



ISO 9001 : 2008 Certified Company
ISO 14001:2004 Certified Company

आरईसी पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड
REC POWER DISTRIBUTION COMPANY LIMITED
(A wholly owned subsidiary of REC Ltd., a 'Navratna CPSE' under Ministry of Power. Govt. of India)
CIN no. of RECPDCL- **U40101DL2007GOI165779**

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
Tel: 011-4412 8755 Fax: 011-4412 8768, Web: www.recpdcl.in, E-mail: recpdcl@rediffmail.com
Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi-110003, Phone (011) 43091506 Fax: (011) 24365815

Tender No. RECPDCL/HR/e-Tender/2018-19/5/4893

Dated 21.12.2018

Notice Inviting Tender

(Tender invited through e-Tendering mode only)

For

Empanelment of Agency/ies for Providing of Temporary/Flexi Manpower on Contract Basis

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on REC Power Distribution Company Limited (RECPDCL) website (www.recpdcl.in), Rural Electrification Corporation (REC) website (www.recindia.nic.in), Central Publication Portal (www.eprocure.gov.in)

Important Dates	
Date of Release of NIT	21.12.2018
Last date for queries / seeking clarification	05.01.2019
Last date of submission of Tender	15.01.2019 (Upto 2 P.M)
Date of Opening of Technical bid	15.01.2019 (at 4 P.M)
Date of Opening of Financial bid	To be intimated later to technically qualified bidders.

Note:

1. Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may take 24 hours subject to the submission of all requisite documents required in the process.
2. If there is any clarification based on the pre bid meeting the same shall be uploaded in the RECPDCL and REC's website only.

-Sd-

(Suman Ekka)
Chief Manager (HR)

[This document is meant for the exclusive purpose of Agencies participating against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

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SECTION-I
TENDER INFORMATION

Name of the assignment: Empanelment of Agencies for Providing of Temporary/Flexi Manpower on Contract Basis

<i>Sl. No.</i>	<i>Event</i>	<i>Dates/ Information</i>	
1.	Date of Release of Tender	21.12.2018	
2.	Last Date & Time for online Submission of Bid	15.01.2019(Upto 2 P.M)	
3.	Date of Opening of Technical Bid	15.01.2019 (at 4 P.M)	
4.	Date of Opening of Financial Bid	To be intimated later	
5.	Tender Document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) www.recindia.com (or) www.tenderwizard.com / REC (or) www.eprocure.gov.in	
6.	EMD	Rs.8,55,000/- (eight lakh fifty five thousand only).	
7.	Address for Bid submission/EMD / PBG	Shri. Suman Ekka, Chief Manager (HR), REC Power Distribution Company Limited, 4th Floor, KRIBHCO Bhawan, A-10, Sector-1, NOIDA Gautam Budh Nagar, U.P Email- co.delhi@recpdcl.in	
8.	Contact Person	Shri. Suman Ekka Chief Manager(HR) REC Power Distribution Company Limited (RECPDCL) Email- hr.delhi@recpdcl.in Contact:8709596353	Ms. Dhara Dave, Sr. Executive(HR) REC Power Distribution Company Limited (RECPDCL) Email- hr.delhi@recpdcl.in Contact-9599980022

Note:

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest with seal the original tender document as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. In case of non-compliance the response is liable to be ignored/ summarily rejected.

(Bid shall remain valid for period of 180 days from the last date of bid submission.)

SECTION-II

INSTRUCTIONS TO BIDDERS

1. **Submission of Bid**

Bidders shall submit their responses online through e-tendering website www.tenderwizard.com/REC in the prescribed form only.

2. **The submission and opening of Bids will be through e-tendering process.**

Bidder can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or www.recindia.nic.in or www.eprocure.gov.in and RECPDCL's e-tendering portal i.e. www.tenderwizard.com/REC

(**Note:** To participate in the e-Bid submission, it is mandatory for agency to have user ID & Password. For this purpose, the agency has to register them self with REC PDCL through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token of class-III with signing and encryption certificate, for applying in the Bid. Bidders may also obtain the same from Tender Wizard.)

3. **Steps for Registration**

- i. Go to website <http://www.tenderwizard.com/REC>
- ii. Click the link 'Register Me'
- iii. Enter the details about the E-tendering as per format
- iv. Click 'Create Profile'
- v. E-tender will get confirmation with Login ID and Password

Note-Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may take 24 hours subject to the submission of all requisite documents required in the process. It is sole responsibility of the bidder to register in advance.

(In case of any assistance the bidder may contact Shri Sandeep Gautam-08800496478; Shri Harsh Jain – 09999297644; Shri Sameer Jha -09650793709)

4. **Steps for application for Digital Signature from Bid Wizard:**

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given in the Bid.

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC well in advance. Please note that RECL does not own any responsibility in case any bidder(s) fail(s) to apply due to non-possession/ non-registration/ compatibility issue of Digital Signature with the application.

