

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

[Institute of National Importance Established under the Act of Parliament]

Website: www.rgipt.ac.in



विद्यारत्नम् महोदयम्

“Supply of Manpower on Outsourcing Basis”

At

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

TIMELINE OF TENDER

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9/7/26

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Sl. No.	Particulars	Details
1	Name of Work	Supply of Manpower on Outsourcing Basis at RGIPT Jais, Bengaluru and Sivasagar Campus
2	Tender No.	RGIPT/Jais/Admin/Manpower-Supply/01/2026
3	Tender Mode & Type	Two-Part Bids (Technical & Commercial)
4	Date of Issue/publication of Tender Notice	09.07.2026
5	Bid Document Download Date & Time	09.07.2026
6	Pre-Bid Meeting Date, Time & Venue (All queries shall be discussed in the Pre- Bid Meeting.)	Pre-Bid Meeting on 15.07.2026 at 15.00 PM, 3 rd , Floor, Conference Room, Admin Block, RGIPT, Jais, Amethi
7	Bid Submission Start Date & Time	09.07.2026
8	Last Date and time of submission of Online Bids	23-07-2026 @ 15:00 Hrs
9	Date and time of opening of Bids	23.07.2026 at 16.00 Hours
10	Earnest Money Deposit	Rs.16.00 Lakhs (Refundable)
11	Address for sending the Hardcopy of Tender Documents	The Registrar Rajiv Gandhi Institute of Petroleum Technology Bahadurpur, Jais, Amethi-229304.
12	Contact person & address for communication	Joint Registrar (Administration) RGIPT Jais Contact No.: 0535-270-4582 E-mail: jr.admin@rgipt.ac.in

- Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in>

are therefore, requested to visit the websites regularly to keep themselves updated. Any

Addendum/Corrigendum will be displayed on the aforesaid websites only.

3. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

4. Tender documents received in incomplete shape and required tender fee or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

5. Earnest Money Deposit (EMD) of **Rs 16.00 Lakhs** (Rs. Sixteen Lakhs Only) (*Exempted in case of MSEs registered as per GFR 2017, Udyam certificate to be enclosed*) to paid online through NEFT/RTGS in favour of "Rajiv Gandhi Institute of Petroleum Technology, **payable at Jais**".

Bank Account Details of the Institute:

Name: Rajiv Gandhi Institute of Petroleum Technology

Bank: Bank of Baroda

Address: RGIPT Campus, Bahadurpur Jais, Amethi.

Account No. 59480100000001

IFSC Code: BARBOJAICAM (5th Character is ZERO)

ADDRESS OF THE INSTITUTE:

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, Mubarakpur, Mukhetia More, Bahadurpur, Post: Harbanshganj, Jais, Amethi, Uttar Pradesh 229304,
Website: www.rgipt.ac.in

INTRODUCTION

The Rajiv Gandhi Institute of Petroleum Technology Jais invites online bids under Two-Bid system (Technical and Financial bids) from reputed, experienced and financially sound agencies for Supply of Manpower on Outsourcing Basis at Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais, Bengaluru and Sivasagar Campus as per following details:

Name of work	Supply of Manpower on Outsourcing Basis at RGIPT Jais, Bengaluru and Sivasagar Campus
Tender Ref. No.	RGIPT/Jais/Admin/Manpower-supply/01/2026
Date of issue of Tender	09.07.2026
Pre-Bid Meeting	15.07.2026 at 15.00 PM, 3 rd Floor, Conference Room, Admin Block, RGIPT, Jais, Amethi
Last date and time for online bid submission	23-7-2026 at 15 Hrs
Earnest Money Deposit (EMD)	Rs. 16.00 Lakhs (Rs.) through online mode to the following account: Account No.: 59480100000001, Account Name: Rajiv Gandhi Institute of Petroleum Technology, Bank Name: Bank of Baroda, Branch Name: RGIPT Jais Campus Branch, IFSC Code: BARB0JAICAM (Fifth character is Zero), MICR Code: 227012204 (Exempted in case of MSEs registered as per GFR 2017, Udyam certificate to be enclosed)
Contract period	The period of the contract shall be initially for a period of 1 years, which may be extended further period based on satisfactory performance.
Issue of tender	Please keep visiting the Institute's website for any corrigendum/amendments and submit the bids accordingly.
Opening of tender bids	Part A: Technical bid: The technical bid will be opened on 23-7-2026 at 15 Hrs. Part B: Financial bid: Financial bid will be opened for technically qualified bidders.
For any clarification, please contact	Joint Registrar (Administration) Contact No.: 0535-270-4582 E-mail: jr.admin@rgipt.ac.in
Proposed date for commencement of work	August 01, 2026 (Tentatively)

1. About Rajiv Gandhi Institute of Petroleum Technology

The Ministry of Petroleum and Natural Gas (MoPNG), Government of India, set up the Rajiv Gandhi Institute of Petroleum Technology at Jais, Amethi, Uttar Pradesh, by the Act of the Parliament. The Institute has been accorded the eminence of being an Institution of National Importance along the lines of the Indian Institutes of Technology (IITs).

2. Definitions

In this request for service inviting tender, the following terms shall be interpreted as

indicated below:

1. **"RGIPT" or "Institute"** means "Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi".
2. **"Bidder" or "Tenderer"** means any firm taking the full responsibility of managing the contract as required in this NIT. The word "Bidder" when used in the pre-award period shall be synonymous with **"Service Provider"** or **"Contractor"** which shall be used after award of the contract.
3. **"Service Provider" or "Contractor"** means the successful bidder to whom the contract has been awarded work to supply of Manpower on Outsourcing Basis at RGIPT Jais, Bengaluru and Sivasagar Campus.
4. **"Contract"** means terms and conditions given by the institute and accepted by the bidder in lines with the work order to Supply of Manpower on Outsourcing Basis at RGIPT Jais, Bengaluru and Sivasagar Campus
5. **"EMD"** means Earnest Money Deposit.
6. **"Service"** means providing Supply of Manpower on Outsourcing Basis at RGIPT Jais, Bengaluru and Sivasagar Campus
7. **"Performance Security" or "Bank Guarantee"** means the guarantee provided by the bidders for satisfactory performance.
8. Attested copies of document means self-attested copy of documents by the bidder/authorized person (duly signed and stamped of the firm on the document).

