

BID DOCUMENT
Open Competitive Bid (OCB)
January, 2026

For

**Providing Outsourcing of Manpower Services to RGUKT
Ongole Campus of Rajiv Gandhi University of Knowledge
Technologies Andhra Pradesh**

Proprietary & Confidential



RGUKT Ongole
Rajiv Gandhi University of Knowledge Technologies
Santhanuthalapadu (V&M), Ongole-523225.

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News paper advertisement

E-Procurement Tender Notice



Rajiv Gandhi University of Knowledge Technologies

Ongole Campus

Santhanuthalapadu(V&M), Ongole-523225

Tender Notice

Date:

Online tenders are hereby invited through e-procurement portal towards:

1. Providing Housekeeping Services on Outsourcing Basis through Agency.
2. Providing Manpower Services on Outsourcing Basis through Agency.
3. Providing Security Services on Outsourcing Basis through Agency.
4. Providing lab equipment for CSE, CE, ECE, EEE, ME departments.

For further details please visit website <https://rguktong.ac.in/instituteinfo.php?data=tenders>,
<https://www.apecurement.gov.in>

Sd/-
Administrative Officer

Time schedule of Tender related events

Bid calling date	29.01.2026
Tender processing fee (Non-refundable)	Rs.50,000/- (Rupees Fifty thousand only) (By way of online payment)
EMD	Rs.3,25,000/- (Rupees: Three Lakhs Twenty-Five Thousand) (by the way of online payment for which No interest will be payable).
The Institute will consider only the bids submitted through online E-procurement platform i.e. http://tender.apecurement.gov.in .	
Bid Documents Downloading Start date	02.02.2026 – 04:30 PM
Pre-Bid Meeting	09.02.2026 – 11:00 AM
Bid Document Downloading End Date	18.02.2026 – 12:00 PM
Last date for uploading documents online	18.02.2026 – 01:00 PM
Last date for Submission of documents (hard copies)	23.02.2026 – 02:00 PM
Technical Bid opening date/time	25.02.2026 – 02:00 PM
Price Bid opening date/time	25.02.2026 – 04:00 PM
Contact person	Administrative Officer, RGUKT-Ongole

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: +91 40-39999700, 39999701

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on ao@rguktong.ac.in on or before **08.02.2026**. Queries received via any mode other than e-mail mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

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

- ii. The addendum/corrigendum if any shall be published on RGUKT-AP website i.e. www.rgukt.in, www.rguktong.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

Sd/-
Administrative Officer
RGUKT Ongole, RGUKT-AP

SECTION - I

INVITATION FOR BIDS

Ref: RGUKT \ONG\Outsourcing\Man Power/2025-26, dated: 02.02.2026.

Subject: Tender for Outsourcing of Manpower Services to RGUKT Ongole, RGUKT-AP, Prakasam – Reg.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the reputed and experienced Outsourcing Service Agencies to provide manpower services at RGUKT Ongole, RGUKT-AP. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2) In-order to participate in the tender, bidders have to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html>. On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
- 3) The participating bidder/s will have to pay non-refundable tender processing fee **Rs.50,000/-** in the form of online mode only drawn from any Nationalized Bank, in favor of “The Director, RGUKT, Ongole” payable at SBI, **Ongole**.
- 4) The bidder/s shall furnish, as part of the bid, the Bid security (EMD) for the amounts specified in the Section-II of Tender Document.

- 5) After uploading the documents, the copies of the uploaded documents of technical bid along original payment details in respect of Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, RGUKT Ongole by 23.02.2026 – 02:00 PM. No physical submission of the financial bid will be accepted. RGUKT Ongole will consider only the bids submitted through on-line over the copies of the paper based bids.
- 6) Further all the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
- 7) RGUKT Ongole will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor and also against whom there have been adverse reports of Poor Service, as defined in the other parts of the Bidding document.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

*For any clarification and further details on the above tender please Contact Person during office hours.
Email: ao@rguktong.ac.in*

SECTION-II

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document Fee (Non Refundable)	Rs.50,000/- (By way of online payment)
EMD	Rs.3,25,000/- (by way of Online mode from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank. Online mode/BG from other than Nationalized Banks will not be accepted)
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Contract Agreement	1 years from the date of award of work contract
Period for signing the order Acceptance	Within 7 days from the date of receipt of notification of award
Performance security value	5 % of annual contract value
Period for furnishing performance Security	Within 7days from date of receipt of award
Performance security validity period	60 days beyond warranty period
Payment terms	Monthly payment will be released based on the day wise biometric attendance particulars and performance certificate certified by the concerned authorities.

SECTION-III

TENDER SCHEDULE

A. PREAMBLE

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT Ongole is one of its autonomous campuses. RGUKT Ongole provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology. The institute is located at Santhanuthalapadu(V&M), Ongole, Prakasam District, Andhra Pradesh – 523225. RGUKT Ongole is well planned, designed and built infrastructure campus to meet the requirements of all students, staff and faculty members. It has spacious administrative buildings, semi e-class rooms with audio facility for teaching, modern laboratories with advanced equipment's for all academic activities, well equipped institute hospital, excellent guesthouse facilities with adequate number of rooms to visitors and hostels. The institute requires manpower to meet the desired performance of various departmental activities.

Accordingly, the Director, RGUKT Ongole, RGUKT-AP, invites e-tenders under two-bid system as mentioned hereunder from the reputed and experienced agencies for providing outsourcing of manpower services to RGUKT Ongole Campus of RGUKT-AP for a period of One Year.

