



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

SUBJECT: TENDER FOR PROVIDING MANPOWER SERVICES

TENDER REF. No.: RGIPT/RBL/Manpower-Outsourcing/03/2013-14

INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology (RGPT), Rae Bareli has been set up by Ministry of Petroleum and Natural Gas, Government of India as an Institute of National Importance along the lines of IITs through an Act of Parliament in 2008.

Sealed tenders are invited under two bids system from the established, registered, reputed Manpower agencies/firms/companies having wide infrastructure across the country to provide Manpower Services to RGPT, Rae Bareli.

PART ONE : Technical Bid : IN FORMAT GIVEN IN ANNEXURE- I
PART TWO : Financial Bid : IN FORMAT GIVEN IN ANNEXURE- II

Technical and Financial Bid shall be submitted in two separate sealed envelopes and then both envelopes will be packed in a one big envelope super scribed with 'Tender for Manpower Supply-2013' and shall be submitted through Speed Post/ Registered Post/ Courier/ By Hand on following address:

The Director

Rajiv Gandhi Institute of Petroleum Technology (RGPT)

Ratapur Chowk

Rae Bareli, PIN- 229316, Uttar Pradesh

TECHNICAL QUALIFICATIONS:

- (a) Minimum 3 years of experience in the profession of providing supplying manpower to government organization/ PSUs, etc. (Attach certified copy)
- (b) Audited annual turnover of the company shall be Rs. 10 Lakh or more (Attach annual turnover of last three financial years)
- (c) EPF Registration No. (Attach certified copy)
- (d) ESI Registration No. (Attach certified copy)
- (e) PAN (Attach certified copy)
- (f) Service Tax Registration No. (Attach certified copy)
- (g) An Earnest Money Deposit (EMD) of **Rs. 75,000/- (Rupees Seventy Five Thousand Only)** by DD drawn in the favor of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **RAE BARELI**
- (h) Affidavit stating that the company is/has not been black listed by Central/State government/PSUs (Attach copy)

In Technical Round, bidders shall be evaluated on all above parameters to shortlist them for Financial Bid, however, great emphasis will be put on the Ability, Reputation, Experience of agencies for providing services to Educational Institutions/Govt. Departments, Financial Standing, technical-Competency to provide professional services.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

PRE-BID MEETING

To brief the bidders and clarify their queries, a pre-bid meeting is scheduled on **Friday, 30th August, 2013 at 3:30 PM** at Administrative Department of Academic Campus at RGIPT, Ratapur Chowk, Rae Bareli. To attend the Pre-Bid meeting, Shri Jitendra Prasad, Corporate Communication Officer may be contacted over phone no. 0535-2704208 & Mobile No 08574897750 for necessary assistance.

LAST DATE FOR SUBMISSION OF TENDER

The last date for submission of tender is **Monday 16th September, 2013 by 03:30 pm.**

OPENING OF TENDER

The Technical Bids shall be opened on **Monday 16th September, 2013 at 04:30 pm.** in the presence of the bidders who wish to remain present. The representatives of bidders, who wish to attend the tender opening meeting, shall carry a letter of authority from their firm/agency.

SELECTION PROCESS

After opening Technical Bids, the Tender Opening Committee (TEC) of RGIPT Shall scrutinizes the bids on various criteria, including those enumerated in **Technical Qualification** above. The Committee may visit the premises of the existing contractors and interact with the users and the officials of the premises/institutions.

FINANCIAL BID

The Price/financial bids of only those firms who have been found technically suitable by the TEC shall be opened on **20th September, 2013 at 04.30 PM.** Those bidders whose bids have been found technically eligible and interested to remain present during the opening of Price/Financial Bid may present during the opening of Financial Bids.

The institute reserves the right to select or reject any bid or cancel the entire tender process without assigning any reason thereof.