5. **TECHNICAL BID**

- (a) The bid in prescribed format (**Section-XI**) should be submitted/uploaded online and a hardcopy of the same shall also be submitted along with supporting documents properly bound and indexed.
- (b) All pages of the bid being submitted must be signed, stamped and sequentially numbered by the authorized signatory of the bidder, irrespective of the nature of the content of the page in the format: "current page no, /total no. of pages".
- (c) Unsigned and Unstamped bid shall be summarily rejected.
- (d) The bid should be submitted in binding without any loose sheet.

- (e) Duly signed and sealed original tender document shall be submitted along with the bid as a token of acceptance and compliance to the tender terms and conditions.
 - (f) The bidder should note that the Technical bid (both online and hardcopy) should not have any pricing details. In case of a default the bid shall be summarily rejected.
 - (g) Hard copy of Technical Bid along with all supporting documents only should be put in a duly sealed envelope with TENDER number, bidder's name & address clearly marked on the top of the sealed envelope. The envelope should also have "DO NOT OPEN BEFORE 15.01.2019" super scribed in the front with the date of opening.
6. **FINANCIAL BID**
- (a) The financial bid should be submitted **ONLINE ONLY through RECL E-Procurement Portal** in the prescribed Format (**SectionXII**). No Hard copy of financial Bid has to be submitted and will not be accepted.
 - (b) Quoted prices should be firm.
 - (c) Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with any conditional price will be treated as non-responsive and shall be summarily rejected.
 - (d) All prices shall be written both in figures and words in the prescribed form.
 - (e) If there is discrepancy between the price/information quoted in words and figures, the price quoted in words shall be taken as bid price.
 - (f) Rates should be valid for a period of 180 days from the date of opening of last date of submission of bids offer subject to the condition that the bids shall be deemed to be valid and if during the notice period the tender is finalized/ awarded the bidder shall be deemed to be a willful party to that and in case of a default the bidder may be blacklisted from participating in and and/or all tenders of REC for such a period as decided by REC at its sole discretion.
 - (g) All costs and charges, related to the bid, shall be expressed in Indian Rupees only.
 - (h) The prices must be directly filled online in the Excel sheet provided on the e-procurement website. The Financial bid submission form duly filled in and e-signed on each page must be uploaded.
 - (i) No deviations from these terms and conditions will be accepted. Any violation there off will lead to rejection of the bid.
7. Bidders are advised to submit bids strictly based on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations.
8. Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.
9. The bids complete in all respect should be **submitted online** and **hard copy of the Technical Bid** addressed to the Chief Manager (HR), RECPDCL, should be submitted in the TENDER box kept at the entrance at the following address within due date and time. RECPDCL does not own any liability if the response is submitted somewhere else and does not reach to the addressee within due date and time.

Chief Manager (HR) ,
REC Power Distribution Company Ltd.
4th Floor, KRIBHCO Bhawan,
A-10, Sector-1, NOIDA ,
Gautam Budh Nagar-201301

SECTION-III

Preface

About the company

REC Power Distribution Company Limited (an ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 certified, wholly own subsidiary of Rural Electrification Corporation Limited (REC), A 'Navratna CPSU' under the Ministry of Power, a Company incorporated in July, 2007 to provide value added consultancy assignments in power sector across the country.

Business Activities of REC PDCL

RECPDCL plays a significant role in brightening lives and spreading happiness by rendering expert consultancy services in power sector to strengthen and augment the power distribution network in India. RECPDCL is engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India's power schemes for power utilities across the country and various regulatory assignments with CERC/SERCs. It includes the IT Implementation works under R-APDRP Part-A, Monitoring of electrification works of 18452 Un Electrified villages(A flagship program of Govt. of India under Ministry of Power), Project Management Consultancy (PMC) of Substations along with its associated lines, Monitoring, Supervision and inspection work of Electrical Power Distribution Project of RGGVY/NEF/Other departmental works and Feeder Renovation Program (FRP), Feeder separation, HVDS program, Lender's Engineers assignment, DPR preparation for electrical infrastructure projects viz., R-APDRP, IT related assignments in Distribution sector including web based MIS, Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, Cost Data Book preparation, system study and MRI based billing as per the need of the power utilities, State/Central Electricity Regulatory Commission across the country.

RECPDCL requires temporary manpower (flexi manpower) under different categories for working at different project sites across the country as well as at RECPDCL's Corporate Office at New Delhi on contractual basis/temporary staffing for meeting the periodical manpower requirements. To meet the above requirements, RECPDCL invites bids from reputed, well established and financially sound manpower agencies for supply of temporary / flexi manpower viz., Graduate Engineers, Diploma Engineers in Electrical Engineering, Mechanical Engineering, Civil Engineering, Information Technology (IT) Discipline, ITI (Electrical), Data Entry Operators, Executives in HR and Finance Discipline etc. on temporary / contractual basis. Requirement of flexi manpower predominantly is from Electrical Engineering discipline. The detailed qualification and pay packages is mentioned at Annexure VII of this bid document. The flexi manpower shall be ready to work in projects across the country. The detailed Tender document is available at www.recpdcl.in or www.recindia.nic.in or www.tenderwizard.com/REC.