B. SCOPE OF WORK

Providing outsourcing of manpower services to RGUKT ONGOLE, Santhanuthalapadu (V&M), Prakasam, District, Andhra Pradesh-523225 to ensure desired performance of various departments. Tentative manpower requirement is given in **Annexure-1**. All the specified posts should be filled as per the 100-points roster system of Govt. of Andhra Pradesh.

C. ELIGIBILITY CRITERIA

1. The agency/contractor should be approved/recognized/registered by Govt. of India/State Govt. for providing Manpower Services.
2. Further the agency should be a registered contractor under contract labor (regulation and abolition) Act, 1970 with any state/central Government Departments /autonomous bodies/PSUs.
3. The agency must be ISO certified.
4. The agency should have minimum of **Ten years** of experience in providing manpower in State Government/Central Government/PSU/Autonomous Body under Government/Govt. Institutions/Educational Institutions.
5. The agency should have successfully completed at least two works costing not less than Rs.2 Cores in last five years in State/Central Government Departments /PSU/Autonomous Body under Government/ Govt. Institutions / Educational institutions. The bidder must have ongoing/completed at least one work order with minimum **100** employees in any year from 2021-22 to 2024-25.

6. The agency must have sound financial stability with an average annual turnover of INR **10 Cores** in the last three financial years.
7. The agency should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India in doing business with them.
8. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
9. Should have **100** employees under its role in FY 2023-24 and 2024-2025 Evidence of EPF (payment proof with TRRN details is must), and ESI Challana should be enclosed and employees contribution computerized slips copies should be produced.
10. The bidder should have satisfactorily provided Man Power Services to any Central/ State Government Sector Departments / Universities / Private/ Deemed to be University or any other reputed educational institutions during the last three (03) financial years 2022-23, 2023-24 and 2024-25. (Copies of work orders and satisfactory certificates to be submitted).
11. The agency should have a registered/branch offices in Andhra Pradesh. Billing/Invoice should be done from any of these offices located in AP only. 50% of staff employed in these offices should be native of any of the **28 districts** of AP. Self-declaration from competitive authority should be submitted to this effect. In case, Agency is not having the office in AP as on bid calling date, bidder should give an undertaking to open the branch office as specified above and should submit the details branch before within 30 days in case the contract is awarded. Failing which the cancel the contract.

D. BID DOCUMENT FEE AND BID SECURITY (EMD) AMOUNT

1. Bid Document Fee: Online payment of **Rs. 50,000/- (Rupees Fifty thousand only)** towards non-refundable bid document fee, drawn in favour of "The Director, RGUKT Ongole" payable at SBI, Ongole should accompany the tender documents
2. Bid security (EMD) amount: A refundable amount of **Rs.3,25,000/-**as earnest money deposit (EMD) in the shape of online mode from any nationalized bank in India (valid for a minimum period of 3 months from the date of opening of tender) should accompany the bid documents. The Online payment should be drawn in favour of "The Director, RGUKT, ONGOLE" payable at SBI, Ongole. Firm should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. No interest will be payable by the purchaser on the Earnest Money Deposit.
3. EMD is exempted for MSME registered firms. However, hard copies of MSME certificate shall be submitted along with bid document fee.

Note: In the absence of bid document fee and EMD, the tender will not be accepted.

E. INSTRUCTION TO BIDDERS

1. The tender document would be prepared in English. All the pages of the tender document should bear the dated signature (in ink) of the bidder with stamp of Firm. Any over-writing corrections &

cuttings should bear dated initials of the bidders. Corrections should be made by writing again instead of shaping or over-writing.

2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and RGUKT Ongole will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
4. Further all the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
5. Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
6. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, RGUKT ONGOLE may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
7. **Amendment of bidding documents:** At any time prior to the deadline for submission of bids, RGUKT ONGOLE, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment displayed on the website of RGUKT ONGOLE (<http://www.rguktong.ac.in>). In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the RGUKT ONGOLE, at its discretion, may extend the deadline for the submission of bids.
8. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
9. Notwithstanding anything specified in this document, RGUKT ONGOLE unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other or all the tenders, at any time prior to the award of the contract/purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) To accept any tender in full or in part (c) to reject the tender offer not conforming to the tender terms; (d) To give purchase preference to Public Sector Undertaking/manufacturer wherever applicable as per Govt Policy/Guidelines. The decision of the Director, RGUKT Ongole is final and binding.

10. RGUKT Ongole reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.
11. No conditional offer will be accepted. Bids received with quote on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
12. **Bid forms:** Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases the bidder shall design a form to hold the required information.
13. **Period of validity of bids:** Bids shall remain valid for minimum 90 days from the date of bid opening prescribed by RGUKT ONGOLE. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the RGUKT ONGOLE may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.
14. Submission of the tender will signify the acceptance of all the instruction, terms and conditions of the contract. As a token of acceptance, the tenderer should sign and affix his firm's stamp at each page of the bid document and all its annexure. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BID DOCUMENT.
15. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).
16. **Clarification of bidding documents:** A prospective vendor requiring any clarification of the bidding documents may notify RGUKT ONGOLE contact person. The concerned person will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that RGUKT ONGOLE shall not entertain any correspondence regarding delay or non-receipt of clarification from RGUKT ONGOLE.
17. Bidder shall not approach RGUKT ONGOLE officers outside of office hours and / or outside RGUKT ONGOLE office premises, from the time of the tender call notice to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the RGUKT ONGOLE, it should do so in writing.
18. **Late bids:** Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice. Further, the requested hard copies of the same should reach the RGUKT ONGOLE contact person on or before last date mentioned in the tender call notice. RGUKT ONGOLE shall not be responsible for any postal delay about non-receipt /non

delivery of the bids or due to wrong addressee. Any bid not received by the RGUKT ONG contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder.