IMPORTANT INFORMATION

- | | |
|---|----------------------------------|
| 1. EMD Amount | : Rs. 75,000/- in the form of DD |
| 2. Date of Pre-bid Meeting | : 30-08-2013 (Friday) |
| 3. Last date of submission of Tender | : 16-09-2013 (Monday) |
| 4. Date of Opening of Technical Bid | : 16-09-2013 (Monday) |
| 5. Date of Opening of Financial Bid | : 20-09-2013 (Friday) |

For Rajiv Gandhi Institute of Petroleum Technology,

Jitendra Prasad
Corporate Communication Officer



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

RG IPT intends to engage following staff members through outsourcing mode:

S. No	Positions of engaged manpower	No. of personnel required	Category	Salary per person/month (Excluding Employer's PF & ESIC contribution)
01	Office Clerk	01	Highly skilled	9840.00
02	Library Clerk	01	Skilled	8370.00
03	Electrician	03	Skilled	8370.00
04	Bus Driver	07	Skilled	8370.00
05	Car Driver	05	Semi-skilled	6930.00
06	Office Assistant	01	Semi-skilled	6930.00
07	Office Attendant	06	Semi-skilled	6930.00
08	Lab Attendant	01	Semi-skilled	6930.00
09	Library Attendant	01	Semi-skilled	6930.00
10	Plumber	01	Skilled	8370.00
11	Carpenter	01	Skilled	8370.00
12	Bus Cleaner	05	Unskilled	5940.00
13	Academic Attendant	01	-	7600.00
	TOTAL	34		

Note: Number of staffs may increase or decrease, based on the requirements of institute.

TERMS & CONDITION

1. The firm/agency should be registered under Companies Act, 1956 to authorize for deployment of manpower services.
2. The agency should submit PAN & Service Tax Registration Number in their firm's name.
3. The firm/agency should have Provident Account No./ESI No. in their name.
4. The service provider should have 3 years' experience of providing manpower services to various Government Departments, PSU and Autonomous Organizations of Govt. of India. Performance certificates issued by their clients should be attached.
5. The turnover of the firm/agency for the last three years should have Rs. 10 Lakh.
6. An Earnest Money Deposit (EMD) of **Rs. 75,000/- (Rupees Seventy Five Thousand Only)** in the form of Demand Draft (minimum validity of six months) and drawn in the favour of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** and payable at **RAE BARELI**, shall be submitted along with the technical bid, failing which their bids shall not be considered valid. The EMD of unsuccessful bidders shall be returned after one week of the award of contract and the **EMD of successful bidders shall be kept against security deposit and no interest shall be paid on the Security Amount.**



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

7. Proforma for Technical Bid (**Form: I-IV**) and Price Bid (**Form: V**) should be enclosed with the Tender Document.

8. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider shall be get verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider shall also ensure that the personnel deployed are medically fit and shall keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

9. The service provider has **to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work**. These cards are to be constantly displayed & their loss reported immediately.

10. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill be enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

11. RGIPT may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.

12. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

13. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.

14. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/secret nature that can attract legal action.

15. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

16. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

17. The person deployed shall not claim any Master & Servant relationship against this office.

18. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, gutka, tobacco, smoking, loitering without work.

19. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (this institute) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.

20. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by any Govt. orders. **It means that their salary will be revised upward in the month of APRIL & OCTOBER every year as DA revised by Government of Uttar Pradesh under UP Minimum Wages Act.** However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.

21. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax, etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.

22. Working hours will be 9 hours between 8.30 A.M. and 5.30 P.M. including one hour lunch break normally from 1.00 p.m. to 2.00 p.m. Actual amount per hour would be calculated for the personnel deployed on duty for any extra duty based on rates finalized.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

23. The personnel may be called on beyond office hours, if required. They will be paid extra as per the rates approved by the office based on per hour rate calculated by dividing per month rate by 208 (approx. 26 working days x 8).

24. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.

25. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.

26. The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

27. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceed 5 days or even earlier, if situation so warrants, which shall invite a penalty fee of Rs. 5000/- per day.

28. Payments to the service provider would be strictly on certification by the office with which he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

29. The service provider shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.

34. Rajiv Gandhi Institute of Petroleum Technology reserves the right to cancel the contract at any stage without assigning any reason.

30. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Department shall be forfeited.

31. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

32. All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Director, Rajiv Gandhi Institute of Petroleum Technology. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant that he had to deal with matters to which this indenture relates. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement. Further, if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Rae Bareli.

33. The tenderer shall be bound by the details furnished by it to this institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.

