

BID DOCUMENT
Open Competitive Bid (OCB)
E-Procurement
For
Tender for selection of agency for providing of
Manpower on Outsourcing basis



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES
BASAR,
Nirmal District, Telangana- 504107
Website: www.rgukt.ac.in
e-mail: procurement@rgukt.ac.in

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News paper advertisement
Tender Notice



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES, BASAR,
NIRMAL DISTRICT, TELANGANA-504107

Online tenders are hereby invited from interested and eligible bidders for providing of Manpower on Outsourcing basis.

Interested bidders can download and submit the bids online from 20.11.2021 to 04.12.2021 up to 05:00 PM through www.tender.telangana.gov.in. For further details please visit our website: www.rgukt.ac.in

Date:19.11.2021

Sd/-
Director

TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 8000 students on rolls. RGUKT invites sealed tenders comprising Pre-qualification, technical bid and price bid from the eligible bidders for providing of Manpower on Outsourcing basis to its premises located in the Nirmal District of Telangana State.

SECTION - A

Time schedule of various tender related events

Bid calling date	20.11.2021
Bid Document fee (Non refundable)	Rs. 10,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar)
Bid Documents Downloading Start date	20.11.2021
Bid Document Downloading End Date	04.12.2021 till 04.00 PM
Last date for uploading of online documents	04.12.2021 at 05:00 PM
Pre-qualification & Technical Bid opening date/time	07.12.2021 at 11:00 AM.
Price Bid opening date/time	07.12.2021 at 03:00 PM
Contact person	Director, RGUKT, Basar.
Reference No	RGUKT-B/ Proc/Outsourcing/Manpower/T03/2021

Director
RGUKT-Basar

CLARIFICATIONS:

- i. Queries if any, can be made through e-mail only on procurement@rgukt.ac.in on or before 25.11.2021. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S.No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RUGKT's website i.e. www.rgukt.ac.in as well as on e-procurement platform www.tender.telangana.gov.in.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any in their bid.

Director,
RGUKT-Basar.

SECTION-B
STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee (Non refundable)	Rs. 10,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar)
EMD	Rs.4,50,000/- (by way of Demand Draft or Irrevocable Bank Guarantee from any Nationalized/Scheduled Bank)
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Period for furnishing performance Security	Within 10 days from date of receipt of Letter of Intent.
Performance security value	3 % of annual contract value
Performance security validity period	14 months from date of commencement of services.
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
Payment terms	
Payment of bill	On monthly basis
Transaction Fee	Transaction fee: All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 14% as levied by Govt. of India on transaction fee through online in favour of MD, TSTS. The amount payable to TSTS is non refundable.

SECTION - C

1. PREAMBLE:

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders from registered suppliers/contractors for providing of Manpower on Outsourcing basis to RGUKT-Basar for a period of One Year from the date of award of contract.

2. SCOPE OF WORK:

Providing of manpower on outsourcing basis on consolidated remuneration as per G.O.M.s.No.14, finance (HRM-I) Department, dated: 19.02.2016(this may be followed according to the GOs issued by the Government of Telangana time to time) to RGUKT-Basar located in Nirmal District of Telangana State, as per the requirement of the University.

3. PERIOD OF CONTRACT:

The contract period will be for One Year (1 year) from the date of commencement of services. However, the period of contract may be extended under unavoidable circumstances.

4. RATES, TAXES AND DUTIES

All the rates in the tender shall be inclusive of all statutory compliances like PF, ESI, and service Tax, etc.

5. INCOME TAX

During the course of the contract period, deduction of income tax/ at 2.266%+ surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time of the gross amount of each bill.

6. TAX SERVICE

During the course of the contract period, the agency shall deposit service tax at prevailing rates as per Government of India during contract period to the concerned department regularly once in a quarter proof of payment made to the department shall be produced to RGUKT for verification.

7. EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

7.1. The tender should accompany with Earnest Money Deposit (EMD) for Rs.4,50,000/- by way of crossed Demand Draft drawn from any Nationalized Bank in favour of the Director , Rajiv Gandhi University of Knowledge Technologies (RGUKT), payable at Basar.

- 7.2. The EMD will be returned to unsuccessful tender, whereas in the case of successful tenderers, it will be retained.
- 7.3. The successful bidder will have to deposit a security deposit or Bank Guarantee from any Nationalized Bank to the tune of 3 % of the annual contract value at the time of concluding agreement.
- 7.4. The Security Deposit /Bank Guarantee of successful tenderer will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any. The Security Deposit/Bank Guarantee shall not carry any interest.