19. **Corrupt, fraudulent and unethical practices:**

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and
- b. "Fraudulent practice" means a misrepresentation of facts in order to influence evaluation process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition
- c. "Unethical practice" means any activity on the part of bidder, which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision etc after opening of first bid will be treated as unethical practice.

RGUKT ONGOLE will reject a proposal for award and also may debar the bidder for future tenders in RGUKT ONGOLE, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

F. PRE-BID MEETING

It is proposed to conduct a Pre-Bid meeting on mentioned date and time in Time Schedule of this document (Venue: ADMINISTRATIVE BLOCK (GOLDEN BLOCK), RGUKT ONGOLE). The purpose of the meeting is to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

View above, prospective bidders are advised to submit their doubts / questions /clarifications, if any, through Mail, (Mail ID: ao@rguktong.ac.in) before the date of Pre-Bid meeting. Further, on the date of the meeting, the questions should be given inwriting.

Any modification of the bidding documents which may become necessary as a result of the Pre-Bid meeting shall be made known to all the prospective bidders by the Evaluation Committee through a notification of amendment in the website of the RGUKT ONGOLE. No clarifications will be entertained beyond the date of pre bid meeting.

G. PREPARATION OF BID

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

Part-1: Technical bid: It should contain the following self- attested photo copies. All the documents are arranged according to the order mentioned and must be serially numbered by ink at bottom right corner.

1. Technical Bid Check list (**Annexure-2**)
2. Bidder letter Form (**Annexure-3**)
3. Bidder Information sheet (**Annexure-4**)
4. Valid Registration certification of the Agency/Firm

5. Valid GST Registration certificate
6. Valid PAN card
7. Registration with EPF and its contribution
8. Registration for ESI and its contribution
9. Service Tax registration certificate / TDS
10. Valid license under contract labour (regulation and abolition) Act, 1970 with any state/central Government Departments /autonomous bodies/PSUs.
11. ISO Certificate
12. Income Tax Return for the last **three** financial years for the support of turn over (Only Balance Sheets)
13. Document/Papers supporting previous experience minimum for **Ten** years
14. List of major customer whom which the similar service executed (**Annexure-5**)
15. Satisfactory performance certificate from past customer for each work completed in the last three years.
16. Details of office/branch in AP(**Annexure-6**)
17. Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them" (**Annexure-7**)
18. Price reasonability certificate (**Annexure-8**)
19. Undertaking from the bidder who not having the office/branch in AP, to open the office/branch in AP before the due date of Delivery in case the contract is awarded.
20. Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency).
21. Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm's stamp at each page of the bid document and all its annexure.
22. Evaluation Matrix for Award of Contract (**Annexure-9**)
23. Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.

All the above documents arranged according to the mentioned order and must be serially numbered by ink at bottom right corner.

Part-2: Financial bid: The bidder shall prepare the price bid as prescribed proforma (**Annexure-10**) of the bid document.

1. Percentage of Agency commission is to be clearly indicated apart from statutory contributions/deductions towards ESI, EPF and GST.
2. The percentage of the agency commission shall not exceed 5% of remuneration as per the existing government guide line.

3. The remuneration will be paid to the outsourcing employees as per prevailing state government GO Ms. 151 dated 08-08-2016 along with all statutory obligations.
4. Applicable TDS will be deducted from the monthly bill and remitted to government by RGUKT Ongole.
5. No Physical submission, Only require online submission of financial bid.
6. The Bidder / Agency quotes agency commission /service charge "Nil / abnormal low charges" as their service charge to become the lowest bidder (L1), their bid will be considered unresponsive and will not be entertained and the bid will invariably be rejected vide OM NO.29/2014-PPD Dt.28-01-2014 of Ministry of Finance, Govt of India.

H. BIDSUBMISSION

Bidders are requested to submit the bids after the issuance of minutes of the pre bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any during pre-bid meeting in their bid. All the three parts of the bid shall be submitted online on www.apecurement.gov.in platform. The hard copies of all the uploaded Technical Bid along Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, RGUKT Ongole. The following procedure may follow for the bid submission.

Online Submission:

1. The participating bidders in the tender should register themselves on e-procurement platform in the website www.apecurement.gov.in and on registration with the e-Procurement market place; bidders will be provided with a user id and password by the system.
2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
4. The bidders should scan and upload the respective documents in technical bid documentation as detailed at Tender Schedule including EMD.
5. The bidders shall sign on all the statements, documents and certificates uploaded by them, owning responsibility for their correctness/authenticity.
6. Financial Bid: the commission in percentage should be quoted in online only

Offline Submission:

1. Bid document fee and Bid Security (EMD) should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as "Tender Fee".
2. The uploaded Technical Bid which containing above mentioned supporting documents should be sealed in separate envelope (ENVELOPE-TWO), duly super-scribed as "Technical Bid".

