



**REC POWER DISTRIBUTION COMPANY LIMITED**

**आर.ई.सी. पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड**

( A wholly owned subsidiary of REC Ltd.)

( आरईसी लिमिटेड के एक पूर्ण स्वामित्व वाली सहायक कंपनी )

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

Email-recpdcl@rediffmail.com,Phone No-011-44128755,Fax-011-44128768

कारपोरेट कार्यालय: 1016-1023, 10वीं बिल्डिंग, देविका टावर, नेहरु प्लेस, नई दिल्ली-110019

Reg. Office: Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003,

पंजीकृत कार्यालय: कोर 4, स्कोप कॉम्प्लेक्स, 7, लोधी रोड, नई दिल्ली - 110003

**TENDER NO: RECPDCL/HR/01/2012**

Bid Document

(ONLY THROUGH E-PROCUREMENT MODE)

For

Empanelment of Agencies for Supply of temporary/flexi manpower

Time schedule of various e-Procurement related events:

Date of Issue	:	02.07.2012
Last Date & Time for bid Submission	:	17/07/2012 , 14:00 Hrs
Eligibility & Technical bids Opening Date & Time	:	17/07/2012, 15:00 Hrs
Cost of Tender	:	Nil
Processing fees (non-refundable)	:	Rs. 15000/-
EMD	:	Rs. 100000 /-

## TABLE OF CONTENTS

<b>SL. NO.</b>	<b>Chapter</b>	<b>Particulars</b>	<b>Page no.</b>
1.	<b>Chapter - 1</b>	Tender Submission Detail	3
2.	<b>Chapter 2</b>	Introduction	4-6
3.	<b>Chapter -3</b>	Scope of Services	7
4.	<b>Chapter- 4</b>	Instructions to Bidders	8-12
5.	<b>Chapter - 5</b>	Terms and Conditions of the Contract	13-15
6.	<b>Chapter-6</b>	Special Terms & Conditions	16-18
<b>Annexures</b>			
	<b>Annexure-I</b>	Requisite skill tests for temporary/flexi staff	19-21
	<b>Annexure-II</b>	Technical Bid Format	22-23
	<b>Annexure-III</b>	Financial Bid Format	24
	<b>Annexure-IV</b>	Bid bank Guarantee EMD Format	25-26
	<b>Annexure-V</b>	Bidder e-Procurement Manual	27-29

# Chapter-I

## TENDER SUBMISSION DETAILS

1.Name of the bidder : .....

2. Address : .....

.....

.....

.....

2. Name of the Authorized Signatory (ies): .....

### **(a) Important Notice:**

1. The bidder has to apply online through RECL e-procurement site [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) or the link available at <http://www.recindia.gov.in> or <http://www.recindia.nic.in>
2. The Bidder should carefully read all the instructions, E-bidding guidelines, forms/formats on above mentioned websites, terms and conditions, specifications and various forms that are provided in the Tender Document.
3. Opening of the tenders and evaluations will be online. Please read the instructions/help manuals available in the website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC). For any assistance/clarification you may contact at the address and contact numbers provided under contact us link or the following:
  - a. Shri Neeraj 8800991848
  - b. Shri Nehal 8800991855 / 9560062209
  - c. Shri M.L.Matta 9811609424
4. **To participate in the E-procurement tender process, it is mandatory for the bidders to have Digital Signature with valid user ID & password. The bidder may obtain digital signature from Tender Wizard by logging into the RECL e-procurement site website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC).**
5. **The bidder has to register at the RECL e-procurement site [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) for submission of bid.**
6. Bidder is required to have digital signature for secured login to the site and submitting the bid.
7. Bidders to download the bid document from RECL website viz. <http://www.recindia.gov.in> or [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) or [recpdcl.in](http://recpdcl.in). The processing fee of Rs.15,000/-(non-refundable) is required to be submitted along with the EMD separately in the form of a Demand Draft/ Banker's Cheque payable to 'REC Power Distribution Company Ltd., New Delhi' drawn on any Scheduled Commercial bank payable at New Delhi.
8. Detail procedure on Tender wizard operation is given at Annexure – V.

## CHAPTER 2

### INTRODUCTION

1. REC Power Distribution Company Limited (RECPDCL), New Delhi, is a wholly owned subsidiary of Rural Electrification Corporation Limited, a Navaratna Company under the Ministry of Power. RECPDCL is taking up project based assignments which are basically in the nature of fixed tenure. The core activity of our Company is to undertake electricity distribution projects and related jobs including monitoring of implementation of various electrification works such as transmission, distribution, Rajiv Gandhi Gramin Vidyutikaran Yojana (RGGVY) –(the focus of this Yojana being electrification of villages and rural house-holds), Feeder Renovation Projects, HVDS, Energy Audit and preparation of Detailed Project Reports (DPR) of electricity distribution network, and any other activities of the Company in a time bound manner.

1.2. The said projects require temporary manning at different levels and different locations on fixed term basis for meeting the period based requirements. In this connection, the Company invites your most competitive/lowest offer for providing temporary/flexi manpower. The tentative annual requirement of manpower ranges from 150-200.

### 2. Invitation For the Bids

Online bids are invited through e-procurement mode for Empanelment of Agencies for Supply of temporary/flexi manpower.

#### 2.1 The major responsibilities of the bidder shall include:

To provide Human Resources for various job requirements at different locations for a specific period(s) as required by the Company from time to time depending upon requirement of the project. However, the exact tenure of engagement may be decided as per availability of work/contract which the Agency will follow.