3. Abbreviation

1. **RGIPT** -Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi.
2. **PSU** - Public Sector Undertaking
3. **PSE** - Public Sector Enterprise
4. **EMD** - Earnest Money Deposit
5. **NIT** - Notice Inviting Tender
6. **PAN** - Permanent Account Number
7. **GST** - Goods & Service Tax
8. **EPF** - Employees Provident Fund
9. **ESI** - Employee State Insurance

4. Confidentiality

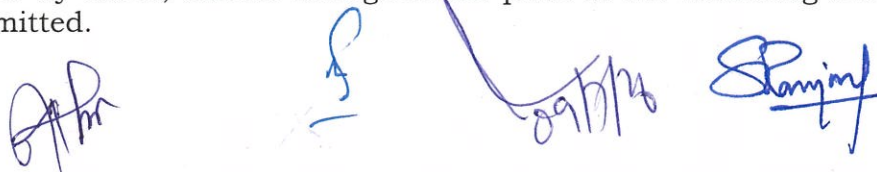
The tender document is confidential and is not to be disclosed, reproduced, transmitted or made available by the recipient to any other person. RGIPT may update or revise the document or any part of it and would subsequently be made available RGIPT's website. The recipient acknowledges that any such revised or amended document is deemed to be received through portal, subject to the same confidentiality. The recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, agent or any other person associated or affiliated in any way with RGIPT or any of its customers or suppliers without the prior written consent of RGIPT.

5. Disqualification

Any form of canvassing/ lobbying/ influence/ cartelization, etc. by the bidder may result in disqualification of such bidder.

6. Clarification regarding tender document:

Bidders can take any clarification regarding error, omission or discrepancy found in this tender document in the pre-bid meeting. Afterwards, no request will be entertained for any type of clarification related to the tender document. The request for clarification shall be in writing or by email, but no change in the price of the tendering shall be sought, offered or permitted.



7. Important Instructions

1. Read the tender document carefully before filling the tender bids and processing for online bid submission.
2. Digitally sign each page via using digital signature.
3. The technical bid should contain:
 - a. All relevant documents as mentioned in the eligibility criteria of the tender document.
 - b. Proof of payment of EMD of Rs. Rs.16.00 Lakhs (Rs.) through online payment transfer in the bank account mentioned above. Application without EMD will not be considered.
4. **The prices should be quoted in financial bid only and should be in stipulated format and without any condition.** The price shall be filled up both in figures and words.
- 5 Tender form can be downloaded from the Institute's website www.rgipt.ac.in.
5. Please keep visiting Institute's website for any corrigendum/amendments and submit the bids accordingly.
6. The technical bid will be opened online on **29.07.2026 @ 16:00 Hrs.**
7. The financial bid of only those tenderers will be opened who will be declared technically qualified by Tender Evaluation Committee. The date and time of opening of the same will be intimated in advance through e-mail and/or telephone.
8. The offer of the tenderer will be valid for 06 (Six) months from the last date of submission of the tender document.
9. Hypothetical/conditional, incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
10. The period of contract shall be initially for a period of 01 (one) year which may be extended based on satisfactory performance.
11. RGIPT, Jais reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.
12. If the last date of opening of the tenders coincides with a holiday, then the next working day shall be the opening date.

8. Pre- Qualification Criteria

1. Bidder should be registered as Proprietorship Firm/Company, etc.
2. Registered with the Income Tax department for PAN along with valid GST.
3. Registered with respective Authority for Labor License, Provident Fund and ESIC.
4. Visiting RGIPT, Jais, Amethi to assess and figure out the scope of tendered works.

9. Eligibility Criteria for Participation in Bidding

1. Submission of EMD of Rs. ...00 Lakh (Rupees) Only)
(Exempted in case of MSEs registered as per GFR 2017, Udyam certificate to be enclosed) through online mode. MSME firm registered for Manpower Hiring services under relevant

Startups are also exempted from paying EMD, on the production of valid certificate

2. Minimum Five years' experience in providing Manpower Hiring services with minimum 250 manpower to any Government/PSU /Govt. Autonomous Body/Institute of National Importance / Reputed University or organization. **No exemption will be allowed to any kind of firm.**

3. Average Annual Turnover of Rs. 800.00 Lakhs during last three financial years ending on 31.03.2025 i.e FY 2022-23, FY 2023-24 & FY 2024-25. **No exemption will be allowed to any kind of firm.**

4. Clean Police Clearance Certificate (PCC) for the Directors of the Firm to be issued by NCRB.

5. Executed/continuing two or more contracts during last Five year of consolidated contract value of Rs. 400.00 Lakhs per annum. Copy of performance certificate may be attached.

6. The Firm should not be blacklisted by any Government or Private organization as on date.

7. All the terms and conditions of this tender document are acceptable to the bidder.

10. Submission of Mandatory Documents:

All bidders are required to upload self-signed copy following documents along with Tender in the sequence given as under:

1. Proof of Payment of EMD or Copy of MSEs Certificate
2. Signed copy of Tender Document (**Except Financial Bid**)
3. Proof of Registration of Firm/Company
4. Copy of Goods and Service Tax (GST) certificate
5. Copy of PAN Card
6. Copy of Employees' Provident Fund (EPF) registration
7. Copy of Employees' State Insurance (ESI) registration
8. Copy of registration under Contract Labor (Regulation & Abolition) Act, 1970.
9. Copies of Purchase Order as Proof of experience of last 5-years
10. Copies of Work Completion Certificate of last 5-years
11. Copy of ITR of FY 2022-23, 2023-24 and 2024-25
12. Copy of Annual Turnover of FY 2022-23, 2023-24 and 2024-25 (certified by CA)
13. Solvency Certificate of value Rs. 1000.00 Lakhs or more issued on/after 1st June 2026
14. Police Clearance Certificate (PCC) for the Directors of the Firm to be issued by NCRB.
15. Non-Blacklisting certificate (as per format Annexure-III)
16. Tender acceptance certificate (as per format Annexure-IV)
17. Site Visit Certificate (To be issued by RGIPT Official)

Note: If any documents of the above-mentioned list from **Sl. No- 1-17** is found missing; no further opportunity will be given to the bidder to submit documents at later stage and the bid will be summarily rejected.