3. The two separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-THREE). The sealed bigger envelope super-scribed as “Tender for proving Out Sourcing” should reach “Administrative Officer, RGUKT Ongole Campus, Rajiv Gandhi University of Knowledge Technologies, Ongole, Santhanutalapadu (V&M), Prakasam District – 523225 (A.P.)” on or before **23.02.2026 – 02:00 PM.**

Note: Physical submission of financial bids will not be accepted. Further, there shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed, the bid document will be summarily rejected in the first instance itself.

I. BID EVALUATION PROCEDURE

The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Any participating vendor may depute a representative to witness these processes. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or RGUKT ONGOLE may deviate from these in specific circumstances if it feels that such deviation is unavoidable, or will improve speed of processing and consequent project execution.

The Tenderer is at liberty to be present or to authorize a representation to be present at the opening of the tender. The name and address of the representation who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.

1. **Opening of bids:** Bids will be opened on the e-Procurement web site at the scheduled time & date by the Director, RGUKT Ongole, or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time. Bids that submitted on both online and offline within last date of submission are only considered for opening and their names will be read out. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The sealed envelopes of bidders whose name read out will be opened and evaluated by a duly constituted committee. In the process of evaluation, comparison of bids, RGUKT ONGOLE reserves the right to reject any or all bids.

2. **Bid Document Fee and Bid Security (EMD) amount:** At first stage, ENVELOPE-ONE of the bid will be opened. The bid document fee and EMD will be scrutinized first for the amount and validity period. The bids submitted with required bid document fee and EMD amount/validity only are considered for the evaluation. The bids submitted with insufficient bid document fee and EMD amount/validity will be treated as disqualified bids and those bids will not be considered for further evaluation.
3. **Evaluation of Technical bids:** At second stage, ENVELOPE-TWO: Technical bid of bidders who submitted bid document fee and EMD amount will be opened and evaluated by the constituted committee. The documents furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. The evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its

execution if necessary. However, the committee shall have sole discretion to call for discussion / presentation. Further, RGUKT ONGOLE may ask vendor(s) for additional information and technical faculties to verify claims made in Technical bid documentation. The concerned bidder, on demand, should be able to demonstrate functional requirements as described in the specifications.

4. **Evaluation of financial bids:** At third stage, Financial bids of those vendors who satisfy all phases of technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. RGUKT ONGOLE will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid. If there is a discrepancy between words and figures, the amount in words will prevail. RGUKT ONG may at its discretion discuss with vendor(s) available at this stage to clarify contents of financial offer.
5. **Award Criterion:** Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire period for the services. Further, it will not be obligatory for the RGUKT ONGOLE to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder. In the event of a tie in the financial bid, bidder with the longest experience calculated from the date of incorporation shall be selected.

The evaluation matrix prescribed in **Annexure-10** will be used to identify the suitable agency. Anyhow, the Director, RGUKT ONGOLE shall decide about the agency to which the officer shall be granted. Such authority shall be final.

Note: Any effort by a bidder to influence RGUKT ONGOLE officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids.

J. AWARD OF CONTRACT

1. **Notification of award:** Prior to expiration of the period of bid validity, RGUKT ONGOLE will notify the successful bidder(s) in writing through Speed Post / Fax / e-mail or any other form of communication that its bid has been accepted. At the same time as the RGUKT ONGOLE notifies the successful bidder that its bid has been accepted, the RGUKT ONGOLE will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
2. **Performance Security:** The successful bidder shall require to submit the performance security with 7 days from the receipt of notification of award. The performance security shall be in one of the following forms:
 - a. A cashier's cheque or banker's certified cheque or crossed demand draft or pay order drawn in favor of "The Director, RGUKT Ongole".
 - b. Bank guarantee from any nationalized bank.
3. **Signing of contract:** On submission of performance security, the successful bidder is required to execute an agreement on a nonjudicial stamp paper of appropriate value in a prescribed format.

Failure of the successful bidder to sign the contract, proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the

annulment of the award and forfeiture of the bid security (EMD), in which event the RGUKT ONGOLE may make the award to another bidder or call for new bids.

4. **Return of EMD:** Upon the successful bidder(s) signing on the contract, RGUKT ONGOLE will promptly notify each unsuccessful bidder. The bid security (EMD) of all the bidders shall be refunded without any interest on it within 30 to 90 days after awarding of the contract.

K. TERMS AND CONDITIONS

1. The contract is initially for a period of One year. The contract will be reviewed yearly, and may be extended for **one more year**. The requirement of actual manpower may vary according to the need and may be reviewed / reduced / enhanced as and when required by RGUKT ONGOLE administration it self.
2. The successful bidder will not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of RGUKT ONGOLE.
3. During the period of agreement, the RGUKT ONGOLE is at liberty to alter/modify/add/delete any of the conditions of the agreement in the interest of the RGUKT ONGOLE.
4. The selected agency should obtain and produce license under the Contract Labour (Regulation & abolition Act 1970) from the labour department. The agency should maintain and if necessary, submit to the RGUKT ONGOLE for inspection on demand the records such as Muster roll, Payment register etc.
5. The bidding agency will be bound by the details furnished by them to RGUKT ONGOLE, while submitting the bid or at subsequent stage. In case, if, any of such document/s furnished by the firm is found to be false, it would amount to breach of terms of contract and the agency is liable for LEGAL ACTION besides termination of contract.
6. Designation of the employee can be upgraded/degraded based on the need of the RGUKT Ongole administration.
7. The bidder shall ensure that the personnel deployed at RGUKT ONGOLE conforms to the STANDARDS prescribed in the Tender Document.
8. The successful bidder should furnish the following documents in respect of each personnel deployed at RGUKT ONGOLE, before the commencement of contract.
 - a. List of personnel identified / selected by agency for deployment at RGUKT ONGOLE, with Bio-data i.e. date of birth, age, qualification address etc.,
 - b. Character certificate from a Gazette officer of the Central / State Government.
 - c. Certificate of verification of antecedents of persons by local police authority.
9. RGUKT ONGOLE is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the RGUKT ONGOLE. The agency should make its own arrangements.
10. The selected agency should designate / deploy a field officer at its own cost who would regularly interact with officers of the RGUKT ONGOLE, so that better co-ordination, services and utilization of optimal manpower deployment could be addressed.