#### 2.2 Eligibility Criteria/ Pre-qualification

- I. The turnover of bidder from operations in the last three years (2009-2012) on Indian operations from temporary staffing business should be minimum Rs.50 crores in each financial year.
- II. The bidder should have offices at Delhi, Chennai, Kolkata, Mumbai & 5 States i.e. Andhra Pradesh, Rajasthan, U.P, Haryana and Gujarat.
- III. The bidder should have placed temporary staff of a minimum of 5000 number on the date of bidding.
- IV. The bidder should have provided temporary staff to minimum 3 State/Central PSUs/ Govt. Departments.

### 3.0 Preparation of Bid:

1. Earnest Money of Rs. 1,00,000/- : and processing fees of Rs. 15000/ (Through offline mode) Demand Draft or Bank Guarantee of required amount of Earnest Money and DD/Pay Order of processing fee issued from any leading Nationalized / Scheduled Bank separately in favour of “REC Power Distribution Company Limited” payable at Delhi are required to be submitted offline i.e. physical mode in a sealed envelope. Following information should be marked on the face of the sealed envelope:

a) Name of Party.....

Tender No.....

Earnest Money Amount.....

Issuing Bank.....Date.....

b) Name of Party.....

Tender No.....

Processing fees Amount.....

Issuing Bank.....Date.....

### 4.0 Technical Bid (online mode): The following Documents scanned images (preferably in pdf format) signed by the Authorized Signatory to be uploaded to the tender wizard website, with the Technical Bid (these documents need not be digitally signed):

- (i) Bid form – to be filled in at [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)
- (ii) Proof of Registration of the firm
- (iii) PAN/TIN No. of the firm
- (iv) List of organizations where served with Proof duly signed by user organisations
- (v) Copy of registration Certificates with EPFO/ESI/Contract Labour (R&A)Act
- (vi) Compliance to the Terms and Conditions
- (vii) Documents required as Per “Eligibility Criteria” Clause 2.2 Chapter-2

**5.0 Financial Bid (online mode): Price to be filled-in on-line in the Financial Bid Format at [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)**

**6.0 Submission and Opening of Bids**

- a) The bids complete in all respect should be submitted online and one hard copy of the technical bid only along with EMD and processing fees addressed to the Dy.GM(HR), RECPDCL, should be submitted into the TENDER box kept at the RECPDCL main reception at entrance at the following address latest by 14:00 hours (IST) on 17th July, 2012. RECPDCL does not own any liability if the response is submitted somewhere else and not reached to the addressee within due date and time.

Dy. General Manager (HR)  
REC Power Distribution Company Ltd.,  
1016-1023, 10th Floor,  
Devika Tower, Nehru Place,  
New Delhi – 110019.

- b) **The Financial Bid has to be submitted online only. In case of a failure to comply the bid is liable to be rejected at the sole discretion of RECPDCL.**
- c) **The online responses will be opened at Registered office of REC Power Distribution Company Ltd., at Core-4, Scope Complex , Lodi Road, New Delhi – 110003 (in IT Division REC Training Room, 1<sup>st</sup> floor) on the same day (last date of submission of the bid) at 1500 hours in the presence of bidders who choose to be present.**
- d) RECPDCL reserves the right to accept or reject the whole; accept or reject part of; any or all responses at its sole discretion without assigning any reason whatsoever.
- e) The bidder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the Tender process.
- f) Any subsequent corrigendum/ addendum etc. to this tender shall be ipso facto applicable to this tender.

**CHAPTER 3**  
**SCOPE OF SERVICES**

<b>Serial Number</b>	<b>Scope of Services – Description</b>
<b>1.0</b>	The Contractor/empanelled agency is required to provide Human Resources for various job requirements at different locations 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 as per availability of work/contract which the Agency will follow.
<b>2.0</b>	RECPDCL will not bear any obligation for permanent employment of the temporary/flexi staff since these officers/staff will be on the rolls of the service provider. Since this engagement shall be for specific projects at specific locations, which are time bound, RECPDCL will not bear this obligation
<b>3.0</b>	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.
<b>4.0</b>	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 strictly in terms of the applicable legislations. Payments wherever needed to be deposited to statutory authorities, shall be ensured by the placement Agency.
<b>5.0</b>	The list of short-listed staff as per the specifications/ job requirements shall be provided by the service provider to RECPDCL. 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.
<b>6.0</b>	The agency should also prepare all files and relevant documents pertaining to the candidates interviewed. In this process, the agency should obtain an identification certificate from all the selected candidates duly signed by a Gazetted Officer.
<b>7.0</b>	All the monthly pay bills payable to the temporary staff along with contributions to PF, ESI etc. shall be made by the service provider.
<b>8.0</b>	Introduction/training of the temporary staff shall be arranged by the service provider.
<b>9.0</b>	Any training to be provided by RECPDCL shall be coordinated at the cost of RECPDCL by the service provider.
<b>10.0</b>	All temporary staff shall report to the officer(s) designated by the RECPDCL.
<b>11.0</b>	Other issues like issue of offer letters, Identity Cards, Pay Slips, issue of service certificated, etc. shall be handled by the agency.
<b>12.0</b>	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 willingness to carry out the said jobs with due efficiency and performance standard.