8. ELIGIBILITY CRITERIA:

- 8.1. Should have a registered head office in the state of Telangana.
- 8.2. Should have minimum of Five years (5 years) experience in providing Manpower on outsourcing basis and must have at least (150) Outsourcing employees till date, Document evidence must be enclosed.
- 8.3. The bidder should have provided at least 150 persons in Government organization/PSUs/Universities, etc., with good performance and shall enclose the performance certificate issued by the Government organization.
- 8.4. Should have possessed valid registration for Service Tax **on the head of Manpower services Valid EPF, ESI and Professional tax Registration since three years.**
- 8.5. Should have 150 employees under its role in 2020-21 evidence of EPF,ESI and Service Tax returns & challans should be enclosed and employees contribution computerized slips copies should be produced and the Agency should have documents providing compliance of Minimum wage along with bank statement for them.
- 8.6. The bidder should have adequate experience in providing of such services as required in the tender. **The bidder should furnish proof of having provided such services as required in the tender for the last three financial years i.e. 2018-19, 2019-20 and 2020-21 to the amount of at least Rs.1.5 Crore** per each financial year. A Certificate of the Bidders turnover

for the years **2018-19, 2019-20 and 2020-21 in Rupees** must be enclosed and be duly certified by firm of Chartered Accountants.

8.7. Should have possessed valid registration with the Labour Department.

8.8. Should have possessed PAN Card.

8.9. Valid service tax registration since last three years.

8.10. All the bidders shall include the following information and documents with their tenders.

8.11. The agency shall renew its license every year time to time.

8.11.1. Copies of Original documents defining the constitution or legal status, place of registration and principal places of business; written power of attorney of the signatory of the Bid to commit the Bidder.

8.11.2. Latest Income Tax Saral form / Returns filed (for 2018-19, 2019-20 and 2020-21).

8.11.3. List of Present Clients with contract address & telephone numbers.

8.12. An undertaking (self-certificate) that the agency hasn't been blacklisted by a central/state Government institution and there has been no litigation history with any Government department on account of similar services and the same should be uploaded/submitted as per the proforma given in tender document.

Note: Any false information with regards to the submission of the document will lead forfeit of the EMD.

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

9. INSTRUCTIONS TO BIDDERS:

9.1. Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the rupees in figures and words, the price, which is least of the two, will govern.

9.2. BID should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.

- 9.3. Manpower supplied to the Institute shall not be treated under any circumstances as employees of the Institute, but continues to be under the control of agency for all purposes, except in relation to the actual work entrusted to such manpower by the Institute.
- 9.4. Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 9.5. All assertions made in connection with the tender is to be supported / substantiated by relevant documents. The Director, RGUKT, Basar , reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 9.6. The Director, RGUKT,Basar, will notify the bidder whose tender has been accepted.
- 9.7. The successful bidder shall execute an agreement with RGUKT-Basar on Non-judicial stamp paper worth Rs.100.00 agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.
- 9.8. The Director, RGUKT, Basar, reserves the right to issue instructions / modifications at any point of time before award of contract.

10. METHOD OF SUBMISSION:

Bids shall be submitted online on www.tender.telangana.gov.in Platform. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.tender.telangana.gov.in

- 10.1. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
- 10.2. The bidders, who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- 10.3. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.

- 10.4. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- 10.5. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the "The Director, RGUKT, Basar, Nirmal District, Telangna-504107", by **04:00PM on 06.12.2021.**
- 10.6. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- 10.7. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 10.8. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 10.9. **In case of consortium either the prime bidder or the consortium partner can purchase the bid document. The bid can be filed either with user ID of prime bidder or consortium partner.**
- 10.10. The rates should be quoted online only.

11. EVALUATION PROCEDURE:

For short listing of agency the following criteria shall be applied. For this purpose agency shall submit proof documents along with the tender and the agency not confirming to any of these parameters will not qualify for short listing.

- 11.1. The Tenders will be opened as per the schedule by the Director, RGUKT, Basar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 11.2. The Technical Bids consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the

capability of the bidders to provide the services for the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause '8' above.

The following aspects will be considered for evaluation.

- a. Background and track record of the bidder.
- b. Total turnover in providing Manpower outsourcing services for the year ending 31st March 2021.
- c. Experience of the bidder in providing such services
- d. Manpower available and the capacity of the bidder to mobilize required manpower.
- e. Documents related to registration certificate of Income Tax, Service Tax, valid license issued by Labour Department Registration with Regional Provident Fund Commissioner and Registration with ESI.

