providing Outsourced Manpower in MAEF

Sir,

With reference to the advertisement dated _____ for the above captioned. I having examined all relevant documents and understood the contents, hereby submit our proposal for Empanelment of Agency for providing Outsourced Manpower in MAEF office. This proposal is unconditional.

2. All information provided in the proposal and in the appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.

3. I acknowledge the rights of the MAEF to reject our application without assigning any reason or otherwise any hereby waive our right to challenge the same on any account whatsoever.

4. It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practise.

Yours Sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

DETAILS OF MANPOWER PROVIDING AGENCY
(On the Letter Head of the Agency and Seal in Original)

1	Name of the Agency	
2	Address for Correspondence	
3	Contact Number (a) Land Line No. (b) Mobile No. (c) Email Id	
4	Details of Three years work Experience	
5	Average Turnover of the Agency per year	
6	Registered office in Delhi or NCR	YES / NO
7	PAN No.	
8	GST NO	
9	TAN / TIN No./Sales Tax No	
10	P.F. Account No. (If PF Act is not applicable to the firm please furnish reasons)	
11	ESI (in case applicable)	
12	MSME certificate	
13	Any other relevant details	

It is certified that the above particulars are correct and complete.

(Signature of Applicant)
With Agency Stamp

Place:

Date:

Note: - Self attested copies of credentials to be enclosed

ANNUAL TURNOVER CERTIFICATE

(On the Letter Head of the CA with date, signature, firm
Registration No. & Seal in Original)

It is certify that (Name of the Agency) having its registered office at (Address) has an average turnover of ₹ or more in the last three consecutive years. The annual turnover of the agency is as under:-

S.No.	Financial Year	Annual Turnover(in ₹)
1.		
2.		
3.		

(Audited Financial Statement of the agency for the last three consecutive years are enclosed with this Certificate)

Signature of CA

Seal & Date

Registration No.

**(An affidavit on a non-judicial stamp paper of ₹ 100/-
by authorized representative of the Agency)**

AFFIDAVIT FOR NON BLACKLISTED / NON BANNED PARTY

1. It is hereby certified that M/s _____ is not blacklisted /
debarred by Govt. of India or its undertaking / any State Govt. / funding agencies /
regulatory authorities as on date.
2. M/s _____ is not involved in any major litigation that may have an impact
or affect that may compromise the delivery of services as required by MAEF.
3. M/s _____ would immediately inform MAEF in case of any change in the
situation any time hereinafter.

For and on behalf of:

Signature of Authorized Representative / Signatory