- 1.1 Currently approximately 900 nos. of Flexi manpower are deployed across the country in various categories. Their details are as under:

S. No.	Designation	CTC at joining (per month in Rs.)
1	Project Engineer	26000
2	Assistant Project Engineer	20000
3	Supervisor	16000
4	Assistants(F&A/HR/Admin/Technical)	16000

(Signature of Authorised Signatory)

5	Sr. Project Engineer	36000
6	Peon/Office Assistant	Minimum wages for unskilled staff
7	Sr. Asst. (Tech./Admin/HR/Accounts)	21000
8	HR Executive	26000
9	Accounts Executive	35000
10	Assistant Executive Finance	30000
11	IT engineer	26000
12	Sr. HR Executive	36000
13	MIS Executive	26000
14	Legal Executive	26000
15	Technical Coordinator	25000
16	Consultant	36400
		49400
17	Caretaker	14000
18	Executive BD	26000
19	Quality Control Supervisor	30000
20	Accounts helper	Minimum wages for semi-skilled Staff
21	Business Analyst	70000
22	Executive CS	32000
23	Liasoining officer	25000
24	Sr. Development Engineer	50000

Section- IV

SCOPE OF WORK/SERVICES

- 1 The empanelled Company/Firm/Agency shall be responsible for providing Flexi manpower for various job descriptions at different locations across the country for specific periods as required by RECPDCL.
- 2 Initially the contract will be awarded for a period of three years which can be extended further for a maximum period of one year on the same terms and conditions based on mutual consent.
- 3 The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Manpower Company/Firm/Agency/Contractor without the prior written consent of RECPDCL.
- 4 For all intents and purposes the empanelled Company/Firm/Agency shall be the “Employer” within the meaning of various Labour Legislations in respect of the manpower so employed and deployed in RECPDCL. The manpower deployed by the empanelled Company/Firm/Agency shall not have any claim of Master and Servant relationship nor have any Principal and Agent relationship with or against RECPDCL.
- 5 The Flexi Manpower deployed in RECPDCL will not have any claim for permanent employment or absorption in RECPDCL and they will be on the rolls of the empanelled Company/Firm/Agency.
- 6 The empanelled Company/Firm/Agency will be responsible for compliance of all statutory provisions related to payment of wages, leave, medical, PF, ESI, applicable Medical Insurance etc. strictly in terms of the applicable legislations in respect of the manpower deployed by it in RECPDCL. Payments wherever needed to be deposited to the applicable statutory authorities shall be ensured by the Agency.
- 7 In case the empanelled Company/Firm/Agency fails to comply with any statutory/ taxation liability under relevant law and as a result of which RECPDCL is put to any loss/obligation, monetary or otherwise, RECPDCL will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the empanelled Company/Firm/Agency to the extent of loss or obligation in monetary terms.
- 8 The empanelled Company/Firm/Agency shall be responsible for providing to RECPDCL within 7 days from the date of indenting the manpower or as specified in the indent whichever is earlier, a list of candidates normally three times of the requirement as per the specifications/ job requirements conveyed by RECPDCL along with their bio data and relevant documents related to educational qualification, experience etc.
9. The empanelled Company/Firm/Agency before forwarding the list of candidates to RECPDCL will carry out preliminary screening of the candidates and the documents to establish their eligibility vis-a-vis the job specification and requirement and forward to RECPDCL the list of eligible candidates only. The service provider will ensure that job requirements, including academic qualifications experience etc. wherever needed are meticulously followed and candidates being shortlisted satisfy the eligibility criteria and further confirm their willingness to carry out the jobs with due efficiency and performance standard. (Requisite skill sets for Flexi Staff Requirements is enclosed at **Section-X** which is subject to modification/addition/Deletion during the period of contract as per requirement). In case of any discrepancy or default in this regard, RECPDCL shall not release the one-time recruitment fee & service fee in respect of the concerned flexi staff and if same is already paid then it will be recovered from future payments to the empanelled Company/Firm/Agency.