11.3. The Financial/Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in Clause '8' above, will be opened online and the Price Bid of the bidders who do not fulfill the eligibility criteria will not be opened and their Tender stands rejected.

11.4. In case of tie in the prices quoted by the bidders (i.e. if more than one bidder quotes least price) The Tender Committee will have the right to select the contractor either by draw among the lowest quoted bidders in the presence of them or by application of any other suitable parameter.

11.5. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.

11.6. The Director, RGUKT, Basar, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, RGUKT also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT is final and binding.

12. VALIDITY OF THE TENDER/BID

The Tender valid for a period of 90 days from the date of opening of commercial bid.

13. RATES:

- 13.1. The present rate of Minimum wages payable as per Minimum Wages Act, EPF, ESI, Service Tax will also be paid. Provision of Service Charges has also been incorporated in the Price Bid.
- 13.2. The Bidder may quote their tender premium at the appropriate column in Price Bid and complete the Price Bid and to upload the same.
- 13.3. The rates indicated in the Price Bid shall remain firm and fixed and no additional amount shall be paid during the period of contract, except increase / decrease on minimum wages, Service Tax, EPF & ESI made by the Government.
- 13.4. In the case of increase or decrease of minimum wages by the Government of Telangana, the increased wages or decreased wages shall be adjusted in the payment to be made to service provider from the date of such increase or decrease. The service provider shall, in turn pay wages at such increased / decreased rates to the employees deployed by him on our Estate. Proof of payment shall be produced along with next bill.

14. RESPONSIBILITIES OF THE TENDERER/ SERVICE PROVIDER

- 14.1. The Service Provider shall recruit/deploy/depute trained, qualified and experienced personnel as per the requirement of RGUKT as specified from time to time.
- 14.2. The manpower proposed to be deployed by the contractor shall be subject to ascertaining their antecedents and checking suitability of their skills. Before deploying a person in RGUKT, the contractor shall furnish complete particulars and obtain written approval of the Director, RGUKT, Basar.
- 14.3. The Contractor/Service provider shall be responsible for the good conduct and behavior of the employees of the contractor. If any of the employees of the contractor is found misbehaving, the contractor on receipt of instructions from the official of RGUKT, shall replace such employees immediately.
- 14.4. No person below the age of 18 (Eighteen) years shall be employed at RGUKT.

- 14.5. The Contractor shall pay its employees wages as agreed to by RGUKT duly ensuring that all the relevant legislations are scrupulously followed. The salary shall be credited to their bank account directly through electronic transfer. The Contractor shall be solely responsible for the welfare of their personnel posted at the Employer's premises under the various Acts, Ordinance, Rules and Regulations, whether Central or State.
- 14.6. On the 25th date of every month, RGUKT will forward the attendance particulars of the employees deployed at RGUKT, so that their wages are disbursed on or before 1st of the following month.
- 14.7. All the employees of the contractor will have to be covered under insurance against any personal accident by the contractor and RGUKT will not be liable for payment of any compensation on the account.
- 14.8. If any claim arises from any of the employees of contractor deployed at RGUKT, such claims are to be dealt with solely by the contractor on its own and at its own cost. RGUKT shall not responsible or does not have any obligation either for dealing such claims or for the cost of dealing or setting such claims.
- 14.9. All the persons deployed by the Contractor at RGUKT site will have to carry identity cards. Contractor shall also submit the bio-data of the employees to be deployed by them. Any negligence/offence on their part will attract immediate removal from site.
- 14.10. Manpower deployed by the Contractor at RGUKT for carrying out contracted works is strictly prohibited from being associated with any other works in the campus.
- 14.11. The Personnel engaged by the Contractor at the RGUKT's premises shall be the employees of the Contractor for all legal purposes and consequences and not of the Employer.