11. The agency should ensure that the personnel deployed at the RGUKT ONGOLE are solely deployed only at the RGUKT ONG, and shall not be shared across organizations.
12. The personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of the RGUKT ONGOLE.
13. The agency should ensure good behavior, conduct, and sincere discharge of duty by the personnel engaged by them. The personnel of the Agency should perform their duties effectively and diligently to uphold the dignity of the RGUKT ONGOLE.
14. The selected agency should ensure that any information related to Research, Operational process, Technical know-how, Security Arrangements and Administrative / Organizational matters are not divulged or disclosed to any person by their personnel deployed at the RGUKT ONGOLE.
15. The Agency should be responsible for any act of indiscipline on the part of the personnel deployed by them and should also ensure that they do not indulge in consumption of Alcohol / Smoking while on duty.
16. In case, the personnel employed by the successful bidder commits any act of Omission / Commission that amounts to Misconduct / Indiscipline / Incompetence, the selected agency should take appropriate disciplinary action against such personnel immediately when such instances are brought to the notice of the Agency, failing which it would amount to breach of contract and may lead to termination of contract.
17. If the RGUKT ONGOLE suffers any loss or damage on account of negligence, defaults or theft on the part of the employees of the agency, then the agency / service provider shall be liable to reimburse the value of the loss, as decided by the RGUKT ONGOLE for the same.
18. The agency should not involve in any bribery or other unethical activities with anyone employed at the RGUKT ONGOLE. The involvement in any such activity shall entail a penalty of Rs.10,000/- for each such incident.
19. If the agency fails to provide services to the satisfaction of the RGUKT ONGOLE on any of the above counts, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated, and the agency shall forfeit the Performance Security.
20. Under no circumstances, the staff members and / or the workmen / employees of the agency shall be treated, regarded or considered or deemed to be the employees of RGUKT ONGOLE and the agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified RGUKT ONGOLE against any claim that may have to meet towards the employees deployed by the agency.
21. Persons below the age of 18 years shall not be engaged for the work. The Contractor/agency/service provider will submit medical certificate/any other certificate as age proof of the Manpower personnel deployed by him. The Contractor/agency/service provider will also submit medical certificate to the effect that the manpower personnel deployed by him are fit for work and are not suffering from any contagious disease.

22. Further, no manpower personnel above the age of 65 years should be deployed under the contract. The agency shall ensure compliance with this age limit and submit age verification documents as part of the deployment process.
23. The Contractor/agency/service provider will be accountable for any accident, injury or loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law (**Workmens compensation Act 1923**). If need arises, the institute will recover such amount form the Contractor/agency/service provider to effect payment to the affected person(s).
24. **The selected agency should provide Radio Frequency Identity (RFID) cards to the personnel deployed at the RGUKT having the photograph of the personnel and personal information such as name, designation, address and identification mark etc., attested by Agency.**
25. The Agency shall provide group accidental insurance cover or ex-gratia policy for all Manpower personnel deployed, ensuring financial security to the personnel and their families in the event of accidental death or permanent disability incurred during duty hours. The minimum insured amount shall not be less than Rs.10,00,000/- (Rupees Ten Lakhs only) per person. The documentary proof of the policy shall be submitted prior to commencement of contract and renewed annually during the contract period. Additionally, compensation/ex-gratia in the case of accidental/natural death during office time shall be processed within thirty days of occurrence, as per policy terms.
26. **The successful bidder should give preference to the existing employees working under any outsourcing in the institute.**

27. **Legal terms and conditions**

- a) For all intents and purposes, the bidder shall be the "Employer" within the meaning of various Labour Legislations in respect of manpower so employed and deployed at RGUKT ONGOLE, for services on contract.
- b) The selected agency shall alone be solely responsible for the redressal of grievances / resolving of disputes relating to person deployed. RGUKT ONGOLE, shall in no way, be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- c) The personnel of the Agency shall not take part directly or indirectly in any of the activities of the Association / Union of the employees of the Institute.
- d) The Agency shall be solely responsible for compliance to the provisions of various Labour laws, such as, wages, allowances, compensations, EPF, Bonus. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications: -
 - i. The Payment of Wages Act 1936
 - ii. The Employees Provident Fund Act, 1952
 - iii. The Contract Labour (Regulation) Act, 1970