11. Tender Evaluation Process- The tender shall be evaluated in following manners:

1. Stage-1: Bidders who fulfill the Pre-Qualification Criteria as mentioned at **Para 10** will be considered for the next round of evaluation i.e. Technical Evaluation. Subject to fulfilling the criteria at Pont no 8 & 9.

2. Stage-2: The bids of Stage-1 qualified bidders shall be evaluated on the criteria.

3. Stage-3: Financial bids of only those bidders shall be opened, who have been declared technically qualified at **Stage- 2**.

Note- Bidders are requested not to disclose Financial Bid with Technical Bid, otherwise their bids shall be rejected in initial stage.

FINANCIAL BID

1. The Price shall be quoted online in BOQ in the format as given at **Annexure-VII**. While sending the hard copy of tender document, Financial Bid Format (Annexure-VI) shall be kept blank.
2. The financial bid of only technically qualified bidders will be opened.
3. **The prices should be quoted in Financial Bid (prescribed format) only. NO hard copy of the financial bid will be submitted. The tender will be summarily rejected if Financial Bid declared /submitted of with Technical Bid.**
4. The profit margin should be quoted according to the notification Ref. No. F.6/1/2023-PPD dated 06.01.2023. **The profit margin should not be quoted as less than 3.85%.**
5. In case of tie between the parties, the L-1 will be decided on financial capabilities and past experiences between the parties which will stand L-1 during financial evaluation. The priority for deciding L-1 bidder will be as under:

1st priority: CA certified Higher Annual Turnover for Supply of Manpower on

Outsourcing Basis of the L-1 Bidders.

2nd Priority: Length of experience of bidders providing Supply of Manpower on Outsourcing Basis.

6. Parties are advised to quote the rates considering all the statutory liabilities and their profit margins. Parties who will quote NIL margins and avoid any of the statutory liabilities will be treated as unresponsive and their bid will be treated as cancelled. If that would be the case, then the EMD of the respective bidder will be forfeited.

7. All rates quoted by the bidder/contractor shall be fixed for the entire contract period and no change will be accepted on any request or any reason.

No rate(s) of any item to be mentioned in technical bid documents.

GENERAL INSTRUCTIONS TO TENDERERS

1. The closing date and time for online tender submission is ~~16~~¹⁵:00 Hrs. on ~~23~~²².07.2026
2. The technical bid of the tender will be opened online at ~~16:05~~^{16:00} Hrs. on ~~23~~²².07.2026
3. A Pre-Bid meeting shall be held on **15.07.2026 @ 15:00 Hrs.** at 3rd Floor, Conference Room, Admin Block, RGIPT, Jais, Amethi.
4. Financial bid will be opened only for technically qualified bidders.
5. The technical bid should be submitted online and should contain all required documents as per eligibility criteria.
6. "Technical Bid and Financial Bid for Supply of Manpower on Outsourcing Basis at RGIPT Jais, Bengaluru and Sivasagar Campus along with proof of EMD submission.
7. In the absence of EMD, the tender will be summarily rejected, however, MSME will be eligible for EMD exemption on the production of valid certificate issued for providing manpower services.
8. The Earnest Money Deposit will be refunded to the unsuccessful bidders only after finalization of the contract. In case of the successful bidder EMD will be returned after receipt of the performance security deposit. No interest will be paid on the EMD.
9. The bid shall be valid for 06 months from the last date of submission of tender document/date of opening of tender.
10. No bidder will be allowed to withdraw his tender after submission during the bid

validity period (06 months). In case the bidder does not honor his bid, the EMD submitted by the tendering firm would stand forfeited.

11. All entries in the tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable must be signed by the authorized signatory.

12. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.

13. A work order will be issued to the successful tenderer. In this contract, the successful tenderer shall be defined as "Contractor".

14. **Successful tenderer will have to deposit the Performance Security Deposit of 10% of awarded contract value in the form of PBG/FDR of any nationalized/scheduled bank, drawn in favour of "Rajiv Gandhi Institute of Petroleum Technology" payable at Jais, Amethi, within 15 days from the award of the contract. The BPBG must be e valid for 15 months from the date of commencement of manpower service contract.**

15. **The Performance security deposit must be valid for 12+3months (15 Months).**

16. After successful completion of the contract, the performance security deposit will be refunded to contractor after adjustment of dues, if any, to institute by the contract. **No interest will be paid on the Performance Security amount.**

Scope of Work and General Conditions of the Tender

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) intends to engage a reputed, well established and financially sound Manpower Supply Agency, registered with appropriate authorities for providing manpower to perform assigned jobs.

Requirement of Staff: The Institute may require approximately 152 staff in Consolidate Salary, highly skilled, skilled, semi-skilled and unskilled categories. Salary of outsourced staff shall be decided by RGIPT based on their educational qualification, experience and required skill sets. However, the number of staff may reduce/increased based on Institute's requirements.

Period of Contract - The contract is likely to commence from 01-08-2026 and shall be for a period of 1 years. The period of the contract may be extended for similar or lesser period after the successful/satisfactory completion of initial contract and based on the manpower requirement at that time. The contract may also be curtailed/ terminated before the contract period owing to a deficiency in service. However, reserves right to terminate the contract without assigning any reason thereof at any time after giving two-month notice to the service provider.