10. The empanelled Company/Firm/Agency will facilitate the selection interviews of the candidates as required by RECPDCL. Officers /representatives of RECPDCL shall also participate in selection process including interview.
11. The empanelled Company/Firm/Agency will prepare all files and relevant documents pertaining to the candidates to be interviewed and provide to RECPDCL before the selection interview.
12. On final selection of the candidate/s, the empanelled Company/Firm/Agency will undertake the process of recruitment which entails, background check especially Address, Previous Employer (if any), Police Verification (one-year antecedent report), Medical Fitness Certificate and provide the complete details/ certifications, to RECPDCL within a week from the completion of the selection process.
13. After recruitment process is complete, the empanelled Company/Firm/Agency will offer appointment to the candidate to be appointed on the payroll of the empanelled Company/Firm/Agency clearly detailing the terms and conditions of appointment, compensation structure, tenure of appointment etc.
14. On acceptance of offer of appointment by the selected candidate, the empanelled Company/Firm/Agency will arrange for deployment of the candidate/s at the locations specified in the Terms of Reference.
15. 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.
16. RECPDCL reserves the right to redeploy the services of the candidate within the Company during the currency of contract depending upon the requirement. The candidate will have to work wherever he/she is posted or wherever his/her services are required by RECPDCL and will be utilized across the country for executing various projects.
17. All the monthly pay bills payable to the flexi staffs along with contribution to PF, ESI etc. will be made by the empanelled Company/Firm/Agency.
18. Any training to be provided by RECPDCL shall be coordinated at the cost of RECPDCL by the empanelled Company/Firm/Agency.
19. All flexi staffs shall report to the officer(s) designated by the RECPDCL as per the directive of RECPDCL.
20. The existing (approx. 900 nos.) flexi manpower of RECPDCL may be required to be transferred to empanelled Company/Firm/Agency in the ratio to be decided with other empanelled bidders on the basis of capability, performance etc. of agency. However, RECPDCL reserves the right to amend the manpower transfer percentage on the basis of capability, performance etc. of the agency.
21. RECPDCL reserves its right to empanel and engage more than one Company/Firm/Agency at its sole discretion.
22. The agency shall not charge any fees for transfer of manpower from existing agency (ies).
23. Other matters like joining formalities, issuance of appointment letters, Identity Cards, Pay Slips, issue of service certificates, etc. shall be handled by the empanelled Company/Firm/Agency.

24. All records/personal files of each flexi staff shall be maintained by agency only and shall be shared with RECPDCL if and when required.
25. Plastic ID card will be issued to each flexi staff by the empanelled agency.
26. Senior officials of empanelled agencies shall have to attend review meeting fortnightly/monthly/quarterly as and when required by RECPDCL.
27. In case of not closing the openings as per the requirement of RECPDCL, all interview arrangement expenses including venue, travelling of officers and others if any, will have to be reimbursed by the empanelled Company/Firm/Agency.
28. Empanelled Company/Firm/Agency shall provide Online Time & Attendance Management system and Leave module to RECPDCL's officials as well as respective flexi staff.
29. Empanelled Company/Firm/Agency shall provide the access of Payroll Software to RECPDCL's officials.
30. Empanelled Company/Firm/Agency shall provide TA/DA portal & its customization as per the requirement of RECPDCL.
31. Empanelled Company/Firm/Agency shall provide the portal for Assets allocation and its management.
32. Agency shall provide access of platform i.e. mobile app/portal to each flexi staff to address their various issues like salary slip, extension letters, appointment letters, declarations etc.
33. Agency shall provide a dedicated resource/helpline no. to flexi staff to address their miscellaneous grievances
34. Agency shall be required to furnish its escalation matrix to RECPDCL
35. Upon selection of a candidate for deployment for work in RECPDCL the empanelled Company/Firm/Agency shall immediately provide the appointment letter to the candidate along with a copy to RECPDCL indicating there in the breakup of the salary to be offered to the flexi staff along with other terms and conditions.
36. The Agency shall provide Form 16 to all the flexi staff and copy to RECPDCL at the end of the financial year.
37. In case of delay in providing the detailed formal appointment letter, the empanelled Company/Firm/Agency shall pay the salary of candidate which shall be paid later by RECPDCL.
38. The Agency should enclose proof of payments made to the flexi staff deployed to work with RECPDCL for the previous month.
39. 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 for each flexi staff deployed to work with RECPDCL should be enclosed with the bill.
40. In case, RECPDCL receives any complaint regarding non-payment of salary/wages to the flexi staff deployed to work with RECPDCL, the amount payable to the flexi will be recovered from the amount payable to the empanelled Company/Firm/Agency from the Bill and paid to such flexi staff.
41. The attendance cycle of flexi staff shall be from 21st to 20th of the next month or as decided by RECPDCL from time to time in order to pay the salary of flexi staff on the first working day of the month. Agency shall have to submit the invoice accordingly.

42. RECPDCL will make the payment to agency subsequently based on the invoice data. Accordingly, salary of each flexi staff will be disbursed by the agency on the first working day of the month.
43. Agency shall provide state wise separate invoice for the flexi staff deployed in the respective states.
44. TDS shall be deducted by RECPDCL on salary invoices as per the applicability under the IT & GST Act (present TDS rate under IT act is 10% & GST Act is 2%).

Section V

Eligibility Criteria

Eligibility Criteria: - The Bidder needs to comply with all the eligibility criteria mentioned below to be evaluated for Technical evaluation. Non-compliance to any of these criteria would result in outright rejection of the bidder's proposal. The bidder should enclose proof in support of all eligibility criteria while submitting the Bid Proposal, failing which the Bid Proposal will not be considered for further evaluation. There is no restriction on the number of credentials a bidder can provide, however all credentials should be appropriately bound, labelled and segregated in the respective areas.