- iv. The Payment of Bonus Act, 1965
 - v. The Payment of Gratuity Act, 1972
 - vi. The Employees State Insurance Act, 1948
 - vii. The Employment of Children Act, 1938
 - viii. The Minimum Wages Act, 1948
- e) The agency shall alone be liable to pay compensation for any damage / death / injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work / duty at the RGUKT ONGOLE and outside the RGUKT ONGOLE during the contract period.
 - f) The selected agency will be required to pay remuneration fixed Govt. of AP to the outsourcing employees as per the **GO Ms. 151 dated 08-08-2016**.
 - g) The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at RGUKT ONGOLE.
 - h) The selected agency shall also be liable for depositing all Taxes, Levies, Cess etc., & Income Tax to concerned tax authorities from time to time as per the rules and regulations on the matter.
 - i) The selected agency shall maintain all statutory registers applicable under the Law. The agency shall produce the records on demand to the concerned authority of RGUKT ONGOLE or any other authority under Law.
 - j) In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof RGUKT ONGOLE is put to any loss / obligation, monetary or otherwise, RGUKT ONGOLE will be entitled to recover such damage / loss out of the outstanding bills or from the Performance Security Deposit of the agency.
 - k) The selected agency will indemnify RGUKT ONGOLE from all legal, financial, statutory, taxation, and any other liabilities.

28. Financial terms and conditions

- a) No advance payment will be paid to agency
- b) Bids of tenderers who are offering wages to their employees at rates which are lower than the minimum wages for the pertinent category would be summarily rejected.
- c) The proof of remittance of statutory deductions of PF, ESI, Service Tax, as appropriate, to the respective agency, for those employed at RGUKT ONGOLE, must be provided by the selected agency to RGUKT ONGOLE every month along with the bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at RGUKT ONGOLE in the name of RGUKT ONGOLE.
- d) **The rates agreed upon except the remuneration paid to employees and service Tax as notified from time to time by the state Government shall remain unchanged until the expiry of contract period or till, they are amended by the RGUKT ONGOLE.**
- e) The agency shall submit the bill, in triplicate, along with attendance sheet (attendance records as per Bio-metric attendance recording system which duly verified and attested by RGUKT

ONGOLE authorities) in respect of the persons deployed and submit to Finance Office at RGUKT ONGOLE by the **third week** of the subsequent month. The payment will be released within **two weeks** from the date of submission of such bills. The claims in bills regarding Tax if any should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of RGUKT ONGOLE. The payment of the bill will be effected only on production of copy of the months wage sheet, ESI, EPF, and service tax remittance and half yearly / yearly return under the respective Acts.

- f) The monthly wages of the employees for a month should be paid on or before 5th of the succeeding month without fail. Failure to do so will result in levy of penalty of 0.5% of total bill per day.
- g) The contractor must ensure that entitled wages of the workers are credited to their bank account on or before 5th of the succeeding month. Contractor shall not enjoy any relaxation in this matter. While submitting the bill, the service provider must file a certificate certifying the following:
 - i. Wages of the workers were credited to their bank account on _____(Date)
 - ii. ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed.
 - iii. EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed.

29. **Penalty:** RGUKT Ongole shall be entitled to impose any penalty to the extent of Rs.10,000/- (Rupees ten thousand only) on the first occasion upon the agency in the event of breach, violation contravention of any of the terms and conditions contained the agreement brought to notice. If the lapse is repeated, the extent of penalty will be doubled on each such occasion. The decision of the Director, RGUKT Ongole, in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive but illustrative and penalty may be imposed on any violation/breach or contravention of any of the terms & conditions as well as assigned duties and responsibilities

30. **Termination of the contract:** The contract can be terminated under any of the following conditions:

- a) RGUKT Ongole shall be at liberty at its entire discretion to terminate the contract forthwith upon or at any time a breach or default of any of the terms and conditions contained herein or any other circular and/or rules framed subsequently, is committed by him and/or by his personnel employed by it.
- b) Insolvency or dissolution of the partnership firm or death or adjudication as insolvent of any partner of the Agency.
- c) Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.

- d) If any attachment is levied and continues to be levied for a period of seven days upon Agency effects or any individual/ partner for the time being of its firm or any member of its cooperative society.
- e) If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.
- f) If Agency shall either by himself or by his servants commit or suffer to be committed any act which, in the opinion of the Director of RGUKT ONGOLE whose decision in that behalf shall be final, is prejudicial to the interest or good name of the Institute.
- g) Violation of the provisions of Contract Labour (R & A) Act 1970, rules schemes or notifications issued by the Central or AP State Govt. from time to time, as applicable.
- h) RGUKT ONGOLE, may at any time by giving 30 days written notice to the agency, terminate the Contract, for its convenience. The notice of termination shall specify that termination is for the RGUKT ONGOLE convenience, the extent to which performance of the agency under the Contract is terminated, and the date upon which such termination becomes effective.
- i) The agency shall give a notice of 3 months (90 days) before withdrawing their services from the RGUKT ONGOLE during the contract period. In case the service is not found to be satisfactory, the contract shall be terminated by RGUKT ONGOLE by giving notice of one month to this effect.

On termination/expiry of the contract, the, Agency will immediately remove all its personnel from the premises of the RGUKT Ongole.

31. **Resolution of disputes:** The RGUKT ONGOLE and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. The Director, RGUKT ONGOLE is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all. If, after thirty (30) days from the commencement of such informal negotiations, the RGUKT ONGOLE and the agency have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party. The dispute resolution mechanism shall be as follows:

In case of a dispute or difference arising between the RGUKT ONGOLE and the agency relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996.