OTHERS TERMS & CONDITIONS

SALARY OF OUTSOURCED STAFF

1. The Designation, wages, qualifications, service term conditions shall be decided by RGIPT, Rae Bareli from time to time in respect of the personnel required.
2. The RGIPT reserves the right (to instruct and got implemented through the contractor) to increase or decrease the manpower strength depending on the institute's requirements.
3. The Provident Fund (PF) and Employee State Insurance Commission (ESIC) contribution in respect of all employees shall be reimbursable basis on production of challan/receipt copy along with the monthly bill.
4. Contractor will required to obtain necessary license from the Office of the regional Labor Commissioner for the workmen.
5. Contractor shall pay salary as decided by RGIPT from time to time to all engaged manpower.
6. Salary of all manpower have been linked to UP Minimum Wages Act, protecting their current salary.
7. If there is any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments accordingly, and RGIPT will pay the differential amount towards minimum pay revision of workmen time to time.
8. Contractor shall issue salary slip to all staff members engaged through outsourcing mode and shall remit the salary in the staffs Account through net-banking to ensure the timely payment.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

WAGES OF STAFF

1. Contractor shall pay minimum wages to all manpower as per the **Central Government Minimum Wages Act** (as amended from time to time). Manpower Supply Agency must be aware that minimum wages are revised on every six months in the month of April and October. If there shall be any upward revision in the minimum wages during the contract period, contractor shall make the payments to staff accordingly and RGIPT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) to contractor on the production of bill in subsequent month.
2. Contractor shall compulsorily issue the salary slips to all employees every month with complete details of wages being paid.
3. Contractor shall also ensure that each and every employee is covered under the provisions of ESI Act 1948 and/or EPF Act 1952.
4. The Payment shall be made strictly on satisfactory work and on the basis of daily attendance of manpower.
5. The Contractor must submit the proofs of payments towards PF, ESIC and Service Tax dues of previous month for claiming subsequent month's payment.

DEPLOYMENT OF STAFF

1. During Summer Vacation (May, June & July) for 03 months, the contractor has to deploy only 2/3rd of total manpower strength (i.e. approximate 24 nos. out of total 34). Name and designation of workmen whose services institute will not require during these vacation periods will be notified in advance to the agency. The payment to the agency shall be made based on reduced manpower strength during said period.
2. The Contractor has to pay the salary to workmen on 1st or 2nd day of every month for immediate previous months work without waiting for clearance of his pending bills. Failing which a penalty equivalent to 5% of monthly bill value shall be deducted from contractor's bill.
3. The contractor has to maintain a proper attendance record of all the workmen and that shall be certified by RGIPT Representative/ Officer-in-charge. A copy of the same record shall be submitted every month along with the Bill for Payment.
4. Any further requirement of personnel at RGIPT shall be hired and supervised by the Agency to ensure the performance of duties as required for RGIPT, Rae Bareli.
5. The Company or Agency has to ensure that their employees will protect the institute's information received during discharge of their duties from any unauthorized disclosure to third party(ies) without permission.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

COMMENCEMENT OF WORK

The contract is likely to commence from **1st October, 2013** and would continue for the period of **3 (Three) years till 30th September, 2016**.

OVERTIME & LEAVE RULES

RGIPT's rules of Leave, Overtime and Outstation Payment shall be applicable on all manpower outsourced through Manpower Agency and contractor shall raise the bill accordingly in their monthly bill but RGIPT reserves right to bring amendment in above rules from time to time.

TIME OF MOBILIZATION

The work covered by this contract shall have to commence within 15 (Fifteen) days after the receipt of communication in the form of a letter/ fax message.

SUB-LETTING OF WORKS

No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.

COSTS OF LITIGATION

In case the RGIPT is being made party to any litigation by the employee of the manpower agency for any reason whatsoever, the manpower agency shall bear/ indemnify any cost incurred by the RGIPT.

The dispute between the parties shall be resolved through Arbitration by Arbitrator appointed by Director, RGIPT, Rae Bareli within the jurisdiction of Rae Bareli Court.

MONTHLY CASH OUTFLOW

The monthly wages of staff is calculated to be approx. 2.5 Lakh per month (Excluding PF & ESIC).

PERIOD OF CONTRACT

Period of contract shall be initially for **Three (3) years** which can be further extended for 1 year upon mutually agreed terms and conditions of the contract.

YEARLY ESCALATION ON QUOTED RATE

RGIPT shall give yearly escalation by **Ten Percent (10%) for 2nd and 3rd year** or further extended period on the **RATE QUOTED BY TENDERER** to supply manpower, on the satisfactory performance of the agency.