1. The Bidder should be a legally registered entity in India registered as Human Resource Consultants/ Recruitment Agency since last 05 (Five) years. Incorporation/Registration certificate along with MoA/Bylaws (or similar legal document) should be furnished as documentary proof. Details to be provided in **ANNEXURE A of Part D** of Technical Bid.
2. The bidder should have minimum average annual turnover /revenue from operations of Rs. 250 crores from the line of business of providing manpower services in last 3 Financial years (15-16,16-17 and 17-18). As documentary proof, Audited Balance Sheet & Profit & Loss A/c is to be submitted. In case F/Y 2017-18 Annual Reports are not prepared; a certificate of provisional financial figures duly certified by a Chartered Accountant is to be submitted. Details to be provided in **ANNEXURE B of Part D** of Technical Bid.
3. The bidder must have successfully provided at least 1000 nos. of flexi/temporary manpower of matching profiles as specified for RECPDCL to minimum 10 Companies in Govt./Public Sector/MNC during the last 3 Years of which at least 200 should be Engineering Graduates /Diploma Holders from branches of Electrical, Electrical & Electronics, Electronics & Communications. The bidders should submit the relevant records in proof of the same viz., Letter of Award of contract, Agreement copy, Client letter, PF Records or any other proof of relevant record in this regard. Details to be provided in **ANNEXURE C of Part D** of Technical Bid.
4. The bidder must have at least 50 regular competent experienced personnel on its rolls with 05+ yrs of experience in the field for carrying out the operations of the agency. They shall also have sufficient experienced manpower who can take preliminary screening of the candidates before sending them to RECPDCL for final interview. List of employees with relevant details duly certified by the Authorised Signatory of the Company/Firm/ Agency may be submitted as proof. Details to be provided in **ANNEXURE D of Part D** of Technical Bid.
5. The bidder must be using Human Resource Management System (HRMS) software for payroll management of the employees. Relevant documentary proof to be provided. Details to be provided in **ANNEXURE E of Part D** of Technical Bid.
6. The bidder shall not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of RFE opening. An undertaking to this effect should be submitted by the bidder on its letter head. To be attached as **ANNEXURE F of Part D** of Technical Bid.
7. **PAN India presence:** The Bidders should have their own offices or have worked to the satisfaction of their clients in minimum 10 States/Stations out of these 25 States/Stations i.e. Delhi, Mumbai, Chennai, Bangalore, Hyderabad, Chandigarh, Jammu/Srinagar, Bhubaneswar, Guwahati, Kolkata, Patna, Lucknow, Varanasi, Nagpur, Bhopal, Raipur, Pune, Jabalpur, Itanagar, Imphal, Aizawl, Kohima, Kanpur, Patna, Ranchi. List of

Offices, Contact Person & contact details or work order or any other proof for supply of flexi manpower in the states/station need to be provided. Details to be provided in **ANNEXURE-G of Part D** of Technical Bid.

8. Bidder should provide client references and contact details (email/ landline/ mobile) of 3 customers for whom the Bidder has executed similar projects (Start and End Date of the Project to be mentioned) in the past 3 years. Details to be provided in **ANNEXURE-H of Part D** of Technical Bid.
9. Bidder should have PF, ESI code number allotted by RPFC, ESIC in the name of the establishment. Satisfactory documentary proof to be attached.

The bidder must have following valid certificates: -

- a) PF Registration Certificate
- b) Permanent Account Number and TAN.
- c) GST Registration No

Attested copy of the certificates to be attached.

Details to be provided in **ANNEXURE-I of Part D** of Technical Bid.

10. **Supporting documentary proofs wherever required should be attached with the respective Annexures.**

Section VI

EMD

1. Earnest Money Deposit (EMD): -

Bidders shall submit along with the tenders Earnest Money of R₹8,55,000/- (Rupees eight lakh fifty-five thousand only) in the form of a Demand Draft drawn in favour of “REC Power Distribution Company Ltd”, payable at New Delhi or Bank Guarantee as per the format prescribed in (**Annexure ‘I’ of Section XIII**). Bids not accompanied by the requisite amount of earnest money shall be rejected.

The EMD shall be returned without interest: -

- (a) To the unsuccessful bidders after the award of contract to the successful bidder.
- (b) In case bidding process is terminated by RECPDCL for any reason.

Section VII

GENERAL TERMS AND CONDITIONS

1. **Definition of Terms**

RECPDCL shall mean “REC POWER DISTRIBUTION COMPANY LIMITED” having its Registered Office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi – 110003 and its Corporate Office at 4th Floor, KRIBHCO Bhawan, A-10, Sector-1, NOIDA-201301 Gautam Budh Nagar, U.P

- (a) EMD shall mean Earnest Money Deposit.
- (b) Security Deposit shall mean Security Deposit against Contract awarded.
- (c) Bidder shall mean any applicant who is submitting the bid in reference to this document.
- (d) Agency shall mean the ‘Bidder’ whose bid will be accepted by RECPDCL as per this tender and shall include such successful Bidder, its legal representatives, successors and permitted assigns.
- (e) Performance guarantee, security shall mean and include the Bank Guarantee in form of Performance Bond.