Annexure-1

Manpower Requirements

Tentative present requirement of manpower is given below. These numbers are subject to change, keeping in view the infrastructure requirement of RGUKT ONGOLE and shall be intimated from time to time.

S.No	Designation Group	Count
1	DPO	4
2	Pharmacist	1
3	Senior Assistant	10
4	Network Administrator	2
5	Software Engineer	1
6	Staff Nurse	5
7	Junior Assistant	24
8	H&M Caretaker	31
9	Lab Assistants	25
10	Lab Technicians	7
11	Electrician	9
12	AC Mechanic	2
13	Drivers	5
14	Technicians	2
15	Medical Lab Technician	1
16	Food Quality Supervisor	1
17	Library Assistant	4
18	Carpenter	2
19	Plumbers	4
20	Office Subordinate	35

Note:

- 1. Above mentioned posts should be filled as per 100-point roaster system of Govt. of Andhra Pradesh.**
- 2. The Manpower requirement is fulfilled based on G.O.Ms.No.151, Finance (HR.I.Plg & Policy) Dept., dated.08.08.2016.**

Annexure-2
Technical Check List

S.NO	Particulars	Name of the file uploaded	Page Name
1.	Bid Processing Fee by way of online mode from any nationalized Bank		
2.	EMD (online mode) from a Nationalized bank		
3.	Bidder letter Form		
4.	Bidder Information sheet		
5.	Registration Certificate as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 or a registered society under societies act or registered as firm as the case may be and should be in the business of providing Manpower Services (Facility Management Services) for not less than five (05) years as on the date of issue of the tender. Those which have not in existence for 5 years as mentioned above shall not be considered at all in any case. Copies of work orders and satisfactory certificates to be submitted).		
6.	A valid Statutory Registration / Approvals / License /Permit for running Manpower Service Agency i.e., the Agency should have registered with the Central Labour Commissioner, Income Tax Department, Employees Provident Fund Organization, Employees State Insurance and Service Tax Authorities. Further the Security Agency shall be a registered contractor under Contract Labour (Regulation and Abolition) Act, 1970.		
7.	The proof of bidder having a valid license as Manpower Services supply agency registered with the Commissioner of Labor Department, Government of Andhra Pradesh / Empanels for District Level Outsourcing Committee Registration Govt of A.P. during the last Two years.		
8.	Valid GST Registration certificate		
9.	Valid PAN card		
10.	Registration with EPF and its contribution		
11.	Registration for ESI and its contribution		
12.	Service Tax registration certificate / TDS		
13.	Valid license under contract labour (regulation and abolition) Act, 1970 with any state/central Government Departments /autonomous bodies/PSUs		
14.	ISO Certificate		
15.	Annual returns of previous three years supported by audited balance sheet		

16.	Document/Papers supporting previous experience minimum for five years		
17.	List of major customer whom which the similar service executed		
18.	Satisfactory performance certificate from past customer for each work completed in the last three years.		
19.	Details of office/branch in AP		
20.	Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them		
21.	Price reasonability certificate		
22.	Proof of having 300 employees under its role in FY 2023-24 and 2024-2025, Evidence of EPF (payment proof with TRRN details is must), and ESI Challana.		
23.	Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in RGUKT ONG		
24.	Undertaking from the bidder who not having the office/branch in AP, to open the office/branch in AP before the due date of Delivery in case the contract is awarded.		
25.	Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency		
26.	Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm's stamp at each page of the bid document and all its annexure.		
27.	Evaluation Matrix for Award of Contract		
28.	Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.		
29.	Any other information/documents that are required in the bid document		

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

Place & Date: Bidder's Signature with Seal

Annexure-3

Bidder Letter Form

From:

(Registered name and address of the bidder)

To

The Director,

RGUKT Ongole,

Santhanutalapadu (V&M),

Prakasam (Dist.) – 523225 (A.P.)

Sir,

Having examined the bidding documents and amendments there on, for providing Outsourcing of Manpower Services at RGUKT Ongole, in response to your tender call dated

1. I/We hereby offer to provide outsourcing service as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT ONGOLE.
3. I/We have understood the scope of work, Instruction to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the service required and my/our offer is to provide outsourcing service strictly in accordance with the specifications and requirements.
4. Certified that ours is:
 - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor (OR)
 - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
 - c) A company and the person signing the document is the constituted attorney/ authorized signatory.(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).
5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
 - a) Provide services/execute the work according to the time schedule specified in the bid document,

- b) Submit the performance security in accordance with bid requirements for the due performance of the contract, and
 - c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX _____

E-mail _____

Annexure-4 Bidder Information Sheet

1.	Name of the organization:	
2.	Year of establishment:	
3.	Registered Office Address	
4.	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman and Managing Director (Please use separate sheet if found necessary)	
5.	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)	
6.	License number under Contract Labour (R&A) Act.	
7.	Registration No of Firm	
8.	GST Registration No.	
9.	PAN No.	
10.	Provident Fund Account No.	
11.	ESI Number	
12.	Name & Designation of Authorized person:	
13.	Phone No.	
14.	Fax No.	
15.	Email-ID	
16.	Total No. of branch offices in AP	
17.	Any other trade / business in addition to Outsourcing Services	
18.	Total experience (Years / Months) in Outsourcing Services Field	
19.	Have your Concern / Firm / Company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
20.	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	