## CHAPTER 4

### INSTRUCTIONS TO BIDDERS

#### 1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and REC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

#### 2. The Tender Document

The bidder is expected and deemed to have read, examined/ perused, complied/ agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding. Failure to furnish all information required and/or False/Incorrect information and/or ambiguous/ irrelevant information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

#### 3. Preparation of Bids

3.1 The bids are to be submitted online through E-Procurement mode only:

Part-1:

- (i) EMD sealed separately and super scribed/ marked with words "EMD" on the envelope to be submitted physically. EMD in the form of DD/BG should be scanned and attached in the website and be submitted with the tender.
- (ii) Eligibility/Pre-Qualification Criteria Document should be scanned and uploaded in the website during tender submission. Hard copy of the same should also be physically submitted in separate sealed envelope mentioning "Eligibility/Pre-Qualification Criteria Document".
- (iii) Technical Bid should be filled and uploaded in the website. Hard copy of the same should also be physically submitted in separate sealed envelope mentioning "Technical Bid"

Part -2:

**Financial Bid should be submitted online through e-procurement mode only.**

#### 3.2 Envelope -"Documents in Physical Form":

The following original documents, in physical form, sealed in an envelope and marked in accordance with marking instructions as mentioned above to be submitted to RECPDCL:

- a) EMD
- b) Processing Fee (non-refundable)
- c) Eligibility/ Pre-Qualification Criteria Document
- d) Technical Bid

However, the scanned copies of these (same) documents to be uploaded during submission of e-bid on the e-procurement website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) . The content on the envelope, tender number, bidder's name & address should be clearly marked on the top of the sealed envelopes.

All pages of the bid being submitted must be signed and sequentially numbered by the authorized signatory of the bidder (indicating the acceptance of all terms and conditions), irrespective of the nature of the content of the page in the format: "Current page no./total no. of pages".

#### **4. Earnest Money Deposit (EMD)**

- a. Bid should accompany an earnest money deposit of Rs. 1,00,000/ (Rupees One Lakh Only) in the form of a Demand Draft/Banker's cheque/ Bank Guarantee drawn on a Scheduled Commercial bank in favor of 'REC Power Distribution Company Limited' payable at New Delhi. The bidders are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque. Any failure to comply with the same shall be at the risk of the bidder. Bid without a valid EMD will be rejected outright.
- b. Earnest Money shall be forfeited in case of the following:
  - i. On revocation of tender or increase in rates after opening of the tender but before the validity of the quotation expires.
  - ii. On refusal to enter into contract after award of contract.
  - iii. Unsatisfactory performance and/or Non-performance of the Contract.
- c. The EMD shall be returned without interest:
  - i. To the unsuccessful bidders after the award of contract.
  - ii. In case bidding process is terminated by RECPDCL for any reason.

#### **5. Eligibility/ Pre-Qualification Criteria**

The eligibility criteria documents as per clause 2.2 chapter-2 must be submitted along with the Bid. Bid without these documents will be out rightly rejected.

#### **6. Technical Bid**

The technical bid prepared by the bidder shall comprise of :

- (a) Name of the firm:
- (b) Registration No. of the firm with proof of registration:
- (c) PAN/TIN No. of the firm:
- (d) Turn over from operations in the last 3 years (2009-10 onwards) on Indian operations from temporary staffing business: (With supporting documents in the form of audited results/balance sheet)
- (e) No. of office locations & business operations for temporary staffing (with name of places) in India.
- (f) No. of temp. staff placed so far:
- (g) List of organizations where served with client list:
- (h) Provision of temp. staff to any Public Sector Enterprises:
- (i) Net profit of the firm in Indian operations during Last 3 years from temp staff business:
- (j) Detailed flow chart for implementation of project:

- (k) No of regular employees in the firm:
- (l) Registration with EPFO/ESI:
- (m) Registration under Contract Labour (R & A) Act
- (n) Corporate Organogram:
- (o) Proposed team for the project including their qualification and experience in handling similar projects:
- (p) Proposed implementation plan/methodology with time frame:
- (q) Address and contact details including landline/mobile/e-mail:

\*Banking arrangement with salary transfer facility through strong banking network at multiple locations on all India basis.

- (r) Any other information

## 7. Financial Bid

Bidders are required to quote firm prices in the prescribed format on line. No cost escalation (other than statutory costs like the Minimum wages, taxes upon increase of the same by the appropriate Government) shall be accepted for payment for the supplies/services unless specifically wherever mentioned by RECPDCL in the Tender document.

**Processing Fee:** The bid should accompany a **non-refundable** processing fee of Rs.15,000/- (Rupees fifteen thousand only) by a DD drawn in favour of REC Power Distribution Company Ltd. payable at New Delhi.

## 8. Deadline for Submission of Bids

- a. Bids (both soft and hard) must be received by RECPDCL at the addresses given in Chapter - I not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for REC, the bids will be received up to the appointed time on the next working day.
- b. RECPDCL may, at its discretion extend this deadline for submission of bids by amending the tender document, in which case all rights and obligations of RECPDCL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- c. Amendments to the Tender Document may be issued by RECPDCL at any time, prior to the deadline for submission of bids.
- d. From the date of issue, amendments to Tender Document shall be deemed to form an integral part of the Tender Document.

## 9. Late and Delayed Bids

Any bid received by RECPDCL after the deadline for submission of bids prescribed by the RECPDCL will be rejected and/or returned unopened to the bidder.

## **10. Bid Opening and Evaluation**

RECPDCL will open the bids through e-procurement mode in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified. The bidders' representatives present there shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for the RECPDCL, the bids shall be opened at the appointed time and location on the next working day.