2. **Receipt and opening of Tenders**

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

Section- VIII

SPECIAL TERMS AND CONDITIONS

1. The Bidder should submit Technical Bid & Financial Bid only as per format along with all **Annexures and supporting documents**.
2. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other company/firm/agency without the prior written consent of RECPDCL.
3. The tenderer will be bound by the details furnished to RECPDCL, while submitting the tender document or at subsequent stage. In case of any such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
4. Each bidder should submit ONLY SINGLE bid. Submission or participation in more than one bid will cause disqualification of all the proposals submitted by the bidder. Bids only from individual firms /agency/company will be entertained and not by any Consortium.
5. RECPDCL reserves the right to accept or reject any or all bid requests without assigning any reason. RECPDCL reserves the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to this tender.
6. RECPDCL reserves the right to cancel the tender at any stage and call for fresh tender.
7. RECPDCL reserves the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
8. The responder shall bear all costs associated with the preparation and submission of its bid, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
9. RECPDCL reserves the right to withdraw the work & get it completed at the risk & cost of the empanelled company/Firm/Agency, if performance is found to be unsatisfactory. Further, the said Company/Firm/Agency may be black-listed for a period of one year or more for participating in any of the bids invited by RECPDCL. Also, RECPDCL would be free to intimate such black-listing to various state/central utilities/ Ministry of Power/ State Governments/ Other agencies not to consider the said agency for any assignment including of the same on websites.
10. Bids must be submitted in English language only.
11. Validity of Bid is 180 days from the date of the opening of bid.
12. No price escalation is applicable on account of any statutory payments increase or fresh imposition of custom duty, excise duty, sales tax or duty leviable in respect of the major components in the said acceptance of the tender. However, taxes and GST etc. on the firm price shall be payable on prevailing rates.
13. EMDs received late due to postal delay etc. will not be considered.
14. Bidder's quoted rates should be firm and fixed. No price variation and escalation will be allowed.
15. Incomplete, telegraphic or conditional tenders are not accepted.
16. Canvassing in any manner is strictly prohibited. The same will lead to rejection of the submitted bid

17. If due to any reason the due date is declared as a holiday, the tender will be opened on next working day at the same time.
18. The technical bid shall be opened on 15.01.2019 at 16:00 Hrs in RECPDCL office, Noida, UP in the presence of such Bidders /their representatives, who desire to be present at the time of opening.
19. The bidders quoting abnormally low/high price may be rejected from consideration during bid analysis.
20. The bid validity of less than six (6) months shall not be considered. The validity can be further extended with mutual consent
21. RECPDCL reserves the right to verify the credentials of the Bidder from the third party.
22. Bidders submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Bid.
23. Initially the contract will be awarded for a period of 3 years, which can be extended for a further period of 1 year on the same terms and conditions based with mutual consent.
24. The successful bidder, who are empanelled with RECPDCL and to whom the work has been awarded are required to execute the agreement with RECPDCL to its satisfaction. Further, these agencies are required to furnish a Bank Guarantee as Security Deposit for the value equivalent to one-month average salary & service fee expected to be disbursed and to be valid for the period of the contract plus three months for claim period. Such Bank Guarantee amount must be increased by the Agency as and when asked by RECPDCL to do so to match it with 1-month average salary.
25. RECPDCL may empanel more than one agency, if required, which meets the eligibility criteria as per this tender condition. RECPDCL reserves the right to award work to one or more empanelled agencies in part or full at its sole discretion.
26. Contract can be terminated by either party by giving one-month notice in advance. In case the notice is not given by agency, an amount equivalent to one month's wages/security deposit shall be forfeited. In case RECPDCL revokes the contract without notice of one month, RECPDCL shall be liable to pay one month's wages to the agency.
27. RECPDCL may short terminate the contract any time at its sole discretion (if the performance is not up to the mark).
28. The agency shall not charge any fees for transfer of manpower if any from existing agency(ies).
29. RECPDCL shall have the option to increase the CTC payable to the flexi staffs subject to minimum salary/wages payable under applicable Govt. guidelines/Statutory provisions. The agency shall provide the change in CTC as per the advice of RECPDCL.
30. In case of the agency backs out on award of work, the EMD paid by the agency shall be forfeited.
31. Any act or the part of the Bidder to influence anybody in RECPDCL at any stage is liable to rejection of the Bid or termination of contract.
32. That the Agency shall comply with all the legal requirements including provisions under Minimum Wages Act, 1948, obtaining license under Contract Labour (R&A) Act, 1970, registration with EPF and ESIC as may be applicable from time to time.
33. The Agency is required to get ESI card made for each person deployed to work with RECPDCL as flexi staff in case it is applicable under provisions of law within 1(one) month of the joining of such a person. In case ESI card is not made and there is any medical emergency, expenditure

(Signature of Authorised Signatory)

incurred by the staff shall be deducted from the payment to be made to the Agency.