21.	Brief details of Litigations, if any, connected with Outsourcing Services work, Current or during the last three years, the opposite party and the disputed amount.	
22.	Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
23.	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved	
24.	Details of Awards, if any received or Reviews in the Media, if any	
25.	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
26.	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
27.	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

Place & Date: Bidder's Signature with Seal

Annexure-5
List of Major Customers (Both Ongoing and Completed)

S.No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Outsourcing Services (viz., Outsourcing Services to educational institutions, Factory, etc.,)	Work order Value (Rs.)	Number of Personnel deployed	Period of Contract	
					From	To

Annexure-6
Details of office/branch in AP

S.No	Full Address of Office	Contact person with phone No.	No of Employees

Annexure-7
NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT ONGOLE and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT ONGOLE may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure-8

PRICE REASONABILITY CERTIFICATE

1. I/We _____ hereby certify that the prices quoted by us in our offer letter No.....are not higher than prices to any Government Department/PSU/Institution.
2. I/We further certify that I/We have not supplied or quoted for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of 90 days preceding the last date of submission of the offer.
3. I/We hereby undertake that I/We will not supply or quote for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of validity of the offer/rate contract.
4. I/We also undertake to bring the attention of the Director, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Director regards to the determination of quantum payable shall be final.

Date:

(SIGNATURE & STAMP OF THE AUTHORIZED SIGNATORY)

Annexure-9

Evaluation Matrix for Award of Contract

Name of the bidder: _____

Weightage of Technical Bid to be filled by the Agency/Contractor					Weightage-50 Marks	
S.No	Description	Maximum Marks	Awarding Criterion		Obtained Marks	Proof attached at Page No.
			Marks	Criterion		
1.	Company Incorporation Documentary	5	5	Private Limited/ Limited Company/ Corporation		
			4	Partnership with Limited Liability		
			3	Partnership firm		
			1	Proprietary firm		
2.	Outsourcing Service (OS) License and ISO Certification	5	1	OS of Andhra Pradesh		
			1	OS of Any Second State		
			1	OS of Any Third State		
			2	ISO 9001-2008 certificate		
3.	Year of Experience in the Outsourcing Services	5	10	Above 15		
			8	12-15		
			6	9-12		
			4	6-9		
			2	5-6		
4.	Average turnover (in INR Cores) for the preceding three financial years	5	10	Above 20		
			8	15 to 20		
			6	10 to 15		

			4	5 to 10		
			2	3 to 5		
5	Total number of workers continuously on rolls for last six months, will be verified from EPF Portal	10	10	Above 3000		
			8	2500-3000		
			6	2001-2500		
			4	1501-2000		
			2	1001-1500		
			1	500-1000		
6.	No of Contracts (each with annual value above 50 lakhs) in the name of same [applying] firm for the preceding three financial years	10	10	5 and above		
			8	4		
			6	3		
			4	2		
			2	1		
7.	FEEDBACK SCORE as per Annexure -5 (point ten scale)	5	5	9 or above feedback score achieved in two or above contracts		
			4	8.5 to 9 feedback score achieved in two or above contracts		
			3	8 to 8.49 feedback score achieved in two or above contracts		
			1	7 to 7.99 feedback score achieved in two or above contracts		
8.	Existing contracts (central/state government Departments, PSUs)	5	5	5 or above contracts		
			3	4 contracts		
			2	3 contracts		
			1	1 contract		

Weightage of Financial Bid (For office use Only)

Weightage-50 Marks

S.NO	Lowest Bid Value	Marks	Marks Obtained
------	------------------	-------	----------------

		Calculation	
1	1 st Lowest Bid Value (L1)	$(L1/L1)*50$	
2	2 nd Lowest Bid Value (L2)	$(L1/L2)*50$	
3	3 rd Lowest Bid Value (L3)	$(L1/L3)*50$	
-	-	-	
N	n th Lowest Bid Value (Ln)	$(L1/Ln)*50$	

SAnnexure-10

Price Bid Format

Manpower Services	Percentage
Agency commission in percentage on remuneration (excluding all statutory obligations) to be paid to the outsourcing employees.	

1. Applicable TDS and GST shall be deducted monthly from the gross billed amount be paid to the contractor.
2. As per the Ministry of Finance OM No. 29/2014-PPD, dated 28-1-14, bids quoted **NIL service charges shall be treated as non-responsive.**
3. Variation of personnel (high/low) may be decided based on necessity of the institute and payment will be paid as per the actual.
4. Commissionshallnotexceed5%.
5. All applicable payments and contributions to the employees shall be paid as per norms without any deviationandthecontractorisliableforanyviolationsoftheapplicablelaws.

(Quote in the e-procurement portal only)

Annexure-11

Designation wise details

S. No	Designation Group	Count
1	DPO	4
2	Pharmacist	1
3	Senior Assistant	10
4	Network Administrator	2
5	Software Engineer	1
6	Staff Nurse	5
7	Junior Assistant	24
8	H&M Caretaker	31
9	Lab Assistants	25
10	Lab Technicians	7
11	Electrician	9
12	AC Mechanic	2
13	Drivers	5
14	Technicians	2
15	Medical Lab Technician	1
16	Food Quality Supervisor	1
17	Library Assistant	4
18	Carpenter	2
19	Plumbers	4
20	Office Subordinate	35

Note: the staff count may be increased or decreased based on the time of giving the tender.