## **11. Opening of Bids**

RECPDCL will open the EMD envelope and same will be verified with the website, Eligibility Criteria document and Technical Bid respectively and in case the Eligibility/ Pre-Qualification Criteria Document(s) is/ are not found in order the bid shall be summarily rejected. Technical bid of only those bidders will be evaluated whose EMD, Eligibility Criteria documents and processing fees are found in order.

## **12. Clarification of Bids**

- a. During evaluation of the bids, the RECPDCL may at its discretion, ask the Bidder for clarification of its bid and the same has to be provided within the time period -minimum one day- as specified by RECPDCL and in case of a default it will be deemed that bidder has no clarification to submit and the bid is liable to be evaluated accordingly. The request for clarification and the response shall be in writing and no change in clarification submission date, price or substance of the bid shall be sought, offered or permitted.
- b. No Bidder shall contact the RECPDCL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the RECPDCL, it should be done in writing.
- c. Any effort by a Bidder to influence the RECPDCL in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and RECPDCL will declare the firm ineligible, either indefinitely or for a stated period of time from participation in future tenders of RECPDCL.
- d. RECPDCL reserves the right to revise or alter the scope and/or specifications of the tender before acceptance of any bid but prior to opening of the financial bids. However, in such an eventuality, all the eligible/ per-qualified bidder(s) may be given an opportunity to consider such changes and revise their financial bid accordingly at their discretion, if found necessary.
- e. RECPDCL reserves the right to call for revised financial bid from the eligible/ pre-qualified at any time prior to opening of the financial bids with the original scope of work and/or specifications. The bidder may submit the revised financial bid or may adhere to its original financial bid submitted by him/her with in the RECPDCL stipulated time period. In case of non-submission of revised financial bid, the bidder shall be deemed to have opted for adhering to its original financial bid. It may however be noted that the revised financial bid if submitted by the bidder as requested by RECPDCL cannot be higher than the original financial bid submitted by the bidder.

### **13. Evaluation of Technical Bid**

- a. RECPDCL will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all specifications & terms and conditions of the Bidding Documents without material deviations.
- b. A bid determined as not substantially responsive may be rejected by the RECPDCL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### **14. Opening of Financial Bids**

- a. RECPDCL will open the financial bids of only those bidders, which have been found to be eligible and technically qualified to undertake the job.
- b. The Financial Bids of the qualified bidders shall be opened online in the presence of their representatives, who choose to be present, on a specified date and time and Venue.
- c. The date and time of opening of financial bids shall be informed only to the qualified bidder.

## CHAPTER 5

### TERMS AND CONDITIONS

#### 1. Scope of Services:

The Contractor/empanelled agency is required to provide Human Resources for various job requirements at different locations 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 as per availability of work/contract which the Agency will follow.

#### 2. Cost

Bidders are required to quote firm prices. No cost escalation (other than statutory costs like the Minimum wages, taxes upon increase of the same by the appropriate Government) shall be accepted for payment for the supplies/services unless specifically wherever mentioned by RECPDCL in the Tender document.

3. **Processing Fee:** The bid should accompany a **non-refundable** processing fee of Rs.15,000/- (Rupees fifteen thousand only) by a DD drawn in favour of REC Power Distribution Company Ltd. payable at New Delhi.

#### 4.0 Security Deposit

- 4.1 The Earnest Money will be converted into Security Deposit for the successful bidder.  
4.2 The Security Deposit will be refunded on successful completion & performance of the Contract.  
4.3 No interest shall be payable by the Corporation on Security Deposit.  
4.4 Security Deposit shall be forfeited in case the successful bidder is not able to provide the required number of manpower and of quality as prescribed by RECPDCL.

#### 5.0 Tax Deduction at Source

- 5.1 Income Tax and any other taxes e.g. Sales Tax/Tax on Works Contract Act, 1999, etc. as may be applicable from time to time, during the currency of contract, shall be deducted at source from the running bill(s).

#### 6.0 Deviation

- 6.1 The contractor must comply with the Tender specifications and all terms and conditions of contract. No deviation in the Terms and Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the bid and accepted by RECPDCL.

#### 7.0 Award of Contract

- 7.1 RECPDCL shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bidder's tender or to accept whole or a portion of tender, as it may be deemed fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of RECPDCL.

## **8.0 Terms of Payment**

8.1 The payment shall be made as specified in the special conditions enclosed to the Tender document.

## **9.0 Duration of empanelment/Period of Contract**

9.1 The empanelment will be valid initially for a period of two years. However, further extension will be considered keeping in view the various factors, such as Performance of the Agency, RECPDCL's requirement, prevailing market trend, etc.

## **10.0 Termination of Contract/empanelment**

10.1 The contract/empanelment is terminable by RECPDCL by giving one month notice in writing.

10.2 In case of any default by the Agency/Contractor in any of the terms and conditions (whether General or Special), RECPDCL may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract/empanelment, in whole or in part, by giving 30 days notice in writing to the Contractor/agency and without incurring any financial liability whatsoever towards the Contractor/agency.

10.3 All instructions, notices and communications etc., under the contract shall be given in writing and if sent to the last known place of business, shall be deemed to be given and received; if delivered by hand, upon delivery, if sent by mail Registered Post/Speed Post/Courier) on the 5<sup>th</sup> day following the date of mailing.