- 14.12. The Contractor shall be solely responsible for all acts of commission and / or omission on the part of their personnel posted at the RGUKT's premises.
- 14.13. The Contractor shall be solely responsible for all expenses, employment benefits, safety norms and statutory liabilities and obligations as per Government norms in respect of the Personnel employed by them hereinafter referred to as "the Employees". The Employer shall not be liable in any manner whatsoever with regard to these personnel.
- 14.14. The Contractor shall not sublet or sub contract any of the jobs to other parties under any circumstances.
- 14.15. Acknowledgement of equipment etc., handed over by the Employer to the Contractor, maintaining them in good working condition and handing over them to Employer in good working condition at the time of expiry / termination of the contract shall be responsibility of the Contractor.
- 14.16. The Contractor shall be solely responsible for any accidents / injuries/death to their personnel or to second or third parties arising out of or in the course of employment of such personnel with them. The Contractor shall adhere to all the formalities / regulations / obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.,
- 14.17. The Contractor shall have no authority to make statements, representation or commitments of any kind or take any action binding on the Employer. It is expressly agreed that it is not the purpose or intention of this agreement to create, nor shall the same be construed as creating any partnership or joint operation between the Employer and the Tenderer / Service Provider.
- 14.18. The Contractor shall exercise all responsibilities, care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the Employer.

15. STATUTORY LIABILITIES OF THE TENDERER / SERVICE PROVIDER :

- 15.1. All statutory obligations as per the Labour Laws (e.g. Minimum Wages Act), Contract Labour (Regulation of Abolition) Act, ESI, PF etc., as amended from time to time will be met by the Contractor. The Contractor will have to submit necessary proof and certificate for the compliance of all statutory obligation/ labour laws or any other applicable Indian Law, which is entirely his duty, failing which necessary deductions would be made by the Employer from all running bills and payments of the Contractor. The Contractor will have to be necessarily registered with the ESI and PF Authorities and other necessary authorities as required under the Applicable Office / Shops & Establishment Act.
- 15.2. The Contractor shall obtain at their cost all permits, licenses as may be required under various laws / regulations for carrying out their obligations under these presents.
- 15.3. The Contractor shall maintain proper records, registers etc., as applicable and required under various enactments including, but not limited to, Contract labour (Regulation & Abolition) Act, 1970, EPF Act and Miscellaneous Provisions Act 1952 and the schemes framed there under, ESI Act 1948 and Rules, the Payment of Bonus Act 1965 and Rules and all other applicable Acts and Regulations and further shall comply with all statutory provisions thereof in obtaining registrations licenses, filing returns, submitting information etc.,
- 15.4. The Contractor shall submit copies of remittance challan along with details in respect of payment / contributions paid to ESI, PF et., on month to month basis to the RGUKT.
- 15.5. The Contractor shall, at all times, make available to the RGUKT authorized official records / registers required to be maintained under various laws in force and necessary certificates and licenses for reference / inspection and shall provide copy (so of any returns, statements etc., to the Employer as may be required from time to time.
- 15.6. The Contractor shall maintain all records at site regarding duty schedules, leave, salary disbursement etc., pertaining to the personnel deployed by them in the said premises.

- 15.7. Notice of Non-compliance: The Employer shall promptly notify the Contractor upon discovering any instance where the Contractor has failed to comply with the provisions as given in above paragraphs. On receipt of such notice, the Contractor has to comply within 3 days, failing which Clause (20) will be evoked.

16. EMPLOYEES:

- 16.1. The number of staff employed at the premises will be as decided by the RGUKT to be adequate to ensure well running of obligations under this contract.
- 16.2. The service provider shall provide additional persons to the employer whenever required at the same rates as mentioned in Price Bid.
- 16.3. The Contractor shall ensure that all Employees are supplied with and wear uniforms, identity cards, other necessary items etc., While working at site, they have to behave in a cordial manner when interacting with the employees of employer and visitors and follow the safety regulations and disciplinary procedures.

17. PAYMENT TERMS:

- 17.1. Payment will be made on monthly basis. Payment shall be made on the basis of performance of services. The Employer has authority to alter / reduce the bill as per the performance of the Contractor.
- 17.2. The Contractor shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price Bid.
- 17.3. The invoices shall be raised by the 1st of each succeeding month for the services provided during the preceding month. Invoices should be accompanied by a copy of PF Challan, ESI Challan, Service Tax Challan, Salary statement of previous month, Attendance details of current month etc., Payment will be made within 10 days of receipt of the invoice. Payment will be made by account payee cheque/Electronic Transfer.
- 17.4. ESI, EPF, contributions as levied are applicable on basic pay and also agent commission calculate on basic pay only. GST as levied or applicable on gross total.

- 17.5. Income tax will be deducted by the RGUKT from all payment made to the Contractor. This will be as per the Rules and Regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 17.6. At the time of signing of the Agreement, the Contractor shall submit to the RGUKT, a photocopy of his PAN identity for record.
- 17.7. Service Tax, EPF, ESI, other statutory duties / levies, as applicable shall be paid by the Tenderer / Service Provider to the concerned departments and proof of such payments shall be made available along with the bill of next month of the Employer. Failure in submission of proof of payments, employer withholds the payment till its production.