Deployment of Personnel: The existing manpower personnel already deployed at RGIPT by the current manpower service provider should be retained by the upcoming manpower service provider. Any hiring and firing should be done in consultation of Administration of the Institute

RGIPT Admin. at his own cost to its manpower staff. The staff shall be in proper uniform bearing their name tag displayed on their uniform, all the time along with their identity card. Samples of the uniform will have to be submitted by the contractor for the approval of RGIPT admin depts. within 15 days and proper uniform should be provided to the manpower within 45 days from the date of issue of the work order. If the case of non-wearing of uniform were found by any of the staff/supervisor, penalty will be imposed as per penalty clause of the tender document. a) 2 sets of uniforms for summer and winter:

- 1 complete set of summer uniform means full pant, full/half shirt and shoes black leather shoes. 1 complete set of winter uniform means full pant, full shirt, full sweater, and shoes. For female staff saree, suit for winter and summer season with black leather belly shoes for female staff as per the requirement (Minimum 5 pairs of standard size stock to be maintained (Minimum 5 pairs stock to be maintained). C) Face mask and goggles as per need and requirement (Minimum 100 mask stock to be maintained).

Right for Acceptance or Rejection - The Competent Authority of RGIPT reserves the right to annual any or all bids without assigning any reason.

Jurisdiction- The disputes, legal matters, court matters, if any, shall be subject to Rae Bareli/ Amethi Jurisdiction only. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, RGIPT shall be final.

Arbitration: Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the Director, RGIPT or his/her nominee will be the Sole Arbitrator.

Conditional bids shall not be considered and will be rejected out rightly at the very first instance. The bids should be clear regarding the profit margin and other allied charges.

All entries in the tender form should be legible and filled clearly.

Withdrawal of Tender- The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

The successful bidder shall be liable for providing following documents within 2 months

1. List of outsourced staff with photograph, present & permanent address, and contact no.
2. ID cards of staff
3. ESI cards, EPF No.
4. Undertaking from staff for not claiming any benefit/job from RGIPT
5. Maintenance of statutory registers under various Labor laws,
6. Deployment of a Coordinator in RGIPT at contractor's cost
7. Undertaking from outsourced staff
8. Any other documents as required by RGIPT from time to time for the smooth and successful execution of contract, etc.

The bidder shall quote the Price Bids as per the format enclosed at **Annexure I - VII**.

Obligations of the Service Provider:

1. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labor (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

- 2.The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- 3.It is the responsibility of the Service Provider to provide manpower as per the requirement of RGIPT for its all Campuses. The manpower has to be segregated, based on their years of experience and qualification.
- 4.The responsibility of effective and efficient delivery would rest with the Service Provider. Thus, the education qualifications and experience of the manpower deployed would be left to the subjugation of the Service Provider, subject to them meeting the minimum qualifying criteria.
- 5.The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the Service Provider.
- 6.The police verification, character and antecedents' verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Buyer at the time of joining of the employees, if he/she so desires.

The Service Provider shall ensure the following in respect of his employees-

- 1.The working hours and days of the outsourced employees will be as per the existing applicable rules of the RGIPT. However, they have to work on holidays, if necessary and required based on demand of work.
- 2.In an event of deployed personnel availing leave, and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with buyer.
- 3.Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and continuity.
- 4.Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between buyer and seller prior to deployment of manpower.
- 5.The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhar based Biometric attendance system at the RGIPT premises.
- 6.The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the Institute or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- 7.The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In

condition shall make the Service Provider as well as the person deployed liable for penal

action under the applicable laws besides, action for breach of contract.

8. In case of services hired on annual basis and 6 working days, the employees will be entitled to as per institute rules.

9. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the Institute in a manner desired by the RGIPT.

10. The Service Provider should have legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well has had registration for income tax.

11. The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Service Provider to the Institute on demand.

12. RGIPT will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the Service Provider. The employees as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the RGIPT would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.

13. The Service Provider shall be required to keep the RGIPT updated about the change of address, change of the Management etc. from time to time.

14. RGIPT shall have the right, within reason, to have any personnel removed who is considered to be undesirable.

15. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.

16. The Service Provider shall nominate a coordinator who shall be responsible for regular interaction with the RGIPT so that optimal services of the persons deployed could be availed without any disruption.

17. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the RGIPT.

18. RGIPT shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

19. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

20. Any other Terms and Conditions as mentioned in the Miscellaneous Terms and Conditions for Services.

Four handwritten signatures in blue ink are visible at the bottom of the page. The first signature is on the left, followed by a second, then a third, and a fourth on the right. The signatures are stylized and appear to be in blue ink.

GENERAL TERMS AND CONDITIONS OF THE TENDER

1.**Payment Terms:** The standard terms of payment are within 30 days from the date of submission of bills along with proof of deposit of employees and employer contribution towards Provident Fund, ESI, Insurance, etc with details of employees along with copy of challan must give an undertaking on the letter head duly signed and stamped.

2.The contractor shall raise the bill only after releasing the salary of outsourced staff and thereafter reimbursement shall be made through RTGS. The payment shall be made on conclusion of the calendar month only based on duties performed by each person during the month and payments made to staff towards their salaries, PF, ESI and other statutory obligations.

3.**Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so employed is made by 7th day of the succeeding month through ONLY bank transfer. Copy of RTGS bank transfer must be counter signed and stamped by the payee bank.

4.**EPF & ESI:** The Employee Provident Fund (EPF) and Employee State Insurance (ESI) contribution in respect of all employees shall be reimbursable basis on production of challan/receipt copy along with the monthly bill detail has to be provided on letter head duly signed and stamped.

5.The salaries of outsourced shall be linked to Central Wage Rates. If there is any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments accordingly, and RGIPT will reimburse the differential amount towards minimum pay revision of workers time to time.

6.RGIPT's rules for gazette holidays and closed holidays, Overtime and Outstation Travel Payment shall be applicable on all outsourced manpower and contractor shall raise the bill accordingly in their monthly bill. However, RGIPT reserves right to bring amendment in these rules at any point of time.