## **11.0 Governing Law, Dispute Resolution and Arbitration:**

11.1 If any dispute(s) or differences(s) of any kind whatsoever arise between the parties, the Parties hereto shall negotiate with a view to have amicable resolution and settlement through a committee appointed by CMD, REC. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time. The venue of arbitration shall be New Delhi, India. The fee and other charges of Arbitrator shall be determined by the Arbitrator in terms of the Act and shall be shared equally between the parties. The Arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings. Notwithstanding any reference to Arbitration, the parties shall continue to perform their respective work/obligation under the contract.

## **12.0 Jurisdiction of Court etc.**

12.1 The Courts/any other Tribunal or Forum in Delhi/New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out this contract.

### 13.0 Insurance

13.1 The insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. A copy of policy covering the insurance of the persons deployed in RECPDCL is to be submitted to RECPDCL. RECPDCL shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on RECPDCL, the same shall be reimbursed/indemnified by the Contractor.

### 14.0 Miscellaneous Conditions

14.1 Contractor/ Agency shall in no case lease/transfer/sublet/appoint sub-contractor or care taker to render the services under the Contract.

14.2 No other person except Agency's authorized representative shall be allowed to enter RECPDCL's premises.

14.3 Within RECPDCL premises, the agency's personnel shall not do any private work other than their normal duties.

14.4 Agency shall be directly responsible for any/all disputes arising between him and his personnel and keep RECPDCL indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

14.5 The personnel engaged by the agency are subject to security check by the RECPDCL Security Staff at any time and the agency shall ensure their presence for the said purpose.

14.6 Agency shall be solely responsible for payment of wages/salaries, statutory dues & other benefits and allowances as determined by RECPDCL to his personnel that might become applicable under any Act or Order of the Govt. RECPDCL shall have no liability whatsoever in this regard and the agency shall indemnify RECPDCL against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

14.7 Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds of his staff. RECPDCL shall have no liability whatsoever in this regard and the agency shall indemnify RECPDCL against any/all claims which may arise due to such acts.

14.8 The temporary/flexi manpower shall be provided by the agency within 15 days' notice from RECPDCL. The types of manpower generally required by RECPDCL are indicated in Annexure-A. The list is illustrative in nature and not exhaustive.

14.9 The minimum age for the deputation of any of person shall be 18 years.

14.10 Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address.

14.11 The quotation shall be valid for a period of at least one year from the date of opening of the tenders.

14.12 The bidders should satisfy themselves before submission of the tender to RECPDCL that they meet the qualifying criteria and capability as laid down in the tender documents

\*\*\*\*\*

## CHAPTER 6

### **SPECIAL TERMS AND CONDITIONS**

1. RECPDCL will deduct income tax at source as applicable under Income Tax Act, 1961, as amended from time to time.
2. In the event of any breach/violation or contravention of any terms and conditions contained herein by the quotationer, the said security deposit shall be forfeited by RECPDCL.
3. Placement agency submitting a quotation 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 quotation.
4. The placement agency shall provide a non-judicial stamp paper of ₹100/- for preparing the agreement upon award of work.
5. That the agency shall comply with all the legal requirements including provisions under Minimum Wages Act, 1948 including obtaining license under Contract Labour (R&A) Act, 1970, registration with EPF and ESIC etc. as may be applicable.
6. All the temporary staff shall be required to perform duties and responsibilities as assigned to them from time to time to the entire satisfaction of their supervisors and follow the instructions given by concerned officers of RECPDCL/other officers to whom they will be responsible.
7. All Temporary manpower/staff are expected to wear prescribed dress code, if any.
8. The agency shall provide temporary manpower/ staff as per specifications enclosed in scope of work at Annexure – I.
9. That the Temporary Staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission of their coordinator/team leader as the case may be.
10. That the placement agency shall be responsible to provide immediate replacement for any staff, who is not available for duty at the place of posting and such other additional staff as may be required for additional work for which prior information has been given.
11. That the Temporary staff shall work under overall supervision and direction of RECPDCL/other officers as advised from time to time.
12. That the placement agency shall also be responsible to provide all the statutory benefits viz. PF, ESI, Bonus, Leave etc., to the eligible staff engaged by the placement agency.
13. Quotation must be unconditional.

14. RECPDCL shall have the right to ask for the removal of any person, who is not found to be competent and orderly in the discharge of his duty without giving any notice.
15. The Temp Staff shall carry out such other duties as are entrusted to them from time to time including movement from one location to another & consequent relocation, as work arrangement may require.
16. The placement agency shall not engage any sub-agency or transfer the contract to any other person in any manner.
17. That the quotation not conforming to these requirements will be rejected and no correspondence hereof shall be entertained whatsoever.
18. Holidays shall be applicable according to Company's rules and regulation.
19. In case of award of work, the rate shall remain firm for a period of one year.

20. **TERMS OF PAYMENT**

- a. The agency will submit the monthly bill in duplicate enclosing the certificates as indicated below, which shall be duly certified by the officer-in-charge and same shall be paid within 7 days thereof after making recovery, if any.
- b. The agency shall make regular and full payment of salaries and other payments as due, as per the applicable laws to its personnel deputed under service contract and furnish necessary proof of having disbursed the salary. The payment to personnel by the Contractor should be made on or before 7<sup>th</sup> of every month. In case of 7<sup>th</sup> being holiday, wages should be paid on the preceding working day of that month. Along with monthly bill Placement Agency should also enclose a certificate to the HR Unit of RECPDCL to the effect that the personnel deputed for RECPDCL work had received the payment as full and final from the Placement Agency for the said month.
- c. Proof of payments made to agency's personnel for previous months.
- d. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for the payment made towards applicable Provident Fund, ESI etc. for the previous month and proof of payment towards compliance of other statutory provisions for the previous month.
- e. RECPDCL shall release due amount after making recoveries, if any, through crossed account payee cheque/RTGS in favour of Placement Agency.
- f. The Placement Agency shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Placement Agency and the amount deducted from salary/wages of deployed personnel towards their contribution to provident Fund. They will also ensure timely payment/deposit of all statutory dues to whom-so-ever required in compliance to other statutory provisions.