TERMINATION OF CONTRACT

The Institute shall have right to determine and terminate the contract for any reason including unsatisfactory performance or violation of Minimum Wages Act or any of the other terms and conditions of the contract. A notice in writing from the institute to the



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

contractor shall be issued giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof. If all or part of the contract is terminated in accordance with the provisions contained above, the institute shall pay to the contractor charge up to the effective date of termination. However, the termination of the contract shall not relieve the contractor of any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

FORFEITURE OF SECURITY DEPOSIT

In case the institute is obliged to make any recoveries on any account from the Security Deposit of the contractor, the contractor shall be obliged to make good the Security Deposit amount within a period of 10 (ten) days after the receipt of information in this regard, failing which contractor shall have to pay an interest of 12% per day for the period of delay in making good the Security Deposit.

PAYMENT TERMS

(a) Contractor will required to obtain necessary license from the Office of the regional Labor Commissioner for the workmen.

Contractor shall pay salary as decided by RGIPT from time to time to all engaged manpower as per the Minimum Wages Act (as amended from time to time). Manpower Agency/Contractor must be aware that minimum wages are generally reviewed/ revised every six months in April and October. If there is any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments accordingly, and RGIPT will pay the differential amount towards minimum pay revision of workmen time to time. Contractor shall also issue the salary slips to all your employees every month with complete details of wages being paid.

(b) Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.

(c) The Payment shall be strictly on satisfactory work and on the basis of Daily attendance. The Contractor must submit the proofs of payments towards PF, ESIC and Service Tax dues of previous month for claiming subsequent month's payment.

Minimum Eligibility Criteria:

- (a) The firm shall deposit an EMD of Rs. 75,000/- by DD
- (b) The firm/agency should be registered with Service Tax Department.
- (c) The firm/agency should have PAN No. against their name.
- (d) The firm/agency must have Provident Fund Account No. in their name.
- (e) The firm/agency must have ESI No. in their name.
- (f) The Company/Firm should be in this business for at least three years.
- (g) The annual turnover of the firm should be not less than Rs.10 Lakh.
- (h) The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization.
- (i) Form I to V, Annexure – 1 & 2 must be furnished.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

CHECK LIST

A. The following documents shall be placed in an envelope and it should be wax sealed and super scribed as **“Technical Bid for Manpower Services in RGIPT” (Packet-I)**.

1. Duly completed tender form.
2. Earnest Money Deposit (EMD) of Rs. 75,000/- (Rupees Seventy Five Thousand Only) by DD and drawn in the favour of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** and payable at **RAE BARELI**.
3. Notice Inviting Tender.
4. Terms and Conditions of the Tender duly signed by the tenderer.
- 5. Forms I, II, III & IV duly filled in and enclosed with Technical Bid and Form-V (Financial Bid) should be in separate envelope**
6. Registration No. of the Firm (under Shops & Establishment Act) or Registration No. of the Company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
7. PAN Card of Firm/Company (attach attested copy of PAN Card).
8. Provident Fund Account No. of Firm/Company (attach attested copy of certificate).
9. ESI No. of Firm/Company (attach attested copy of certificate).
10. The details of the turnover for the year 2009-10, 2010-11 and 2011-12 should be furnished on their letter head duly signed by the authorized signatory and should be verified by submitting the copy of Income Tax Returns of respective financial years.
11. Copies of Work Order(s) issued by Tenderer's clients (in support of Item 2 of the terms and conditions).
12. Performance certificate (attested copies) issued by the clients to the tender, (which should have minimum rating of satisfactory) for the last two years should be signed by client's authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency.
13. Financial Bid as specified in Form-IV must be submitted in separate wax sealed envelope and it should be super-scribed as **“Financial Bid for Manpower Service in RGIPT”**.
14. Both separate wax sealed envelopes (**Technical Bid** in Pocket-I and **Financial Bid** in Pocket-II) may be placed in a single large envelope super-scribed as **“Tender for Manpower Services at RGIPT”** and it should also be wax sealed.

Signature of the Tenderer

With seal of the Firm/Company



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

Annexure - I

FORM- I

FORMAT FOR TECHNICAL BID (For Manpower Supply Services)

(Technical Bid should be kept in separate sealed cover without stating any price or schedule of rates) –

To be filled in ink.