18. PAYMENTS TO BE MADE TO THE STAFF BY THE CONTRACTOR :

- 18.1. The Contractor shall make payments of wages to the staff employed by him before 5th of succeeding month without waiting for the payment from the Employer. Proof of payment shall be submitted to the employer along with the bill of next month.
- 18.2. After submitting the invoice along with attendance and particulars certified by the concerned Officials, the payment shall be paid.

19. FORCE MAJEURE

- 19.1. No liability shall be attached to the Contractor for non operation or execution of his obligation under this contract as a result of Force Majeure or any other actor beyond the control of the Contractor.
- 19.2. No liability shall be attached to the Contractor for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

20. TERMINATION:

- 20.1. The contract can be terminated
 - 20.1.1. by either without cause, after giving to the other party at least two calendar months' written notice thereof

20.1.2. by the Employer, if the Tenderer/Service Provider fails to fulfill their tasks to the satisfaction of the Employer. Such failures constitute a breach of the Tenderer / Service Provider's obligations under contract, which are not remedied within 30 days from the date of giving of written notice requiring such breach to be remedied.

21. DISPUTES:

All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co - operation and the Employer's decision shall be final on all such matters and shall be binding on the Tenderer / Service Provider.

22. DISCLAIMER:

- 22.1. Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.
- 22.2. Neither RGUKT nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independence advice from appropriate sources.
- 22.3. Director, RGUKT-Basar, reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- 22.4. Director, RGUKT-Basar, reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

23. REJECTION OF TENDERS:

- 23.1. The Director, RGUKT-Basar, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 23.2. No bidder is entitled to withdraw his offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule will stand forfeited.
- 23.3. For breach of any of the conditions prescribed in the tender as specified by the organization from time to time, the Security Deposit is liable to be forfeited. Decision of the Director, RGUKT, Basar in this regard is final and binding on the Contractor.

Annexure-I
Bid letter form

From:
(Registered name and address of the bidder)

To
Rajiv Gandhi University of Knowledge Technologies,
Basar, Nirmal District, Telangana-504107

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide the **manpower services on outsourcing basis**, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide above services, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT or its user organization.

If our bid is accepted, we undertake to:

- a. Provide services /execute the work according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract, and
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

Annexure-II
DECLARATION(on Company Letter Head)

From:
(Registered name and address of the bidder)

Dt:

To
Rajiv Gandhi University of Knowledge Technologies,
Basar, Nirmal District, Telangana-504107

Dear Sir,

**Sub.: Tender call for selection of an Agency to outsource employees of various
Categories of posts on Outsourcing basis at RGUKT, Basar(Telangana)-reg**

With respect to the tender notice published in the above mentioned daily newspaper,
I/We here by submit my/ our tender in a required format.

I/We have adhered to the requirements prescribed by RGUKT – Basar. I/We have
carefully gone through the guidelines/ terms and conditions and prescribed format
and I/We accept the same without any alternations/ modifications.

I/ We here by solemnly declare that any of our partners jointly or severally and / or
Individually or our firm / company/ associate company have not been black listed by
The central govt. or any state govt. or it's under taking Institutions.

I / We here by further declare that, if the above declarations is found untrue the
RGUKT- Basar, shall be entitled to take any legal action against us severally and or
individually or our firm / company in this regard in any manner that may deem fit by
RGUKT- Basar.

I/ We understand and accept that you are not bound to accept the lowest or any
tender you may receive.

YOURS SINCERELY

SIGNATURE & STAMP OF THE TENDERER

Annexure-III

Bidder Information

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.'s	
6	Fax No.	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	TIN No.	
12	EPF Registration No.	
13	ESI Registration No.	
14	GST No.	
14	Service Tax Registration No.	
15	Registration with Labour Dept.	
16	Total No. of branch offices in Telangana	
17	Bid Document Fee (Non refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
18	EMD	Amount Rs. : DD/BG No. : DD/BG Date : Issuing Bank & Branch :
19	Details of certificates enclosed.	

Annexure-IV

SATISFACTION CERTIFICATE

Office of the

This is certify that M/s-----out sourcing agency is engaging manpower on out sourcing basis to this office for -----outsourcing employees during the financial year (2021-2022) and their services are satisfactorily.