34. The law which is to apply to the Contract and under which the Contract is to be construed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including the Arbitration process.
35. The Flexi Staff upon joining, shall submit himself /herself to the orders of the RECPDCL and of the Officers/Authorities under whom he/she may from time to time be placed by the RECPDCL during the period of contract and shall at all times obey the rules prescribed and shall whenever required to perform such duties as may be assigned to the candidate by the CEO or any other officer of the RECPDCL.
36. The Flexi Manpower shall work efficiently and diligently and to the best of his/her ability as a part of RECPDCL and that he/she will devote his/her whole time to the duties of the service and shall not engage directly or indirectly in any trade/business or occupation on his/her own account that he/she shall not (except in case of accident or sickness certified by a Civil Surgeon/Authorized Medical Officer) abstain from duties without having first obtained permission from the concerned controlling officer or any other authorized Officer. The flexi Staff shall not be entitled for remuneration for the period of absence.
37. The RECPDCL reserves the right to redeploy the services of the candidate within the Company during the currency of this agreement depending upon the requirement of the RECPDCL. The candidate has agreed to work wherever he/she is posted or wherever his/her services are required by the RECPDCL and will be utilized across the country for executing various projects.
38. All Flexi Staff are expected to wear formal dress i.e. trouser and shirt. Skirts, Middy, Maxi, shorts, Bermuda, pyjama, chappal, slipper are strictly not allowed.
39. The Agency shall provide flexi Staff whose age shall be more than 18 years and other mandatory compliance as per the prevailing law is to be complied.
40. That the flexi Staff shall work under overall supervision and direction of RECPDCL.
41. That the Agency shall be solely responsible for payment of wages/ salaries and statutory dues to provide all the benefits viz. PF, ESI, applicable Medical Insurance, Bonus, etc., to the eligible staff engaged by the agency for RECPDCL's work.
42. Bid must be unconditional. Each Bidder should submit only one bid. No alternate bids from the same Bidder will be considered. In such a case all the bids of the Bidder will be rejected outright.
43. Flexi manpower shall carry out such other duties as are entrusted to them from time to time.
44. Moreover, at any stage, the empanelled agency/ies shall not have any objection for engagement of any person allowed at the sole discretion of RECPDCL, through some other agency and the agency shall ensure prompt lawful discharge of such candidates without protest/demure/damages to enable earliest joining by the person to the prospective agency.
45. RECPDCL may extend these services to its holding company viz., REC Ltd. and also other subsidiaries of REC Ltd. The agency empanelled should be willing to extend the same as per requirements on the same terms and conditions from time to time with the separate agreement/billings.
46. RECPDCL is free for hiring any manpower from any of the empanelled agencies at its sole discretion.

47. Liquidated damages:

- (a) Time is essence of the contract.
- (b) The manpower agency is expected to deliver the services of supply of manpower as per the requirement of RECPDCL. Further, the agency has to arrange sufficient number of candidates in the ration of minimum 3 candidates for one post in a timely manner. During the selection process/ interview adequate follow up/ arrangement are to be made by the agency to ensure that the selected person shall join within reasonable time. If there is repeated deficiency in terms of service by the service provider, RECPDCL shall recover all the expenses incurred including towards hiring of venue, travelling of officers and others if any from the empanelled agencies.
- (c) In case the candidates/ manpower supplied by the agency leave/abandon the job, the agency shall have to provide suitable replacement immediately and not later than fifteen days from the date of separation of the flexi staff to the satisfaction of RECPDCL.
- (d) In case of any delay in payment to any of its employee deployed by the agency in RECPDCL beyond 3 working days, upon credit of payment towards salary by RECPDCL, a non-refundable penalty of Rs.250/- per day per employee shall be recovered from the agency by RECPDCL for each case of default.
- (e) The agency shall be responsible for verification regarding flexi staff's educational background, previous experience etc. In case any fraud with respect to verification of candidates, RECPDCL monthly service fee of the respective flexi staff and if same is already paid then it will be recovered from the agency.
- (f) Liquidated Damages can be recovered from any dues of the successful bidder.

48. Termination of services

- (a) The contractual appointment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice to the candidate.
- (b) It will be the responsibility of manpower empanelled Company/Firm/Agency to terminate flexi employees on or before they complete 4 years 6 months. In case of any failure the applicable cost or damage has to be borne by the empanelled Company/Firm/Agency.
- (c) RECPDCL may short terminate the contract at its sole discretion by giving one-month notice to the agency in writing at any time during the period without any cause assigned.
- (d) The RECPDCL shall terminate the services of the flexi Staff without any prior notice, if RECPDCL is satisfied that the candidate is medically unfit and is likely to continue to be unfit for reasons of ill-health for the discharge of his/her duties. Provided always that the decision of the RECPDCL shall be final and binding on the candidate.
- (e) The RECPDCL or its officers having proper authority, shall terminate the services, without any prior notice to the candidate found to be prima-facie guilty of any in-subordination, intemperance, moral turpitude or other misconduct, participation in strikes/ agitations/ Union/ Association or of any breach or non-performance of any of the provisions of these conditions or if otherwise found unsuitable for the efficient performance of his/her duties.
- (f) The RECPDCL or its authorized officers shall dismiss the candidate from the contract by giving one-month notice to the candidate in writing at any time during the service without any cause assigned.
- (g) During the period of employment performance shall be assessed by the RECPDCL and the employment can be short terminated based on the performance.