- g. In case, RECPDCL receives any complaint regarding non-payment of wages to your personnel for more than 15 days the amount payable to these personnel will be recovered from Agency's bill and paid to such personnel.
- h. Placement Agency would ensure that all its personnel would behave courteously and decently with employees of the RECPDCL and also ensure good manners.
- i. Necessary induction training to orient recruits towards the job requirement, payment systems, nature of work expected, shall be carried out by the Agency in consultation with RECPDCL.

**21. Charges & Payments**

Bills chargeable to the company shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the RECPDCL reserves the right to deduct the payments due from the agency from monthly bill(s).

**22. Penalty Clause:**

(a) In case the turnout of candidates for interview is less than 50% of the shortlisted candidates furnished by the agency, the entire expenditure incurred by RECPDCL officers on their tour as per their entitlement in RECPDCL, may be recovered from the Agency.

(b) In case the candidates leave/abandon the job within six months from their joining after the training, the training expenditure incurred by RECPDCL shall be recovered from the agency and agency shall have to provide replacement without charging anything extra. Onetime fee shall be payable to agency only after completion of six months by the deputs.

(c) In case of any delay in payment to any of its employee deployed in RECPDCL beyond 5 working days a non-refundable penalty of Rs.250/- per day shall be recovered by RECPDCL for each case of default.

***Requisite skill sets for Temporary/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 1<sup>st</sup> 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. 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/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.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 1<sup>st</sup> 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 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/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 nay other statutory requirements.

### **3. Supervisors**

Educational qualifications - ITI Electrical preferably with 1<sup>st</sup> 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 application.

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.

Minimum wages as notified by the Central/State Governments.

### **5. Junior HR Executives**

#### Educational qualifications

Graduate with PG Diploma in IRPM/HR/Labour relations or equivalent preferably with 1<sup>st</sup> 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 qualifications

ICWAI/CA

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**

ICWAI/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

BE(IT)/BE(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. Experienced Power Sector Professionals**

### Educational qualifications

Electrical/Civil/Mechanical/IT Engineers – Graduate/Post graduate degree in Engineering as per requirement of the RECPDCL.

Age - Maximum of 65 years of age

### Experience

Minimum 05 years in the respective field or higher as per requirement of RECPDCL.

CTC – Negotiable

**Technical Bid**

1. Name of the firm:
2. Registration No. of the firm with proof of registration:
3. PAN/TIN No. of the firm:
4. Turn over from operations in the last 3 years (2009-10 onwards) on Indian operations from temporary staffing business:  
(With supporting documents in the form of audited results/balance sheet)  
**Qualifying requirement- Minimum Rs. 50 crores in each financial year.**
5. No. of office locations & business operations for temporary staffing (with name of places) in India.  
**Qualifying requirement-Delhi, Chennai, Kolkata, Mumbai & 4 States - AP, Karnataka, Rajasthan, UP, Haryana & Gujarat.)**
6. No. of temp. staff placed so far:  
**Qualifying requirement- Minimum 5,000 temp. staff**
7. List of organizations where served with client list:  
(with proof duly signed by user organizations)
8. Provision of temp. staff to any Public Sector Enterprises:  
(with proof duly signed by user organizations)  
**Qualifying requirement-Minimum 3 State/Central PSUs/Govt. Deptts.**
9. Net profit of the firm in Indian operations during Last 3 years from temp staff business:  
(With supporting documents in the form of audited results/balance sheet)
10. Detailed flow chart for implementation of project:
11. No of regular employees in the firm:
12. Registration with EPFO/ESI:  
(With documentary evidence)
- 12.A Registration with contract Labour (R & A) Act  
No. & details
13. Corporate Organogram:
14. Proposed team for the project including their qualification and experience in handling similar projects:
15. Proposed implementation plan/methodology with time frame:

16. Address and contact details including landline/mobile/e.mail:

17. \*Banking arrangement with salary transfer facility through strong banking network at multiple locations on all India basis (evidence to be attached)-  
**Qualifying requirement -**

18. Any other information:

Date:

Signature of Authorized signatory  
Name & Stamp

\* Item at Sl. No. 4,5,6,8,12,12A & 17 above are mandatory qualifying requirements. Only on satisfactory fulfillment of these conditions, Financial Bids will be opened.

**Financial Bid**

Sl.	Module	Unit	Amount in figures (Rs.)	Amount in words (Rs.)
A	One time Recruitment charges for each temp. staff (lump-sum) including all necessary activities from recruitment to contract signing.	Per recruit		
B	Monthly charges for administration of temp. staff . Payment to deputed shall be made within 5 working days from the date of release of payment by RECPDCL to the agency.	Per recruit		
C	Any other charges	Per recruit		
	<b>Total</b>			
D	Applicable taxes			
	1			
	2			
	3			

- (i) The rates quoted shall be valid for a period of one year from the date of award of contract or up to currency of the contract, whichever is later.
- (ii) In case the candidates leave/abandon the job within six months from their joining, the agency shall have to provide replacement without charging anything extra. Onetime fee shall be payable to agency only after completion of six months by the candidates.