7.**Income Tax:** The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by RGIPT.

8.Termination of the Contract: In case of any material violation of any of the terms and conditions by the Service Provider, the RGIPT reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority of the RGIPT shall be final and binding.

9.In case of the termination of the contract on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to any claim for absorption or for any relaxation. The person deployed by Service Provider shall be the employees of the Service Provider for all purposes.

10.Statutory obligations: The Service Provider is required to deposit a valid license from the competent licensing authority under the provisions of Contract Labor (Regulation and Abolition) Act 1970 and Contract labor (Regulation and Abolition) Central Rules, 1971 within 30 days from the date of the award of the contract. If the Service Provider fails to provide license for any reason whatsoever or fails to deposit the license within the stipulated period of 30 days, the contract shall automatically stand terminated and Earnest Money/ Performance Security deposited by the service provider will stand forfeited unless condoned by RGIPT. The Institute shall be at liberty to recover losses, if any, from the Service Provider.

11.The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the Institute shall not be a party to any dispute arising out of such deployment by the contractor.

12.Security Considerations: The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Any person deployed by the service provider should not indulge in act of misconduct. Service will be ceased with immediate effect, if any employee deployed by the service provider found in such activities.

13.Working Hours: The normal working hours of Institute is 09.00 a.m. to 6.00 p.m. with lunch time from 1:00 PM to 2:00 PM. The personnel deployed shall work from 09.00 A.M. to 06.00 P.M. and as per guidelines issued by RGIPT time to time. RGIPT reserves the rights to change the working hours as per the requirements.

14.The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.

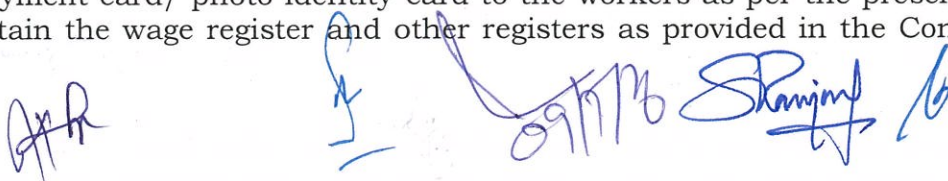
15. If need arises, the outsource staff shall overstay at work or must report early or attend the Office even on Sunday/Gazetted Holidays (as per work requirements). Over time shall be paid to workers, if they overstay or be required to work on weekly off/ Gazetted Holidays as per rules at work or perform the job on holiday as per Institute's rules.

16.The responsibility of statutory/compulsory deductions like EPF/IT/ESI/Insurance etc. will be of the service provider.

17.The Service Provider shall provide a list of all personnel so deployed to RGIPT with their permanent and present address along with their latest photographs and Aadhar card copies.

18.The copies of appointment letter issued by the manpower services provided to the personnel deployed in Institute shall be provided to the RGIPT.

19.Issuing the Identity Card: It shall be responsibility of the Service Provider to issue the employment card/ photo identity card to the workers as per the prescribed format and maintain the wage register and other registers as provided in the Contract Labor



(Regulation & Abolition) Act. Service Provider will ensure that all its employees invariably wear ID card during office hours.

20. Issue of Pay-Slip: The Service Provider shall provide pay slip duly indicating details of pay of all concerned deduction thereon should be given to each employee while disbursement of pay.

21. Appointment of Coordinator by the Bidder: The Service Provider shall depute a skilled Coordinator at RGIPT, who would be responsible for immediate interaction with the RGIPT. He should be responsible for maintaining Leave Record/Service Record/Wages/Overtime payments and other registers as required under various Labor laws.

22. The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The RGIPT shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.

23. The Institute 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 Provider.

24. The Service Provider shall be responsible for any damages done to the property of the Institute by the personnel so employed. The RGIPT will be free to recover it from the security deposit of the Service Provider or from any other dues.

25. The Service Provider's personnel working in the RGIPT should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Institute. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

26. The Service Provider shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan Gatka, smoking, loitering without work etc.

27. 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.

28. Essentially, the Service Provider shall be the "Employer" within the meaning of various Labor Legislations in respect of manpower so employed and deployed in the RGIPT. The persons deployed by the Service Provider at RGIPT shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais, Amethi.

29. The Service Provider's personnel shall not have any right to claim any Benefit/ compensation/ absorption/regularization of services with the RGIPT under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.

30. The Service Provider shall be contactable at all times and message sent by email/ Special Messenger from the Institute to the Service Provider shall be acknowledged immediately on receipt on the same day.

31. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the RGIPT.

- i. The bidder and their authorized officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process.
- ii. Notwithstanding anything to the contrary contained herein, RGIPT may reject a tender without being liable in any manner whatsoever to the tenderer, if it determines that the tenderer has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

33. LEGAL

- i. The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in RGIPT. The Service Provider shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.
- ii. In case the RGIPT is being made party to any litigation by the employee(s) of the manpower agency for any reason whatsoever, the service provider shall bear/ indemnify the cost incurred by the RGIPT.
- iii. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to RGIPT to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- iv. The Service provider shall maintain all statutory Registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of RGIPT or any other authority under law.
- v. In case, the Service Provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the RGIPT is put to any loss, obligation, monetary or otherwise, the RGIPT shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
- vi. The Service Provider will keep this office informed about any amendment in the concerned law/rules from time to time.

34. FINANCIAL

- i. All bidders shall be required deposit an amount of Rs. .00 Lakhs (Rupees only) as Earnest Money Deposit (refundable) through NEFT/RTGS, failing which their bill shall be rejected out rightly. However, bidder registered with MSEs shall be exempted to deposit the EMD on the production of registration certificate.
- ii. The EMD of unsuccessful bidders shall be refunded without any interest within 45-days from the award of the contract. If the Service Provider fails to deploy manpower against the requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
- iii. The Outsourced manpower shall be paid monthly wage as per decided by the Institute or Central Minimum Wage Rates or as decided by the RGIPT plus obligatory payments towards EPF/ESI, etc., as applicable.

35. Performance Security: The successful bidder shall deposit a Performance Security of a sum equivalent to one-month wage bill. The performance security shall be furnished

in the form of the Bank Guarantee/FDR drawn in favor of '**Rajiv Gandhi Institute of Petroleum Technology**' from any scheduled Public Sector Bank. The performance security should remain valid for a period of 90 days beyond the date of completion of all the contractual obligations of the supplier.

- i. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Service Provider will be liable to be forfeited by the RGIPT besides annulment of the contract.
- ii. RGIPT reserves the right to withdraw/ relax any of the terms and conditions mentioned above to overcome the problem encountered by the contracting parties.

36. INSURANCE

- i. Without limiting any of the other obligations or liabilities, the contractor shall at his own expense takes and keep comprehensive insurance for manpower and for all the work during the execution. The contractor shall also take out workmen's compensation insurance as required by law and undertake to indemnify and keep indemnified the RGIPT for and against all manner of claims, demands, losses, damages, cost (including between attorney and client) charges, and expenses that may arise in regard the same or that the RGIPT may suffer or incur with respect to end/or incidental to the same.
- ii. The service provider shall provide Family Medical Health Insurance of Rs. 2.00 Lakhs to outsourced staffs, who are not covered under ESI. The employee and employer shall equally contribute towards Family Medical Insurance. Service provider shall claim the employer contribution on production of proof of payment in subsequent month.

37. EVALUATION CRITERIA

- i. The evaluation committee will be constituted by the RGIPT to evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria. Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical Proposal.
- ii. Initially Technical Bids shall be opened and evaluated (out of 60 marks) based on the criteria as stipulated in the tender and documents submitted by the bidder in their claims. Bidder securing 60% marks i.e., 36 marks in technical evaluation shall be declared as technically qualified.
- iii. price bid of only technically qualified bidder (Securing more than 36 Marks in technical evaluation sheet as enclosed at annexure-VII shall be opened. The price bid shall be unambiguous and strictly be as per the price bid format. Conditional offers or the proposals not furnished in the format, shall be considered non-responsive and will be rejected.
- iv. The bidder quoting minimum valid profit percentage shall be awarded full marks i.e. 40 while the highest profit percentage shall be awarded 16 marks (i.e. 40%). The bidders quoting in between the lowest valid profit percentage and the highest profit percentage shall be awarded marks in between 16 to 40 proportionately.
- v. Quality and Cost Based System (QCBS) of bid evaluation shall be adopted, wherein 60% weightage shall be given to the technical score and 40% weightage shall be given to the financial bid i.e. marks of technical evaluation and price bid shall be

- vi. QCBS marking Scheme is attached at Annexure-VII

38. Award of Contract:

- i. The contract shall be awarded to the bidder, whose bid has been determined to be substantially responsive and who has been adjudged L-1 bidder.
- ii. In case two or more firms have quoted equal percentage of Profit Margin in Price Bid Form, in that case the L-1 bidder shall be decided on the basis of the work contracts served for services provided at Institute of National Importance (INI) in previous 5 years.
- iii. RGIPT, Jais, Amethi reserves the right to increase or decrease the requirement of manpower indicated at the time of award of contract.
- iv. Successful bidder shall execute the contract on a stamp paper of adequate cost as given in this tender document. The terms and conditions of this tender document will be part and parcel of the contract agreement.

39. INSTRUCTION FOR FINANCE BID FORM

- i. The Agency/Firm shall quote their Profit margin in percentage (%) in the form as specified in **Annexure-VI**.
- ii. The Agency/Firm requires quoting only Profit margin and taxation portion in Price Bid Form.
- iii. The Profit margin shall include the cost of providing Cost of deputing a Coordinator, Id card to employees and other administrative expenses.
- iv. If any Firm quotes NIL charges/ 0 (Zero) supervisory charges/Profit margin, their quote will be summarily rejected without any further consideration.
- v. Currently, Institute is deducting Income Tax TDS @ 1.5% and GST TDS @ 2% on Gross Bill Amount, therefore, bidder(s) are advised to quote their Profit Margin considering these deductions.

40. REJECTION OF TENDERS

The Director, RGIPT at his sole discretion shall reserve the right to reject or cancel any or all tenders in any of the cases as mentioned hereunder:

- i. If the firm has failed to deposit EMD amount & Tender Fee
- ii. If a firm quotes 'Nil' or 0% (Zero percent) Profit Margin will be disqualified.
- iii. If the Bid Validity is less than the period prescribed (90 Days)
- iv. If the tender is not duly signed or not found proper or complete to the satisfaction of RGIPT in any of the requisite manner.
- v. If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid.
- vi. If the bidder seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.



41. Payment of Wages:

- i. Revision of Minimum wages of manpower will be applicable as per rule of Govt. of India, Minimum Wages Act, and Ministry of Labor & Employment.
- ii. The contractor at all times should indemnify RGIPT against all claims, damages or compensation under the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto, and rules made there under from time to time. RGIPT Jais will not take any responsibility in this regard.

Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by office of the Chief Labor Commissioner (C), Ministry of Labor & Employment. The rate will be revised solely based on the revision of minimum wages as notified by the Government from time to time. It is the sole responsibility of the contractor to ensure that each and every manpower staff should be either paid as per the revised minimum wages slab or as per actual. The differential amount on account of revision of minimum wages act will be reimbursed by RGIPT on actual basis, subject to submission of proofs/challans.

42. Introduction of New Statutory Liabilities:

In case of introduction of any new statutory taxes by State/Central Government, if applicable, it will be reimbursed by RGIPT on actual basis, subject to submission of proofs/challans.

43. Breach of Terms & Conditions:

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be liable to be forfeited by RGIPT Jais besides termination of the contract.

44. FORCE MAJEURE

- i. The contractor shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- ii. For purposes of this clause, "Force Majeure" means an event explicitly beyond the reasonable control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may be due to or as a result of or caused by act of God, wars, insurrections, riots, earth quake and fire, revolutions, civil commotion, floods, epidemics, quarantine restrictions, trade embargos, declared general strikes in relevant industries, satellite failure, act of Govt. of India, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation. In the event of any such intervening Force Majeure, either party shall notify the other in writing of such circumstances or the cause thereof immediately within Seven (07) calendar days.
- iii. Unless otherwise directed by RGIPT in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iv. In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, RGIPT and the contractor shall hold consultations in an endeavor to find a solution to the problem.

contractor.

45. Corrupt And Fraudulent Practice:

- i. As per Central Vigilance Commission (CVC) directives, it is required that contractor observe the highest standard of ethics during the execution of contract in pursuance of this policy. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of contract to the detriment of RGIPT and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive RGIPT of the benefits of free and open competition.
- iii. RGIPT reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- iv. RGIPT reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

46. Information Ownership

All official information processed, stored, or transmitted by manpower deployed by the bidder belongs to RGIPT. By having the responsibility to handling the official information by the manpower deployed, the contractor does not acquire implicit access rights to the information or rights to redistribute the information. The contractor understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

47. Penalty Clause:

Delay in payment of wages: Wages of the workers should be paid by the **07th day of every month**, failing of which, penalty of Rs. **10000/- (Rs. Ten Thousand only)** per day may be imposed with the recommendation of registrar and approval of CA.

48. Governing Law and Jurisdiction

This Notice Inviting e-Tender and subsequent contract with the selected bidder shall be governed and construed in accordance with the laws of India and district courts for Amethi, Uttar Pradesh will have the exclusive jurisdiction to determine the issues arising out of this contract.

49. Dispute Settlement

It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the Sole Arbitrator appointed by the Director, RGIPT whose decision shall be final and binding on both the parties.

50. Arbitration

If any dispute or difference arises between the parties hereto as to the interpretation, effect and implication of any provision of this contract, including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or

disputes or disagreement exists, be referred to negotiations for a period of 30 days after which parties can submit the dispute to arbitration in accordance with the Arbitration and Conciliation Act 1996 and the rules framed there under for the time being in force. The award made in pursuance thereof shall be binding on the parties.

- i. The sole arbitrator shall be appointed by The Director, RGIPT.
- ii. The venue and seat of the Arbitration shall be at Amethi, Uttar Pradesh.
- iii. The language of arbitration proceedings will be English only.
- iv. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.
- v. The provisions of this clause shall not be frustrated, abrogated or become inoperative, notwithstanding this tender/contract expires or ceases to exist or is terminated or revoked or declared unlawful.

The Courts at Amethi shall have exclusive jurisdiction in all matters, concerning this contract/ tender including any matter related to or arising out of the arbitration proceedings.

51. Non-acceptance of Award of Contract of providing Manpower services on outsource basis will lead to blacklisting of the firm as per rules.

RIGHTS OF RGIPT

RGIPT reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the services provider for any compensation.

- a) To terminate the contract without assigning any reason whatsoever.
- b) If the contractor is unable or refuse to pay any statutory liabilities or any due pending on him, the same will be recovered or settled from his bill/performance security.
- c) To get any part of the work done through other agency or deploy RGIPT's own/hired or otherwise arranged resources, at the risk and cost of the services provider after giving due notice period of Two weeks to the services provider in the event of:

- a. Services provider continued poor performance.
- b. Withdrawal from or abandonment of the work before completion of the work.
- c. Services provider inability to complete the work as stipulated in the contract.
- d. Poor quality of work.
- e. Any corrupt act of the services provider.
- f. Insolvency of the contractor.
- g. Persistent disregard to the instructions of RGIPT
- h. Assignment, transfer, sub-letting of contract without RGIPT's written permission.
- i. Non fulfilment of any contractual obligation.
- j. In the opinion of RGIPT, the services provider is overloaded and is not in a position to execute the job as per required schedule.

At any stage during contract period, any complex issue arises as a result of major shift in Central/State Govt. Rules & Regulations/Notifications and solution to such issues is not rendered herein or such issues which do not find stable solutions for the contractual period within terms & conditions of the Tender/Contract, RGIPT shall have the right to terminate the contract.



Annexure - I

TECHNICAL BID

A. Details of Tenderer:

1	Name of Company / Firm / Proprietorship / Partnership, etc.	
2	Name of Proprietor/Director/Partner	
3	FULL PARTICULARS OF OFFICE	
a.	Address	
b.	Mobile No of contact person	
c.	E-mail ID	
4	REGISTRATION DETAILS	
a.	GST No	
b.	PAN	
c.	E.P.F. Registration No.	
d.	E.S.I. Registration No.	
e.	Labor License No.	
f.	Any other registration which is mandatory for such agencies stipulated by concerned authorities.	
5	DETAILS OF EMD	
a.	Amount (Rs.)	
b.	Transaction Reference No.	
c.	Transaction Date	
6	TOTAL TURN OVER OF 03 PRECEDING FINANCIAL YEARS	
a.	FY 2022-23	
b.	FY 2023-24	
c.	FY 2024-25	
Average Annual Turn Over		

ATL

Shamir

09/11/20

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B. Detail of Experience of deploying ministerial and technical manpower during last 05 years, ending on March 31, 2025

1	2	3	4	5
Sl. No.	Name of Institute of National Importance (INI) with name, designation and Contact No. of the Officer Concerned	Details of Contract served/serving along with total nos. of ministerial and technical manpower staff deployed at the Institute of National Importance. (Please attach proof of claim and the bill)	Contract Value (in Rs.) for ministerial & Technical manpower as mentioned in serial no. 2	Duration of Contract
			From (DD/MM/YYYY) To (DD/MM/YYYY)	Completion Certificate attached? (Yes / No) Please mention Annexure no.
1				
2				
3				
4				
5				
Additional information, if any:				

Note:- In case ministerial and technical manpower (in column no. 2) and contract value (in column no. 3) of it is not mentioned clearly, the experience for that particular contract will not be counted. No clarification will be sought/accepted at a letter stage.

(Please attach extra sheet if required in case of more experience)

Date:
Place

Signature of tenderer:

Name:

Company Seal:

SOLVENCY CERTIFICATE

(For Rs. 1000 Lakhs)

(On Bank's letterhead)

Tender Ref. No.:

Date:

TO WHOMSOEVER IT MAY CONCERNED

This is to certify that to the best of our knowledge and information, M/s -----

(Bidder name with complete address), a customer of our bank, is respectable and is capable of executing orders to the extent of Rs. ----- (Rupees -----

records which are available with us.

M/s ----- have been our customer since -----
----- to date and has been granted the following limits, at present, against various facilities granted by the Bank: -----

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in RGIPT/Jais/Admin/Manpower-supply/01/2026

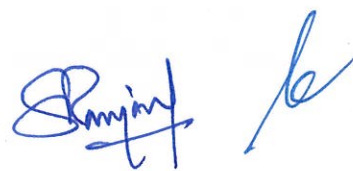
Signature of Authorized Person of bank

Name: -----

Designation: -----

Date: -----

Bank's Seal:



Annexure - III

Declaration regarding Blacklist / Debar / Integrity

(To be executed by bidder on Rs.10/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)

This is to certify that _____ (Name of the organization), having registered office _____ at

_____ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department / Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signature
Name of Contractor/Officer/Authorized person
to sign the contract documents on behalf of Contractor
(Company stamp)

Date:

Place:

DECLARATION

(To be executed by bidder on Rs. 10/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)

1. I/we.....
Son/Daughter of Shri..... Proprietor/Partner/Director/Authorized Signatory of M/s.....is/am competent to sign this declaration and execute this tender document.
2. I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we abide by the provisions of Minimum Wage Act, Contract Labor Act and other statutory provisions such as Employee Provident Fund, ESIC, etc. applicable from time to time. I/we will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/we hereby agree to the forfeit of the Earnest Money Deposit and Performance Security by me/us in connection with this e-tender, if fail to comply with any of the terms and conditions mentioned in e-tender document.

Signature of Authorized Person

Full Name

Date:

Place:

Note: The above declaration, duly signed and stamped by the authorized signatory of the company and should be enclosed with the Technical Bid.

AKM

S

Stamping

09/11/20

SITE VISIT CERTIFICATE

(To be produced on Firm Letterhead duly signed and stamped)

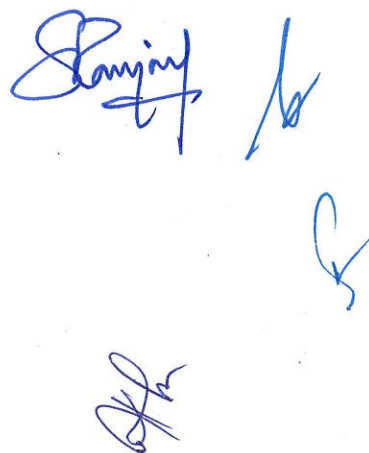
Certify that as an authorized representative of M/s -----
----- (Name of Bidding Firm), I -----
----- (Name & Designation), have visited to Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi in the context of participating in the Tender Ref. No- RGIPT/JAIS/ Admin/Manpower-supply/01/2026 for Providing Manpower Services to RGIPT.

Certify that during the visit, we interacted with the official of RGIPT to figure out the amount of work involved at the site for tendered work before submitting our offer/bid.

Certify that based on the site visit and assessment of scope of work, our firm will provide the best of the services within the quoted price and will not demand any extra charges later-on or raise any difficulties to deliver the expected works under the scope of the tender.

Authorized Official
RGIPT, Jais, Amethi

Authorized Signatory
Name & Address of the firm with seal

The block contains three handwritten signatures in blue ink. The top signature is a cursive name, possibly 'Sanjay', followed by a checkmark-like symbol. Below it, to the right, is another signature. Further down and to the left is a third, more stylized signature.

FINANCIAL BID
MANPOWER SERVICES AT RGIPT

Name of the Bidder:

Sl. No.	Particular	Monthly Salary	Total
1.	Manpower		
a.	RGIPT Jais (Including EPF & ESIC)		
b.	RGIPT Bengaluru (Including EPF & ESIC)		
c.	RGIPT Sivasagar (Including EPF & ESIC)		
	Total A		
2.	Profit margin in terms of % on Total-C	%	
	Total B (A + Profit Margin)		
3.	GST	18 %	
	Total Amount (Total B + GST)		
In words:			






ANNEXURE – VII

QUALITY AND COST BASED SELECTION (QCBS) CHECKLIST			
S.N.	Technical Criteria	Evidence Required	Maximum Marks
1	Average Annual Turnover of the Bidder for Manpower Supply services for preceding three financial years (2022-23, 2023-24 & 2024-25) in supply of ministerial and technical manpower only. (i) Average Turnover less than 8 Crores - 0 Marks (ii) Average Turnover 8 to 16 Crores - 5 Marks (iii) Average Turnover above 16 Crores - 10 Marks	CA Certificate with UDIN	10
2	No. of manpower supply work orders served/ serving in preceding 5 years to Central Government Educational Institution/CU/CFTI/Institutional of National Importance (INI) wherein 150 or more no. of manpower have been supplied: (i) Contract from Central Government Educational Institute/Central University/CFTI-6 Marks (For each Completed/Ongoing Contract) (ii) INI-7 Marks (For each Completed/Ongoing Contract)	Copy of Completion certificate issued by the competent authority	40
3	Presentation by the Bidding firm for its profile, experience, resources and other relevant aspects demonstrating the suitability for serving the contract.	By the Director/Authorized Representative before the Tender Evaluation Committee. (In person through PPT supported by relevant documents)	10
Total			60

Note:

1. Qualifying Criteria minimum 36 marks for opening of financial bid
2. The Bidder should not obtain zero mark in any of the 3 Technical Categories mentioned above.

----- END OF TENDER DOCUMENT-----