1. As per the budget released by this office, the agency paid the remuneration to the out sourcing employees through bank account only.
2. The agency submitted the quittance of the out sourcing personnel time to time
3. The agency remitting the EPF challans regularly and submitting the same to this office
4. .The agency remitting the ESI challans regularly and submitting the same to this office
5. The agency remitting the GST challans regularly and submitting the same to this office
6. No grievances found during their outsourcing services from out sourcing employees.

Note: if not satisfied with agency services please give a detailed note and submitted to the RGUKT,Basar.

SIGNATURE OF OFFICER
WITH OFFICE SEAL

DATED:

CHECK LIST

IMPORTANT:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/ documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/ document as per the Tender Document will lead to rejection of the bid. **(in the following order only).**

S.No	Particulars	Yes/ No	Pg. No.	Name of the File uploaded
1	Tender Document Fee of Rs.10,000/- in the form of DD.(Non-refundable)			
2	EMD of Rs.4,50,000/-(DD/BG) drawn from a Scheduled Bank			
3	Declaration Letter (Annexure-II)			
4	Bidder Information Sheet (Annexure-III)			
5	Satisfaction certificate (Annexure-IV)			
6	Tender document, duly signed and stamped in token of accepted all the terms and conditions of the tender schedule.			
7	Registration number under societies act and date of renewal (firm/shops establishments) attested copy should be enclosed			
8	Registration number under Labour act and date of renewal (attested copy should be enclosed)			
9	Valid registration Certificates(since last three years) i. GST ii. EPF iii. ESI iv. Professional Tax v. Labour Department			
10	Proof of having provided Manpower on outsourcing services in for 3 years. (work orders and satisfactory certificates to be enclosed)			
11	Proof of having provided 150 persons in Govt organizations.			
12	Certificate of the bidder's turnover Rs.1.5 Crore for each financial year 2018-19, 2019-20 and 2020-21 in rupees must be enclosed and be duly certified by firm of Chartered Accountant.			
13	Proof of payment of Income Tax since last three years along with the Income Tax returns/saral/ITR forms 2018-19, 2019-20 and 2020-21.			

S.No	Particulars	Yes/ No	Pg. No.	Name of the File uploaded
14	Proof of Payment of E.P.F of his employees since last three years along with returns (E C R) and challan (First & last pages of ECR) and challans to be uploaded.			
	For the F.Y 2018-19			
	For the F.Y 2019-20			
	For the F.Y 2020-21			
15	Proof of Payment of ESIC of his employees since last Three years along with returns (First & last pages of Return) and challans to be uploaded.			
	For the F.Y 2018-19			
	For the F.Y 2019-20			
	For the F.Y 2020-21			
16	Proof of Payment of Service Tax since last three years along with the Service Tax Returns. (Acknowledgement may be produced for returns) from 2018-19 to 2020-21 whichever is latest.			
17	Should have registered head office in the state of Telangana.			
18	List of present clients with contact address & telephone numbers.			

NOTE: All pages of the bid documents must be serially numbered and signed.

1. All the copies of the certificates, documents etc., enclosed to the Technical bid shall be given page numbers on the right corner of each certificate. The furnished shall be in the formats appended to the tender document and the same should be submitted in a sealed envelope
2. The information shall be filled-in by the Tenderer in the checklist, and shall be enclosed to the Technical bid for the purposes of verification as well as evaluation of the tenderer's Compliance to the qualification criteria as provided in the Tender document. All the Certificates, documents, s as per check-list shall be uploaded and copies shall be submitted by the tenderer in sealed Cover as Hard Copies along with the original Demand Drafts drawn towards EMD & Processing fee.
3. The Institute shall carry out the technical bid evaluation solely based on the uploaded certificates/documents, DD towards EMD and open the price bids of the responsive bidders. If any bidder fails to submit the original hard copies towards EMD, Processing Fee and other documents before the opening of the price bids, the technical bids of such bidder will be disqualified.

DECLARATION

I / WE have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the s, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh or in any State due to any reasons.

Signature of the Tenderer

FINANCIAL BID

Supply of manpower as per "GO.MS.NO.14, Finance (HRM-I) department, dated: 19.02.2016"
only agency's commission percentage are to be quoted.

Name of the agency	
Address of the agency with contact numbers.	
Agency commission in percentage on remuneration (excluding all statutory obligations) to be paid to the outsourcing employee	In fig: _____ % In words: _____
Statutory contributions	EPF @13%, ESI 3.25 %

*** L1 will be taken on the basis of service charge percentage.**

Note:-

1. The bidder should quote the Service Charge % in figures and words.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.

Signature of the bidder
along with seal