Note:

**Evaluation Method for financial bid:**

Criteria for deciding L-1, L-2, L-3 will be based on weighted average on 100 points basis on item A & B ( as above ) shall be as follows:

A	B
Lowest-I (50 marks)	Lowest-I (50 marks)
Lowest-II(35 marks)	Lowest-II (35 marks)
Lowest-III(15 marks)	Lowest-III (15 marks)
Beyond L-III (Zero)	Beyond L-III (Zero)

On the basis of marks awarded on each of the parameters as at A & B to each of the agencies who qualify Technical Bids, the final scores shall be determined. For example if agency 'X' Quotes the lowest-I under parameter 'A', lowest-II under parameter B, the cumulative score of agency 'X' will be 85(50+35).

On the above lines, the agency which gets highest score will be treated as L-I, agency with 2<sup>nd</sup> highest score as L-II and agency with 3<sup>rd</sup> higher score shall be treated as L-III on the financial bid.

L-II and above bidders, may be asked to match the rate quoted by L-I, and if acceptable, shall be considered for empanelment.

**BID BANK GURANTEE (EARNEST MONEY)**

This deed of Guarantee made this \_\_\_\_\_ day of \_\_\_\_\_ 2000 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 office at \_\_\_\_\_ (hereinafter called “REC”) which expression shall include its successors and assigns.

WHEREAS REC has invited tender vide their Tender Notice No. \_\_\_\_\_ Dated \_\_\_\_\_ to be opened on AND

WHEREAS M/s \_\_\_\_\_ (*Name of Tenderer*) having its office at \_\_\_\_\_ (hereinafter called the “Tenderer”), has/have in response to aforesaid tender notice offered to supply/ do the job \_\_\_\_\_ as contained in the tender. AND WHEREAS the Tenderer is required to furnish to REC a Bank Guarantee for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

\_\_\_\_\_ Only) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS,

we \_\_\_\_\_ (*Name of the Bank*) have at the request of the tenderer agree 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. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only).

We further agree as follows:-

01. 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.
02. 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.
03. 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.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. \_\_\_\_\_ (Rupees

\_\_\_\_\_ 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. upto \_\_\_\_\_ all rights under this Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

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

**Bidder e-Procurement Manual****CONTACT:****Helpdesk Nos.**

Phone : 011-49424365

- a. Shri Neeraj 8800991848
- b. Shri Nehal 8800991855 / 9560062209
- c. Shri M.L.Matta 9811609424

**Step 1****Registration Process**

Website address: [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)

- Click on “TenderFreeView” to see (view and download) all the tender notifications and corrigendum’s.
- Click on “Register Me” Hyperlink and get your User Id and Password.
- (Certain special chars like ~ ` ' # \$ % & \* ! ( ) ; \ / ? " : < > + - { } [ ] are not allowed in the company id or any key attributes).
- Once you fill all the details asked by “Register Me” form and obtain your password, contact the Office of REC to enable your User ID.
- After this, vendor can key in their User Id and Password and get successful entry in to the application.

**STEP 2****Participation**

**Vendor should login with his USER ID and PASSWORD**

- After Successful entry into the application click on hyperlink “UnApplied”.

- By clicking on hyperlink “**UnApplied**” you can see the latest tenders which are floated and other details relevant to tender.
- On this screen (**UnApplied**) you will find various gif’s on the left hand side. Click on  “**Edit form**” gif and see all the documents attached. Please download these documents and go through them.
- Once you have gone through the entire tender document and you wish to participate in the tender click on  “**Request Tender Form**” gif. And Then click on “Submit”.
- Now once you have requested for tender documents click on “**In Progress**” stage. You can see the status as “**REQUESTED**”.

Note: - will send you forms (Electronic Financial bid & Technical bid sheets) .

- You will get two excel files “**Technical Sheet.xls**” and “**Cost Sheet.xls**” along with other documents. Firstly, you need to download this document by clicking on hyperlink “**Click here to Download Empty Document.**” Then Save the file with the same file name

Note:-

- 1) You should not change the file name of any Excel file.
- 2) You should only key in the values in blue cells only.

### STEP 3

#### Submission

Vendor should prepare the scanned copy of DD (EMD)

- **EMD Submission:** Click on “**Click here to enter EMD Details and Attach Scanned Copy of EMD**”. Fill all the fields provided in that sheet and press on “**Scan**” button to attach the scanned copy of the EMD.
- Vendor should fill values in blue cells only, provided in these sheets. These can be uploaded by clicking on “**Click here to Upload filled File**”.

Reminder:

**Technical Sheet** and **Cost Sheet** should be uploaded by using “**Click here to Upload filled File** “. All other supporting documents could be uploaded using “**Click here to Attach General Documents**” link provided below.

- Please don't change the name of the file as system will not accept any other file name.

### **Steps for uploading the additional documents (supporting documents) to your account.**

1. In the left hand menu click on General Document, general document page will appear
2. Click on upload new file Button for uploading new document, upload sheet will appear
3. Select the file to be uploaded, enter the description and attachment name.
4. Click on Upload file
5. Repeat step 2 and 3 for uploading new files

**To change the description and attachment name for the uploaded file use Update existing file button**

*Note: This is for altering the description and attachment name only*

### **Section 1.02**

#### ***Section 1.03 Attachment of general document to a particular tender***

Go to tender Documents screen of that particular tender

1. Go to [\*Click here to Attach General Documents\*](#) –Additional documents can be optionally Uploaded General Document Summary sheet will appear.
2. In General Document Summary screen select the file you want to attach and make necessary changes for Tender Stage and click Attach file button.
3. If you need to attach any new files for the tender follow Steps for uploading the Additional documents.

