

# Atal Incubation Centre-GGSIPU Foundation Delhi

Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi – 110078

Email: [aic.ggsipu@ipu.ac.in](mailto:aic.ggsipu@ipu.ac.in)

Ph: 011-2530-2751

Ref: GGSIPU/AI2C/AIC/2025-26/ 03

Date: 16<sup>th</sup> April 2025

## Notice

### Inviting Expression of Interest

The Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi has established Atal Incubation Centre (AIC) under the auspices of Atal Innovation Mission (AIM), NITI Aayog, Govt. of India. The AIC has been registered as a Section 8 company under the aegis of GGSIPU and known as AIC GGSIPU Foundation Delhi. The AIC-GGSIPU is poised to be a world-class setup, having state of the art facilities for innovation and incubation activities.

AIC GGSIPU is inviting expression of interests from manpower service companies to provide the following staff on contract basis.

1. Office attendant (1)
2. Receptionist (1)

Working days: 6 days per week

Working time: 9AM to 6.00PM

Interested companies can share their proposals at the office of AIC GGSIPU as per the following address or send their proposal online via email ([aic.ggsipu@ipu.ac.in](mailto:aic.ggsipu@ipu.ac.in)) on or before 5 PM, 22<sup>nd</sup> April 2025.

#### Address:

Atal Incubation Centre  
Guru Gobind Singh Indraprastha University  
Sector – 16C, Dwarka, New Delhi  
110078

#### Terms & Conditions

1. Only companies/vendors registered in India are eligible to apply
2. Copies of the following documents need to be submitted in a sealed envelope at registered office of AIC GGSIPU. Such documents may also be submitted in PDF via email to [aic.ggsipu@ipu.ac.in](mailto:aic.ggsipu@ipu.ac.in) with subject line: 'GGSIPU/AI2C/AIC/2025-26/ 03'
  - a. Company registration certificate
  - b. GST certificate, if available
  - c. Brief profile about the company/vendor
  - d. Quotation/proposal for required services. Please mention the time frame to allocate the requisite staff after contract agreement is signed.



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Guru Gobind Singh Indraprastha University

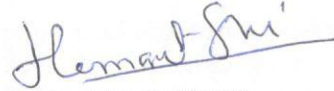
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Ph: 011-2530-2751

3. Companies/Vendors can write to AIC GGSIPU for any clarity/queries related to specification or work requirements. Such queries may be sent to AIC GGSIPU's registered office via post or via email: [aic.ggsipu@ipu.ac.in](mailto:aic.ggsipu@ipu.ac.in).

For AIC GGSIPU Foundation Delhi

  
(CEO- AIC GGSIPU)



  
(Director – AIC GGSIPU)

Date: 16<sup>th</sup> April 2025

Place: New Delhi