From:

.....

.....

The Director

Rajiv Gandhi Institute of Petroleum Technology (RGPT)

Ratapur Chowk

Rae Bareli – 229316 (UP)

EMD of amount Rs. 75,000/- (Rupees Seventy Five Thousand only)

Demand Draft No.....Issuing Bank.....Date

S. No.	Particulars	Details to be filled in by the Agency/Firm
1.	Name of the Agency and Contact Person	
2.	Regd. Office/ Business Address of the Agency	
3.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship(attached a copy for proof)	
4.	PAN and TIN Nos. of the Agency (Attach copies of both)	
5.	Service Tax Registration No. (Attach Copy of Registration Certificate)	
6.	Whether the Agency has minimum 3 years experience in providing Manpower supply services to reputed organizations/ institutions (Attach copy of work orders)	



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

8.	Whether the Agency is registered with ESIC? Please state the Registration No. (Attach copy of Registration)	
9.	Whether the Agency is registered with EPF? Please state the Registration No. (Attach copy of Registration)	
10.	Whether the Agency has achieved annual sales turnover of Rs. 10 Lakh in last three financial years (Attach copies of Balance Sheet and Profit & Loss for last 3 years)	YES/ NO Turnover in Rupees. (As per Income Tax Return): 2012-13, 2011-12, 2010-11, 2009-10
11.	Whether the Agency is an Income Tax Assessee and have filed its income tax returns for the last three assessment years (Attach copy of Income Tax Returns)	
12.	Number of Manpower working with the Agency	
13.	PF/ESIC compliance Certificate from the companies served (Attach a copy of the same)	

Declaration:

1. I/we agree that the decision of RGIPT, Rae Bareli in selection of Bidders shall be final and binding to me/us.
2. I/we agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.
3. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGIPT, Rae Bareli.
4. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place :

Name, Designation & Signature

Date :

(With Seal of the Company)



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

FORM-II

MINIMUM ELIGIBILITY

The Details in respect of the company are as given under:

1	Name of the Company	
2	Year of Registration/Incorporation	
3	Number of Employees as on March 31, 2013	
4	Annual Turnover from providing manpower	
5	Total years of experience	

Yours faithfully,

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:.....

Business Address:

.....

.....

Seal

Witness with signature

(1) Name & Address: -----

2) Name & Address : -----



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

FORM-III

PRIOR EXPERIENCE

(Using the format below, provide information in respect of the each Department/Agency in whom manpower was provided by the company during the last two years)

1	Name of the Company/Firm/Agency, along with its address and details of contract person to whom manpower was provided	
2	Type of manpower provided and their numbers: Clerk/Typist/Data Entry Operators (Other Please specify)	

Yours faithfully,

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:.....

Business Address:

.....

.....

Seal

Witness with signature

(1) Name & Address :

.....

.....

2) Name & Address :

.....

.....



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareilly- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

FORM-IV

DECLARATION

Declaration letter on official letter head station the following:

(i) We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.

(ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:.....

Business Address:

.....

.....

Seal



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, U. P.

Phone No: 0535 2705208; **Website:** www.rgipt.ac.in

Annexure II

FORM- V

FINANCIAL/PRICE BID (Manpower Supply Services)

(Financial Bid should be kept in a separate sealed cover) – To be filled in ink

Name of Firm/Agency:

S. No.	Overheads	Amount
1	Manpower salary	As per central minimum wages Act (Don't write anything in this column)
2	EPF, ESIC & PF Admin Charge	As per EPF Act and ESIC Act (Don't write anything in this column)
3	Profit margin of contractor (Bidder shall quote the profit in % not in amount)	
4	Services Tax	
5	Any other tax liability	

Declaration

I (Name & Designation) s/o resident ofdo hereby declare as under:

1. That I am the authorized person to sign this tender form under a resolution no dated (*The same is attached herewith*).
2. That the applicant has read & understood all terms & conditions and the same are acceptable to the applicant.
3. That all the information submitted herein is true and nothing material has been concealed.
4. That the applicant shall submit any evidence or document as requested by RGIPT, Rae Bareli.
5. That the applicant undertakes to render RGIPT, Rae Bareli free from all and any kind of liability and consequences resulting out of this present agreement.

Date:
Place

Signature:
Name:
Designation:
Common Seal: