



REC Power Distribution Company Ltd

(A wholly owned subsidiary of REC, a 'Navratna CPSE' under the Ministry of Power, GOI)

“Specialist in providing expert consultancy services in Power sector”



(Open Tender)

**Tender document for
Empanelment of agencies for providing Flexi manpower
on Contract Basis**

Tender Number: RECPDCL/HR/Tender No.1/2013-14



REC POWER DISTRIBUTION COMPANY LIMITED

(A wholly owned subsidiary of REC, a 'Navratna CPSE' under Ministry of Power)

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
Tel: 011-4412 8751, 52; Fax: 011-4412 8768; Web: www.recpdcl.in; Email: recpdcl@rediffmail.com

Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi-110003, Phone (011) 24365165



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REC Power Distribution Company Limited

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1016-1023, 10th Floor Devika Tower, Nehru Place, New Delhi-110019

RECPDCL/HR/Tender No.1/2013-14

Sub.: Tender for empanelment of agencies for providing of Flexi manpower on Contract Basis

Bid Document

1.0 Notice for inviting Tender (NIT)

1.1 REC Power Distribution Company Limited (RECPDCL), a wholly owned subsidiary of Rural Electrification Corporation Ltd (REC), a "Navratna CPSE under the Ministry of Power, Govt. of India" engaged in providing expert consultancy services in power sector in General and Distribution in particular covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency Programs including Govt. of India's power schemes viz., Rajiv Gandhi Grameen Vidyutyikaran Yojana (RGGVY), Restructure Accelerated Power Development and Reform Programme (R-APDRP), Decentralized Distributed Generation (DDG), National Electricity Fund (NEF) across the country.

1.2 RECPDCL invite bids from reputed manpower agencies for supply of temporary / flexi manpower viz., Graduate Engineers, Diploma Engineers in Electrical Engineering, Mechanical Engineering, Civil Engineering, Information Technology (IT) Discipline, ITI (Electrical), Data Entry Operators, Executives in HR and Finance Discipline on contractual basis, most of the manpower requirements are from Electrical Engineering discipline. The detailed requirement of manpower is mentioned at Para 4.1 and qualification and pay packages is mentioned at Annexure VIII of this bid document. The flexi manpower shall be ready to work in projects across the country. The detailed Tender document is available at www.recpdcl.in or www.recindia.nic.in ; www.eprocure.gov.in

1.3 RECPDCL's Business

RECPDCL's spectrum of value added services to our valued clients is as under:

- Project Management Consultancy (PMC) for various Govt. of India's Scheme viz. RGGVY, R-APDRP, DDG and NEF right from DPR preparation, Third Party Inspection (TPI), Project monitoring till completion of projects.
- PMC and TPI Services for High Voltage Distribution Scheme (HVDS), Feeder Renovation Programme (FRP).
- Third Party Material Inspection of various Electrical equipments at manufacturer's and as well as at Project site.
- Formulation of Detailed Project Report (DPR) for various Govt. of India Scheme, T & D Schemes.
- Energy Audit of Distribution feeders, Energy Audit & Life Expectancy Study of thermal power Plant.
- System study of HT and LT network.
- Evaluation /Impact study of HVDS Scheme.
- AT & C Loss Analysis Study.



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- GPS bases survey of Power System Network.
- Load flow study of Power System Network.
- Energy Meter Data Analysis.
- AMR/MRI bases Energy Billing.
- Lender's Engineer (LE) Assignment.
- IT in Power sector.

1.4 The above projects require flexi manpower under different category as mentioned in Para 1.2 above for working in different projects sites across the country as well as at RECPDCL's Corporate office at New Delhi on fixed terms basis for meeting the periodical manpower requirements. To meet the above requirements, RECPDCL invite Technical bid and Financial bid from reputed manpower agencies for empanelment of agencies for supply of flexi manpower. The tentative annual requirement of flexi manpower ranges from 250 to 400. Most of the flexi staff requirement are Electrical Engineers. The details are as under:

Our current Flexi manpower in various categories is as under:

S.No.	Category	No.
1	Site Engineer (Electrical)	322
2	IT Engineer	2
3	Assistant Site Engineer (Electrical)	11
4	Supervisor (Electrical)	6
5	Junior HR Executive	1
6	Junior Finance Executive	1
7	Data Entry Operator	8
	Total	351

1.5 Interested & eligible agencies may submit their bids in accordance with the instruction given in the bid document. The detailed schedule is as under:

S. No.	Description	Date and Time (IST)
1	Proposed date of Release of Advertisement in leading newspapers (Times of India, The Economic Times and Nav Bahrat times) and RECPDCL's website www.recpdcl.in and REC's web site www.recindia.nic.in ; www.eprocure.gov.in	26 th April 2013
2	Pre – Bid Meeting	9 th May 2013 – 2:30 PM
3	Last Date of Submission of Bid	27 th May 2013 – 2:30 PM
4	Technical Bid Opening	27 th May 2013 – 3:30 PM
5	Financial Bid Opening	12 th June 2013 – 3:30 PM

Note: If there is any clarification based on the pre bid meeting the same shall be uploaded in the RECPDCL and REC's website only

The last date for submission of bid is **27th May 2013 – 2:30 PM (IST)**. The bid needs to be submitted to the following address and cover of the bid should be super scribed as "Bid for empanelment of agencies for



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providing of Flexi manpower on Contract Basis”.

The Chief Executive Officer,
REC Power Distribution Company Ltd.
1016-1023, 10th Floor,
Devika tower,
Nehru Place,
New Delhi-110019

2.0 Bid Fee:-

The bidder should submit both Technical and Financial bid(duly down loaded from the website mentioned) along with a non-refundable bid fee of Rs. 2,000/- (Rupees Two thousand only) in the form of DD or Banker’s cheque drawn in favour of REC Power Distribution Company Ltd. payable at New Delhi. The bids not accompanied by the requisite bid fee shall be summarily rejected. In case any of the bidder wants to obtain for bid form through post from RECPDCL, they shall send a DD/ Banker’s cheque for Rs. 2,100/- (Rupees Two thousand and one hundred only).

3.0 Earnest Money Deposit (EMD):-

- 3.1 Bidders shall submit along with the tenders Earnest Money of Rs. 2,50,000 (Rupees two lakh and fifty thousand only) in the form of a Demand Draft drawn in favour of “REC Power Distribution Company Ltd”, payable at New Delhi or Bank Guarantee as per the format prescribed in **(Annexure ‘IX’)**. Bids not accompanied by the requisite amount of earnest money shall be rejected.
- 3.2 The EMD shall be returned without interest:-
- (a) To the unsuccessful bidders after the award of contract to the successful bidder.
 - (b) In case bidding process is terminated by RECPDCL for any reason.
- 3.3. The EMD of successful bidder/s shall be returned after the execution of the agreement

4.0 Eligibility Criteria

The Bidder should meet the following criteria for evaluation of bids

Mandatory Requirements to meet the Eligibility Criteria:

4.1 Experience:

- (a) The Bidder should have minimum three (3) years’ experience in providing skilled manpower like Engineers, Diploma Engineers, ITI, Executives in Human Resources, Executives in Finance and Engineers in IT.
- (b) The bidders should have placed skilled manpower of a minimum of 250 (out of which 150 Electrical Engineers) numbers in leading companies in Govt. / Private/ Public sector during the past 3 years. The bidder should submit the relevant records in proof of providing skilled manpower of minimum 250 no. viz., Letter of Award of contract, Agreement copy, PF Records or any other proof of relevant record in this regard.

The total manpower requirement would be approximately 250-400. The bidders should be able to



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supply the manpower in all the categories in line with the above manpower requirement.

4.2 PAN India presence:

The Bidders should have offices across the country and one of its main branch in Delhi/NCR and bidder should have a minimum of 4 offices PAN India, in major cities like Chennai, Mumbai, Kolkata and other major cities (other than Delhi/ NCR) will be eligible to participate in the bid.

4.3 Turnover:

The turnover of bidder from operations in the last three years (2009-2012) on Indian operations for providing temporary manpower alone should be minimum Rs.10 Crores (Rupees Ten Crores only) in each financial year consequently.

4.4 Other Mandatory Requirements to meet the Eligibility Criteria:

- (a) The Bidder should be registered with the concerned Govt. Authorities under the Contract Labour (Regulation & Abolition) Act, ESI Act, Provident Fund Act, Service Tax under Central Excise Act and any other act as may be necessary for providing such services as per extant regulations. The bidder shall furnish the information on as per format prescribed and compliance as per law (**Annexure 'IV'**). (The documentary proof of such registrations should be enclosed.)
- (b) The Bidder should have a PAN and TAN (copy of the same should be enclosed).
- (c) The Bidder should produce a copy of the Service Tax returns and income tax returns submitted for the FY 2011-2012.
- (d) The Bidder should also provide an undertaking (as per the format enclosed at **Annexure 'VII'**) that it will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement. Further, the agency shall be solely responsible for payment of wages/salary and statutory dues to provide all the benefits as per the prevailing laws, acts and guidelines.

5.0 Submission and opening of Tender

- (a) Any other information, may be obtained from the Sr. Officer (HR), RECPDCL at 1016-23, 10th floor, Devika Tower, Nehru Place, New Delhi-110019., India; E-Mail Id: rahultakkar.recpdcl@gmail.com, Fax: 011-44128768 on all working days (**except on Saturday, Sunday and Govt. Holidays**) between **10:30 AM to 01:00 PM and 02:30 PM to 04:30 PM**.
- (b) The schedule for bid process is as follows:

Date and time of opening of Technical Bids	27 th May 2013 – 3:30 PM
Date and time of opening of Financial Bids	12 th June 2013 – 3:30 PM

- (c) Any offer beyond the stipulated date and time for submission of bid or received through fax



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and email will not be accepted.

- (d) No further discussion/ interface will be granted to Bidders whose bids have been disqualified. RECPDCL reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.
- (e) RECPDCL will not entertain any claim of any nature, whatsoever, including without limitations, any claim seeking expenses in relation to the preparation of Bids or any other expense till award of contract.
- (f) The General Terms and Conditions has been given in **(Annexure 'I')**
- (g) The Special Terms Conditions has been given in **(Annexure 'II')**

6.0 Financial Bid

- (a) Financial bids shall be opened in respect of those bidders only who fulfil the eligibility criteria and technical specifications as mentioned in the tender.
- (b) The rates quoted shall be valid for a period of 2 (two) years from the date of award of contract or up to currency of the contract, whichever is higher.
- (c) In case the candidates leave/abandon the job within three months from their joining, the agency shall have to provide replacement without charging any fees. Onetime fee shall be payable to agency only after completion of three months by a particular candidate.
- (d) One time Recruitment charges for flexi staff may be quoted in lump sum strictly as per the Financial Bid format provided in the annexure of the bid including all necessary activities from recruitment to contract signing.
- (e) All the statutory guidelines of Govt. of India for payment of wages, leave, medical, PF, ESI, etc. shall be complied with by the agency and shall be adhered to by the service provider (agency) strictly in terms of the applicable legislations.
- (f) The Financial Bid format (to be filled by bidder) is enclosed as **Annexure 'V'**.

Evaluation method for Financial Bid:

- (a) The financial bid of the pre-qualified bidders shall be opened by the Evaluation Committee in presence of bidders or their authorized representatives whose bids are short listed for financial evaluation.
- (b) The proposal with lowest quoted rate amongst the pre-qualified bidders under Parameter 'A' (AL1) of Financial Bid & Parameter 'B' (BL1) of Financial Bid shall be given the financial score of 100 individually and for other bidders (Parameter 'A' & 'B') shall be given financial scores that are inversely proportional to their quotes.



Individual Score under parameter 'A' = (AL1 / Actual Rate Quoted under parameter 'A' by the bidder) X 100

Individual Score under parameter 'B' = (BL1/ Actual % Quoted under parameter 'B' by the bidder) X 100

Where

AL1- Rate quoted by the L1 bidder in respect of category 'A'.

BL1- % of charges quoted by L1 bidder in respect of category 'B'.

- (c) Evaluation of financial bids shall entail selection of consultant after adding their financial scores of Parameter 'A' & 'B' with respective weightage, which shall be 25% for Parameter 'A' and 75% for Parameter 'B'.

Cumulative score = (0.25 X Score under parameter 'A') + (0.75 X Score under parameter 'B')

The bidder who has scored highest cumulative score shall be the L1 Bidder. The next higher cumulative score will be L2 Bidder and so on, irrespective of lowest score in parameter A & B individually.

- (d) The empanelment shall be done for the 'L1' Bidder on first priority basis. Amongst the empanelled agencies RECPDCL reserves the right to award the work amongst empaneled agencies at its discretion based on quality of services. The empaneled agencies shall also be entering into an agreement with RECPDCL.
- (e) RECPDCL shall have the right to ask other technically qualified bidders ('L2' and above) to match both the rate and percentage quoted under Parameter 'A' & 'B' by the 'L1' Agency. The empanelment of agencies who have agreed for matching both the rate and percentage quoted by 'L1' agency under parameter 'A' and 'B' will also be empanelled.
- (f) RECPDCL reserves its right to empanel and engage more than one agency contract as & may avoid whole as in parts to one or more than one agencies at its sole discretion.

7. Procedure to submit the tender document:

The bidder shall submit the **Technical bid and Financial Bid in a separate cover** as under:

(I) Technical Bid

Technical Bid should contain the following four envelopes:

Envelope No. 1: Should contain DD/ Banker's cheque of Rs. 2,000/- (Rupees Two Thousand Only) drawn in favour of REC Power Distribution Company Limited, payable at New Delhi, towards non-refundable processing fee;



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Envelope No. 2: Should contain DD/ Banker's cheque/ Bank Guarantee of Rs. 2,50,000/- (Rupees Two Lakh and fifty thousand Only) drawn in favour of REC power Distribution Company Limited payable at New Delhi, as per the prescribed format towards Earnest Money Deposit (EMD).

Envelope No. 3: should contain all the relevant documents required along with **Annexure I, II, III, IV and -VII** dully signed by the authorized signatory and furnish the information strictly as per bid document format;

Envelope No. 4: should contain Technical Bid as per the Format – **Annexure 'IV'** along with Undertaking (Annexure I, Annexure II)

Technical Bid Cover should be marked as "Technical Bid for Empanelment for supply of Flexi Staff on Contract Basis"

(II) **Financial Bid:**

Envelope No. 5:

Financial bid should be submitted in a separate sealed cover and should contain Financial Bid strictly as per the Format – **Annexure-'V'**.

Financial Bid Cover should be marked as "Financial Bid for Empanelment for supply of Flexi Staff on Contract Basis"



ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. Definition of Terms

- a. RECPDCL shall mean “REC POWER DISTRIBUTION COMPANY LIMITED” having its Registered Office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi – 110003 and its Corporate Office at – 1016-23, 10th floor, Devika Tower, Nehru Place, New Delhi- 110019.
- b. EMD shall mean Earnest Money Deposit.
- c. Security Deposit shall mean Security Deposit against Contract awarded.
- d. Bidder shall mean any applicant who is submitting the bid in reference to this document.
- e. Agency shall mean the ‘Bidder’ whose bid will be accepted by RECPDCL as per this tender and shall include such successful Bidder, its legal representatives, successors and permitted assigns.
- f. Performance guarantee, security shall mean and include the Bank Guarantee in form of Performance Bond.

2. Receipt and opening of Tenders

- (a) Bids duly filled in will be received up to the time and date fixed for submission of tender and opened on the date and time indicated in the letter inviting Bids. The Bids will be opened and the Bidders or their authorized representative may, if they so desire be present at the time of opening of Bids.
- (b) **Timeline for Submission of Bids:** If due date of receipt of Bids and/or that of opening of Bid happens to be a closed day(s), the Bids would be received and opened on the next working day but the time of receipt and of opening will be remain the same.
- (c) RECPDCL reserves the right to postpone and/or extend the date of receipt/opening of Bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the Bidders shall not be entitled to any form of compensation from the Company.

- 3.** Only the firms who have their office in Delhi/ NCR along with 4 other offices Pan India are eligible to participate in the bid.

4. Preparation of Tender

- (a) The Bidders are required to submit the completed Bid documents only after satisfying each and every condition laid down in the Bid documents.
 - (b) All rates shall be written both in figures and in words. In case of discrepancy between the words and the figures, the rates indicated in words shall prevail.
- 5.** No bidder should have been blacklisted /debarred from being participated or executing contract with any of PSU or Public Agency or Institution, as the case may be during the last 3 year for the reason whatsoever.



ANNEXURE-II

SPECIAL TERMS AND CONDITIONS

1. The Bidder should submit Technical Bid and Financial Bid only as per format along with all **Annexure I, II, III, IV and -VII** (each page is to be duly signed by the authorised signatory of the bidder) and information as per bid document format is to be furnished. Financial bid should be submitted in a separate sealed cover strictly as per the **Annexure-V**.
2. RECPDCL reserves the right to verify the credentials of the Bidder from the third party.
3. Bidders submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Bid. Bidder shall have to furnish an undertaking as per the format prescribed in **Annexure 'VII'**. Bids received on Condition basis (Conditional Bid) shall be summarily rejected
4. Initially the contract will be awarded for a period of 2 years, which can be extended for a further period of 2 years (1 Year at a time) on the same terms and conditions based with mutual consent.
5. The successful bidder, who are empanelled with RECPDCL and to whom the work has been awarded are required to execute the agreement with RECPDCL to its satisfaction. Further, these agencies are required to furnish a Bank Guarantee as Security Deposit for the value equivalent to one month average salary expected to be disbursed and to be valid for the period of the contract plus two months for claim period. Such Bank Guarantee amount must be increased by the Agency as and when asked by RECPDCL to do so to match it with 1 month average salary.
6. It is proposed to empanel more than one agency who meets the eligibility criteria as per this tender condition. RECPDCL reserves the right to award work to one or more empanelled agencies in part or full at its sole discretion.
7. RECPDCL may short terminate the contract any time at its sole discretion (if the performance is not up to the mark).
8. The agency shall not charge any fees for transfer of manpower from existing agency(ies)
9. RECPDCL shall have the option to increase the CTC payable to the flexi staffs subject to minimum salary/wages payable under applicable Govt. guidelines/Statutory provisions. The agency shall provide the change in CTC as per the advice of RECPDCL
10. In case of the agency backs out on award of work, the EMD paid by the agency shall be forfeited.
11. Any act or the part of the Bidder to influence anybody in RECPDCL at any stage is liable to rejection of the Bid or termination of contract.
12. That the Agency shall comply with all the legal requirements including provisions under Minimum Wages Act, 1948, obtaining license under Contract Labour (R&A) Act, 1970, registration with EPF and ESIC as may be applicable from time to time.



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13. The Agency is required to get ESI card made for each person deployed to work with RECPDCL as flexi staff within 1(one) month of the joining of such a person. In case ESI card is not made and there is any medical emergency, expenditure incurred by the staff shall be deducted from the payment to be made to the Agency.
14. The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including the Arbitration process.
15. The Flexi Staff upon joining, shall submit himself /herself to the orders of the RECPDCL and of the Officers/Authorities under whom he/she may from time to time be placed by the RECPDCL during the period of contract and shall at all times obey the rules prescribed and shall whenever required to perform such duties as may be assigned to the candidate by the CEO or any other officer of the RECPDCL.
16. The Flexi Manpower shall work efficiently and diligently and to the best of his/her ability as a part of RECPDCL and that he/she will devote his/her whole time to the duties of the service and shall not engage directly or indirectly in any trade/business or occupation on his/her own account that he/she shall not (except in case of accident or sickness certified by a Civil Surgeon/Authorized Medical Officer) abstain from duties without having first obtained permission from the concerned controlling officer or any other authorized Officer. The flexi Staff shall not be entitled for remuneration for the period of absence.
17. The RECPDCL reserves the right to redeploy the services of the candidate within the Company during the currency of this agreement depending upon the requirement of the RECPDCL. The candidate has agreed to work wherever he/she is posted or wherever his/her services are required by the RECPDCL and will be utilized across the country for executing various projects.
18. All Flexi Staff are expected to wear prescribed dress code. Jeans, Skirts, T-shirt, Middy, Maxi, shorts are strictly not allowed.
19. The Agency shall provide flexi Staff whose age shall be more than 18 years and other mandatory compliance as per the prevailing law is to be complied.
20. That the flexi Staff shall work under overall supervision and direction of RECPDCL.
21. That the Agency shall be solely responsible for payment of wages/ salaries and statutory dues to provide all the benefits viz. PF, ESI, Bonus, etc., to the eligible staff engaged by the agency for RECPDCL's work.
22. Bid must be unconditional. Each Bidder should submit only one bid. No alternate bids from the same Bidder will be considered. In such a case all the bids of the Bidder will be rejected outright.
23. Temporary/ flexi manpower shall carry out such other duties as are entrusted to them from time to time.
24. Furthermore, if any person already working with RECPDCL either directly or through some other agency is allowed to join, the onetime recruitment charge shall not be paid for such recruitment.



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25. Moreover at any stage, the empanelled agencies shall not have any objection for recruitment of any person allowed at the sole discretion of RECPDCL, through some other agency and the agency shall ensure prompt lawful discharge of such candidates without protest/demure/damages to enable earliest joining by the person to the prospective agency.
26. RECPDCL may extend these services to its holding company viz., REC Ltd. and also other subsidiaries of REC Ltd. The agency empanelled should be willing to extend the same as per requirements on the same terms and conditions from time to time with the separate agreement/billings.
27. RECPDCL is free for hiring any manpower from any of the empanelled agencies at its sole discretion.
28. **Liquidated damages:**
- (a) The manpower agency is expected to deliver the services of supply of manpower as per the requirement of RECPDCL. Further, the agency has to arrange sufficient number of candidates in a timely manner. During the selection process/ interview adequate follow up/ arrangement are made to be made by the agency to ensure that the selected person shall join within reasonable time. If there is repeated deficiency in terms of service by the service provider, RECPDCL shall record the same and shall exercise its right to award the work to other empanelled agencies.
- (b) In case the candidates/ manpower supplied by the agency leave/abandon the job within three months from their joining, the training expenditure incurred by RECPDCL shall be recovered from the agency and agency shall have to provide replacement of flexi staff without charging extra fee. Onetime fee shall be payable to agency only after completion of 3 months of continuous service from the date of joining by the particular candidate.
- (c) In case of any delay in payment to any of its employee deployed by the agency in RECPDCL beyond 3 working days, upon credit of payment towards salary by RECPDCL, a non-refundable penalty of Rs.250/- per day per employee shall be recovered from the agency by RECPDCL for each case of default.
29. **Termination of services**
- (a) The contractual appointment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice to the candidate.
- (b) The RECPDCL shall terminate the services of the flexi Staff without any prior notice, if RECPDCL is satisfied on Medical grounds that the candidate is unfit and is likely for consideration to continue to be unfit for reasons of ill-health for the discharge of his/her duties. Provided always that the decision of the RECPDCL shall be final and binding on the candidate.
- (c) The RECPDCL or its officers having proper authority, shall terminate the services, without any prior notice to the candidate found to be prima-facie guilty of any in-subordination, intemperance, moral turpitude or other misconduct, participation in strikes/ agitations/ Union/ Association or of any breach or non-performance of any of the provisions of these conditions or if otherwise found unsuitable for the efficient performance of his/her duties.
- (d) The RECPDCL or its authorized officers shall dismiss the candidate from the contract by giving one month notice to the candidate in writing at any time during the service without any cause assigned.



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- (e) During the period of employment performance shall be assessed by the RECPDCL and the employment can be short terminated based on the performance.
- (f) In case of dispute, interpretation /decision of RECPDCL will be treated as final. RECPDCL reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.
- 30.** The details of the eligibility criteria and pay package are given in **Annexure 'VIII'** of the tender document.
- 31.** The candidate should be ready to work across the country as per the requirements of RECPDCL.
- 32.** Holidays shall be applicable according to Company's rules and regulation.
- 33. Charges and Payments**
 - (a) Bills chargeable to the RECPDCL shall be paid after every month of services rendered if found in order. RECPDCL will provide Attendance data based on which invoice will be raised by Empanelled Agency. The payment will be made subsequently based on the invoice data.
 - (b) The reimbursement of miscellaneous expenses as well as tours and travelling expenses as may be allowed by RECPDCL based on the original claims, records of which shall be retained by and be the properties of RECPDCL, the same shall be paid to each such candidate within 3 working days by the agency on the receipt of such amount from RECPDCL.

Acceptance of General Terms and Conditions & Special Terms and Conditions of the bid:

The General Terms and Conditions & Special Terms and Conditions of the bid document as mentioned in Annexure –I & II is duly accepted by the bidder

Signature of authorized signatory

Name of the authorised signatory:

Designation:

For and on behalf of
(Name of the Bidder)

Seal:

Date:

Note :-

(General Terms and Conditions & Special Terms and Conditions of the bid document as mentioned in Annexure –I & II is to be duly accepted by the bidder)



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Annexure-III **SCOPE OF WORK/SERVICES**

1. The empanelled agency is required to provide Flexi Staffs for various job requirements at different locations for the period as required by RECPDCL which may be extendable for a further period(s) as required by the Company from time to time depending upon currency of the project. However, the exact tenure of engagement may be decided by RECPDCL as per availability of work/contract which the Agency will follow.
2. RECPDCL will not bear any obligation for permanent employment of the flexi staff since these staffs will be on the rolls of the service provider (agency), since this engagement shall be for specific projects at specific locations, which are time bound, RECPDCL will not bear this obligation.
3. The offer to the temporary/flexi staff shall clearly indicate that the services are terminable by giving one month notice depending on exigencies of business or performance of the temporary staff not being found satisfactory.
4. All the statutory guidelines of Govt. of India for payment of wages, leave, medical, PF, ESI, etc. shall be adhered to by the service provider (agency) strictly in terms of the applicable legislations. Payments wherever needed to be deposited to the applicable statutory authorities shall be ensured by the Agency.
5. The list of short-listed manpower as per the specifications/ job requirements may be provided by the service provider to RECPDCL as per the requirement of RECPDCL within 15 days from the date of indenting the manpower. Thereafter, the agency should conduct interviews of the candidates as required by the RECPDCL. Officers /representatives of RECPDCL shall also participate in selection process including interview.
6. The agency should also prepare all files and relevant documents pertaining to the candidates interviewed. In this process, the agency should also obtain an identification certificate from all the selected candidates duly signed by a Gazetted Officer.
7. All the monthly pay bills payable to the flexi staffs along with contribution to PF, ESI etc. shall be made by the service provider (agency).
8. Any training to be provided by RECPDCL shall be coordinated at the cost of RECPDCL by the service provider.
9. All flexi staffs shall report to the officer(s) designated by the RECPDCL as per the directive of RECPDCL.
10. Other matters like issue of offer letters, Identity Cards, Pay Slips, issue of service certificates, etc. shall be handled by the agency.
11. The service provider will ensure that job requirements, including academic qualifications experience etc. wherever needed are meticulously followed and candidates selected satisfy them and further confirm their willingness to carry out the said jobs with due efficiency and performance standard. (Requisite skill sets for Flexi Staff Requirements of Flexi Staff is enclosed at Annexure-VIII)



Annexure-IV

Technical Bid

S. No	Description	Documents required (Copy)
1	Name of the firm	
2	Company Profile	To be enclosed
3	Name(s) of the Proprietor/Partners/ Directors	
4	Registration No. of the firm with proof of registration:	Registration Certificate of the Firm/Company (Certificate issued by the Competent authority for Company Registration, incorporation, commencement of business etc)
5	Registered Address of the Bidder Telephone No. Fax No.	
6	E-mail Address	
7	Name of the Contact Person Telephone/Mobile No.	
8	Tax Identification Number (TIN) / Sales Tax No.	TIN No:- (Copy of TIN duly signed by the authorised signatory to be enclosed)
9	Service Tax Registration No. (SRN)	SRN No:- (Copy of SRN along with service tax returns submitted for the FY 2011-12 duly signed by the authorised signatory to be enclosed)
10	Tax Deduction and Collection Account Number (TAN)	TAN No:- (Copy of TAN duly signed by the authorised signatory to be enclosed)



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11	(a) D.D details for Bid fee (b) Details of Earnest Money Deposit (EMD) Name of the Bank Demand Draft/Banker's Cheque No. & Date/Bank Guarantee Details	
12	Net profit of the firm in Indian operations during Last 3 years (FY 2009 – 10 to FY 2011 - 12) from temp staff business:	Copies of audited results/balance sheets to be enclosed
13	Detailed flow chart for implementation of project/ Providing the service to RECPDCL as per the requirement	To be attached
14	Details of regular employees in the firm:	To be mentioned
15	Corporate Organogram:	To be attached
16	Whether any legal suit/ criminal case pending or contemplated or legal notice having being served to this effect against the Proprietor of the Bidder (in case of Proprietorship), Partner of the Bidder (in case of Partnership), any of its Directors (in case of Pvt. Ltd. Company) or against the Bidder on grounds of moral turpitude or for violation of any of the laws in-force or for blacklisting /debarred from bidding. The Bidder should provide an undertaking for the same in the format as enclosed at Annexure 'VII' .	(Details to be furnished and the bidders shall also furnish the undertaking as per Annexure 'VII')
17	Proposed team for the project including their qualification and experience in handling similar projects:	Details to be attached
18	Proposed implementation plan/methodology with time frame:	To be furnished in detail
19	Banking arrangement with salary transfer facility through strong banking network at multiple locations on all India basis.	The relevant details shall be furnished.
20	Any other information:	



II. Eligibility Criteria

S. No	Description	Relevant documentary proof (copy of the relevant documents duly signed by authorised signatory is to be enclosed)
Mandatory Requirements (As stipulated in the Eligibility Criteria Para 4 of the NIT)		
1	Experience: a. Number of years of experience in providing similar manpower as stipulated in Para 4.1. b. The no. of flexi/ temporary staff placed for the past 3 years.	Relevant records in proof of providing skilled manpower like Letter of Award of Contract, Agreement copy, PF Records or any other relevant proof
2	PAN India Presence: No. of office locations & business operations for temporary staffing in India	No. of office with details viz. Name and address, Places of offices & contact details to be furnished
3	Turn over: Turn over from operations in the last 3 years on Indian operations from supply of temporary staffing business:	Copies of audited results/balance sheets and other relevant records for the past 3 FY (FY 2009 – 10 to FY 2011 - 12)
4	List of organizations where manpower supply services provided with the details	Clients list with documentary proof and their Turnover (in crores) (like Copy of Letter of Award, Work Agreement, proof of PF Contribution paid etc).

III. Other Mandatory Requirements		
1)	Whether Bidder is registered & license holder under:-	(Details of registration and license possessed by the bidder is to be enclosed)
	a) Contract Labour (Regulation & Abolition) Act	Yes / No
	b) ESI Act	Yes / No
	c) Provident Fund Act	Yes / No
	d) Service Tax under Central Excise Act	Yes / No
2)	Whether the Bidder has a Permanent Account Number (PAN)	Photo copies to be enclosed
3)	Whether the Bidder has a Tax Deduction and Collection Account Number (TAN)	Photo copies to be enclosed



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4)	Copy of Service Tax and Income Tax returns submitted for FY 2011-2012	Photo copies to be enclosed
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Note: - Submission of **documentary proof** as per the above Technical Bid Format is mandatory. In case of absence of any relevant documentary proof as required above, the Bid is liable to be rejected. Also, the documentary proofs attached should be duly attested by the authorized signatory (ies) of the bidder. The bidder shall ensure submission of Technical bid along with all the required documents as per the Check-list enclosed herein. (The check list also to be attached)

Signature of authorized signatory

Name of the authorised signatory:

Designation:

For and on behalf of
(Name of the Bidder):

Seal:

Date:



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Check list

(To be attached with the Technical Bid Annexure IV)

Sl.No	Description of document required	Description/details of document attached	Whether attached (Yes/No)
1	DD/ Banker's cheque for Bid Fee of Rs. 2,000/-		
2	DD/Banker's cheque/Bank Guarantee for EMD of Rs. 2,50,000/-		
3	Company Profile		
4	Copy of Registration Certificate of the Firm/Company (Certificate issued by the Competent authority for Company Registration, incorporation, commencement of business etc)		
5	Copy of Tax Identification Number (TIN)		
	Copy of Tax Deduction and Collection Account Number (TAN)		
6	Copy of Service Tax Registration Number (SRN)		
7	Copy of Permanent Account Number (PAN)		
8	Authorization Letter from the bidder's firm issued by the Competent Authority (as per Annexure- VI of the bid document)		
9	Audited Balance sheets/annual statement of accounts/other relevant records for the past 3 FYs (FY 2009-10 to FY 2011-12)		
10	Undertaking (as per Annexure-VII of the bid document) along with acceptance of General Terms and Conditions & Special Terms and Conditions of the bid document as strictly as per Annexure –I & II of the bid document (Annexure –I & II of the bid document is to be taken printout and is to be duly signed by the authorised signatory and to be submitted along the bid)		
11	Details of bidder for having registered & license holder under: (a.) Contract Labour (Regulation and abolition Act) (b.) ESI Act (c.) Provident Fund Act (copy of the relevant documents duly signed by authorised signatory is to be enclosed)		

Note : The bidder shall ensure submission of Technical bid along with all the required documents duly signed by the Authorized signatory of the bidder as per the requirement and as per the Check-list enclosed herein. (The check list also to be attached)

(Authorised signatory)
Name of the Bidder:



Annexure- V
Financial Bid Format

(To be submitted in separate sealed cover)

S. No	Module	Unit	Quote in Figure	Quote in Words
A	One time recruitment charges to be quoted in Rupees (Lump-sum) for supply of each Flexi staff including all necessary activities from recruitment to contract	Per Flexi Staff	<i>Rupees in Figure</i>	<i>(Rupees in words)</i>
B	Monthly service charges for the payroll administration (to be quoted in percentage of total salary of Flexi manpower supplied)	% (Percentage)	<i>Percentage in Figure</i>	<i>(Percentage in Words)</i>
	Applicable taxes			

Note: - Financial bid should be submitted strictly as per the above format only.

Signature of authorized signatory

Name of the authorised signatory:

Designation:

For and on behalf of
(Name of the Bidder):

Seal:

Date:



ANNEXURE - VI

AUTHORISATION LETTER

I _____certify that I am _____of the Organisation, organised under the laws of _____and that _____who signed the above Bid is authorised to bind the organisation by authority of its governing body.

Date_____

Authorized Signatory_____

Name_____

Designation_____

**For and on behalf of
(Name of the Bidder):**



ANNEXURE - VII

UNDERTAKING BY THE BIDDER

I, _____, on behalf of _____ (Name of the Bidder) hereby declare that

- (a) I hereby accept all the Terms and Conditions mentioned at **Annexure 'I'** and **Annexure 'II'** of the RECPDCL's Tender No. tender unconditionally. We are aware that conditional bids if quoted shall be summarily rejected. (Acceptance of all the terms and conditions as mentioned in **Annexure 'I'** and **Annexure 'II'** of the tender to be duly signed and enclosed with Undertaking)
- (b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of RECPDCL's employees or persons positioned in or on the Board of these two organizations by whatever process.
- (c) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.
- (d) There is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Bidder (in case of Proprietorship), Partner of the Bidder (in case of Partnership), any of its Directors (in case of Pvt. Ltd. Company) or against the Bidder) on grounds of moral turpitude or for violation of any of the laws in force.
- (e) If the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the Bidder) would be debarred from any further engagement by RECPDCL ever.
- (f) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.
- (g) No action of debarring/blacklisting of our company has been done by any of PSU or Public Authority/ Institutions during the last 3 years.

Authorized Signatory:

Designation:

For and on behalf of the firm:

(Name of the firm)

Address:

Place:

Date:

Enclosure:

Acceptance of Annexure 'I' and Annexure 'II' of the tender (as per the format) duly signed by the authorised signatory of the bidder.



ANNEXURE - VIII

Eligibility Criteria and Pay Package details for Flexi Staff required by RECPDCL

Educational qualifications, age, experience, job description and pay range:

1. Site Engineers:

Educational qualifications- Graduates in Electrical Engineering preferably with 1st Division or equivalent.

Age – Minimum 18 years -Maximum 28 years of age.

Experience --0 to 12 months experience.

Job description- They are expected to conduct third party quality monitoring/ inspection of works executed under Rajiv Gandhi Gramin Vidyutikaran Yojana(RGGVY)/ transmission and distribution work such as construction of 11 KV lines, LT lines, erection of distribution transformers, 33/11 KV Sub-Stations, release of services etc.

Other Requirements- The candidates should be willing to undertake extraneous traveling and willing to locate and relocate at places of work. Will have to liaise effectively with personnel of State Power Utilities, contractors executing the job etc. should possess good written and oral communications and IT skills as also inter personal relations which will be necessary to execute job in a time bound manner. Should be able to send MIS reports on daily basis in the format prescribed through computer/ SMS/ E-mail. The job involves extensive traveling in village/rural areas. Must possess a two wheeler with valid driving license and also a mobile connection.

CTC – Rs.16,000/- including 2,000/- for conveyance, Rs.500/- for mobile,1500/- for stationery/computer use (for MIS reporting) per month. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

2. Assistant Site Engineer:

Educational qualifications- Diploma in Electrical Engineering preferably with 1st Division or equivalent.

Age – Minimum 18 years - Maximum 28 years of age.

Experience - Nil

Job description- They are expected to assist the Site Engineers to conduct third party quality monitoring/inspection of works executed under Rajiv Gandhi Gramin Vidyutikaran Yojana(RGGVY)/ transmission and distribution work such as construction of 11 KV lines, LT lines, erection of distribution transformers, 33/11 KV Sub-Stations, release of services etc. Should be willing to undertake extraneous traveling and willing to locate and relocate at places of work. In the absence of Site Engineer will have to liaise effectively with personnel of State Power Utilities, contractors executing the job etc. should possess good written and oral communications and IT skills as also interpersonal relations which will



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be necessary to execute job in a time bound manner. Should be able to send MIS reports on daily basis in the format prescribed through computer/SMS/email. The job involves extensive traveling in village/rural areas. Must possess a two wheeler with valid driving licence and also a mobile connection.

CTC – Rs.12,000/-p.m. including conveyance, mobile, stationery/computer expenses. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

3. Supervisors

Educational qualifications - ITI Electrical preferably with 1st Division

Age – Minimum 18 years - Maximum 28 years of age.

Experience --Nil.

Job description- To assist Site Engineers/Assistant Site Engineers in performing their jobs.

CTC – Rs.10,000/-p.m. including conveyance, mobile, stationery/computer expenses. This shall also include PF, ESI, HRA, Insurance, medical, leave and nay other statutory requirements.

4. Data Entry Operators

Educational qualifications- Graduate in any discipline with diploma/certificate in MS Office/computer

Age- Minimum 18 year - Maximum 28 years of age.

Experience - Minimum of one year experience

Job description and pay range- They are required to make data entry in word/excel format with a speed of 30 w.p.m. they are also required to make entry of bulk data pertaining to village electrification/household electrification and T& D projects. Any other data entry work assigned as per the requirements. To have knowledge of net surfing, email, photocopying, etc.

CTC- Minimum wages as notified by the Central/State Governments. The CTC in case of Data Entry Operator excludes employers PF contribution.

5. Junior HR Executive

Educational qualifications- Graduate with MBA (HR)/ (Industrial Relations) or PG Diploma in (IRPM)/HR/Labour relations or equivalent preferably with 1st class or Post Graduate in IRPM/HR etc.

Age –Minimum 18 years - Maximum of 30 years of age

Experience- Minimum of one year experience

CTC – Rs.16,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

6. Finance Executive –

Educational Qualification-ICWA/CA



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Age –Minimum 18 years -Maximum of 30 years of age

Experience- Minimum of one year experience

CTC – Rs.16,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

7. Jr. Finance Executive

Educational Qualification-ICWA/CA

Age –Minimum 18 years -Maximum of 30 years of age

Experience – Nil

CTC – Rs.12,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

8. IT Engineer

Educational qualifications- B.E. (IT/CS)/BCA/B.Tech. (IT/CS)/MCA

Age – Minimum 18 years -Maximum of 30 years of age

Experience- Minimum of one year experience – Web Developer, Developing web applications using MySQL, PHP, Linux ,Apache, J2EE, Ruby on rails, Developing AJAX based applications, HTML, DHTML, XML, Knowledge of Flash & Photoshop.

CTC – Rs.20,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

9. Any other category of flexi staff as per requirement of the Company.



Annexure –IX

BANK GUARANTEE (EARNEST MONEY DEPOSIT) – Format

This deed of Guarantee made this _____ day of _____ 2013 by _____ (*Name of the Bank*) having one of its branch at _____ acting through its Manager (hereinafter called the “Bank” which expression shall wherever the context so requires includes its successors and permitted assigns in favour of REC Power Distribution Company Ltd. registered under the Companies Act,1956, having its registered office at Core- 4, SCOPE Complex-7, Lodhi Road, New Delhi- 110003 (hereinafter called “RECPDCL”) which expression shall include its successors and assigns. Whereas REC has invited tender vide their Tender Notice No. **RECPDCL/HR/Tender No.1/2013-14** Dated 26.04.2013 to be opened on 27th May 2013 and whereas M/s _____ (*Name of Tenderer*) having its office located at _____ (hereinafter called the “Tenderer”), has/have in response to aforesaid tender notice offered to supply/ do the job as contained in the tender. Whereas the Tenderer is required to furnish to RECPDCL a Bank Guarantee for a sum of Rs. 2,50,000/- (Rupee Two Lakh and fifty thousand Only) valid upto six months from the last date for submission of bid as Earnest Money for participation in the Tender aforesaid. And whereas, we (*Name of the Bank*) have at the request of the tenderer agreed to give RECPDCL this as hereinafter contained. NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New Delhi on demand without demur to the extent of Rs. 2,50,000/- (Rupee Two Lakh and fifty thousand Only) . We further agree as follows:-

1. That RECPDCL may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and the Tenderer AND the said Bank shall not be released from its liability under these presents by an exercise by RECPDCL of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the RECPDCL or any indulgence by RECPDCL to the said Tenderer or any other matter or thing whatsoever.
2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to RECPDCL in terms thereof.
3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writing and agree that any change in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability



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NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. 2,50,000/- (Rupee Two Lakh and fifty thousand Only) and this Guarantee shall remain in force till unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. up to _____ all rights under this Guarantee shall lapse and Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal hereunder.