**Other details could be scanned and uploaded but ensure that it is smaller in size (i.e. < 1MB for Fast Uploading of Document). (only.doc, .jpg,.gif,.xls, .bmp, .pdf.)**

- **The server time will be displayed at the right hand side of the page please follow this time, and all the actions i.e;(Requesting, Submitting, Opening etc.) takes place according to this time only.**

### **NOTE :**

- ✓ **You will see all the red colored links changing to black color, when you have uploaded.**

TENDER NO: RECPDCL/HR/01/2012													
Price Bid													
Empanelment of Agencies for Supply of temporary/flexi manpower													
Annexure-III													
Name of the Firm													
Sl. No	Module	Units	Amount in INR										
A	One time Recruitment charges for each temp. staff (lump-sum) including all necessary activities from recruitment to contract signing	per recruit											
B	Monthly charges for administration of temp. staff . Payment to deputes shall be made within 5 working days from the date of release of payment by RECPDCL to the agency	per recruit											
C	Any Other Charges	per recruit											
<b>TOTAL</b>			0										
D	Applicable taxes												
1													
2													
3													
<p>Note:</p> <p>Evaluation Method for financial bid:</p> <p>Criteria for deciding L-1, L-2, L-3 will be based on weighted average on 100 points basis on item A &amp; B ( as above ) shall be as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">A</td> <td style="width: 50%; text-align: center;">B</td> </tr> <tr> <td>Lowest-I (50 marks)</td> <td>Lowest-I (50 marks)</td> </tr> <tr> <td>Lowest-II(35 marks)</td> <td>Lowest-II (35 marks)</td> </tr> <tr> <td>Lowest-III(15 marks)</td> <td>Lowest-III (15 marks)</td> </tr> <tr> <td>Beyond L-III (Zero)</td> <td>Beyond L-III (Zero)</td> </tr> </table> <p>On the basis of marks awarded on each of the parameters as at A&amp; B to each of the agencies who qualify Technical Bids, the final scores shall be determined. For example if agency 'X' Quotes the lowest-I under parameter 'A', lowest-II under parameter B, the cumulative score of agency 'X' will be 85(50+35).</p> <p>On the above lines, the agency which gets highest score will be treated as L-I, agency with 2nd highest score as L-II and agency with 3rd higher score shall be treated as L-III on the financial bid.</p> <p>L-II and above bidders, may be asked to match the rate quoted by L-I, and if acceptable, shall be considered for empanelment.</p>				A	B	Lowest-I (50 marks)	Lowest-I (50 marks)	Lowest-II(35 marks)	Lowest-II (35 marks)	Lowest-III(15 marks)	Lowest-III (15 marks)	Beyond L-III (Zero)	Beyond L-III (Zero)
A	B												
Lowest-I (50 marks)	Lowest-I (50 marks)												
Lowest-II(35 marks)	Lowest-II (35 marks)												
Lowest-III(15 marks)	Lowest-III (15 marks)												
Beyond L-III (Zero)	Beyond L-III (Zero)												

**TENDER NO: RECPDCL/HR/01/2012****Technical Bid Sheet****Empanelment of Agencies for Supply of temporary/flexi manpower**

## Annexure-II

NAME OF BIDDER			
Sl. No.	Particulars	Information	Compliance(Attached/N of Attached)
1	Name of the firm		
2	Registration No. of the firm with proof of registration		
3	PAN/TIN No. of the firm		
4	Turn over from operations in the last 3 years (2009-10 onwards) on Indian operations from temporary staffing business: (With supporting documents in the form of audited results/balance sheet) Qualifying requirement- Minimum Rs. 50 crores in each financial year.		
5	No. of office locations & business operations for temporary staffing (with name of places) in India. Qualifying requirement-Delhi, Chennai, Kolkata, Mumbai & 4 States - AP, Karnataka, Rajasthan, UP, Haryana & Gujarat.)		
6	No. of temp. staff placed so far: Qualifying requirement- Minimum 5,000 temp. staff		

7	List of organizations where served with client list: (with proof duly signed by user organizations)		
8	Provision of temp. staff to any Public Sector Enterprises: (with proof duly signed by user organizations) Qualifying requirement-Minimum 3 State/Central PSUs/Govt. Deptts.		
9	Net profit of the firm in Indian operations during Last 3 years from temp staff business: (With supporting documents in the form of audited results/balance sheet)		
10	Detailed flow chart for implementation of project		
11	No of regular employees in the firm		
12	Registration with EPFO/ESI: (With documentary evidence)		
12A	Registration with contract Labour (R & A) Act No. & details		

13	Corporate Organogram		
14	Proposed team for the project including their qualification and experience in handling similar projects		
15	Proposed implementation plan/methodology with time frame		
16	Address and contact details including landline/mobile/e.mail		
17	*Banking arrangement with salary transfer facility through strong banking network at multiple locations on all India basis (evidence to be attached)- Qualifying requirement -		
18	Any other information		

**\* Item at Sl. No. 4,5,6,8,12,12A & 17 above are mandatory qualifying requirements. Only on satisfactory fulfillment of these conditions, Financial Bids will be opened.**