(h) In case of dispute, interpretation /decision of RECPDCL will be treated as final. RECPDCL reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.

49. The details of the eligibility criteria and pay package are given at **Section-X** of the tender document.

50. The candidate should be ready to work across the country as per the requirements of RECPDCL.

51. Holidays shall be applicable according to Company's rules and regulations for Flexi/Temporary manpower.

52. Governing Law and Disputes

a. 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 CEO, RECPDCL. 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 CEO, RECPDCL. 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 the arbitration shall be New Delhi, India.

b. The fee & 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 references to Arbitration, the parties shall continue to perform their respective work/obligation under the contract.

53. Performance Security:

a. The agency is required to deposit immediately after the issuance of work order, a Performance Security in the form of Bank Guarantee or Demand Draft (DD), an amount of value equivalent to one-month average salary & service fee expected to be disbursed and to be valid for the period of the contract plus three months for claim period. Such Bank Guarantee amount must be increased by the Agency as and when asked by RECPDCL to do so to match it with 1-month average salary for the due performance and fulfilment of the contract by selected bidder in the format at **Annexure –I of Section XIII**.

b. The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of "REC Power Distribution Company Ltd", New Delhi.

c. The Performance Bank Guarantee may be discharged/ returned by the RECPDCL after the completion of the contract upon being satisfied for the performance of the obligations of selected bidder under the contract.

d. Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by the CEO, RECPDCL shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

e. In the event, the firm being unable to provide the services, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by RECPDCL.

f. No Bank Charges/ interest shall be payable for the Performance Bank Guarantee.

54. **Charges and Payments**

- (a) Bills chargeable to the RECPDCL shall be paid after every month of services rendered if found in order. The bill will be raised by agency after attendance vetting by RECPDCL. The payment will be made subsequently based on the invoice data.
 - (b) The reimbursement of miscellaneous expenses as well as tours and travelling expenses as may be allowed by RECPDCL based on the original claims, records of which shall be retained by and be the properties of RECPDCL, the same shall be paid to each such candidate within 3 working days by the agency on the receipt of such amount from RECPDCL.
 - (c) Payment of the bill shall be released to agency only after receipt of the appropriate GST credit note towards error in billing or excess billing found, if any.
55. RECPDCL may opt for the reverse auction process at its sole discretion.
56. Monthly CTC shall include team leader/group leader/miscellaneous allowance & yearly increment etc. which are given on monthly basis.

SECTION IX

EVALUATION METHODOLOGY

57. Evaluation Criteria

- (a) The weightage for Technical and Financial bids shall be 65% and 35 % respectively to select the Specialized Professional Manpower Agency. The Technical Evaluation will be done by the Tender Evaluation Committee of RECPDCL.
- (b) Minimum qualifying marks for empanelment of an agency shall be 65 out of 100 in technical criteria. Bidders scoring less than 65 marks (cut-off score) out of 100 marks in the technical evaluation, shall not be considered for the selection process and will not be considered as qualified.
- (c) In case there is only one Bidder having technical score of 65 or more, the Company may, at its discretion, also consider the next highest technical score upto 55. In case, none of the participating Bidders qualify on technical criteria and reach or exceed the cut-off score of 65, then the Company, at its sole discretion, may qualify two Bidders on the basis of the top 2 scores with a minimum score of 55.

58.1 Methodology for Evaluation of Technical Bid:

The Technical bids shall be evaluated as per details mentioned below:

S.NO.	TECHNICAL CRITERIA	TOTAL MARKS	SCORES
1	Number of Years of experience in the line of business of providing / supplying Flexi/ Temporary manpower .	20 marks	Experience of being in line of business <ul style="list-style-type: none">• 5 to7 years – 10 marks• More than7-10 years - 15 marks• More than 10 years – 20 marks
2	Average Annual Turnover / revenue from operations from the line of business of providing manpower services in the last three years as per Annual Report of the Bidder.	20 Marks	<ul style="list-style-type: none">• Rs.100 to Rs.250 crores – 10 marks• More than Rs.250 upto 500 crores – 15marks• More than Rs.500 crores – 20 marks
3	Number of Flexi/ temporary Manpower supplied during the last 3 years in the leading Government / Semi-Government / Autonomous Bodies / Government Authorities / Public Sector Companies/MNCs .	20 marks	<ul style="list-style-type: none">• 1000 to 2000 – 5 marks.• More than 2000 upto 3000 – 10 marks• More than 3000 upto 4000 -15 marks• More than 4000 – 20 marks

4	Experience of providing Engineering Graduates /Diploma Holders from branches of Electrical, Electrical & Electronics, Electronics & Communications to leading Government/ Semi-Government/ Autonomous Bodies/ Government Authorities / Public Sector Companies/MNCs during last 3 years.	20 marks	<ul style="list-style-type: none"> • 200 to 300 – 5 marks. • More than 300 upto 450 – 10 marks • More than 450 upto 600 - 15 marks • More than 600 – 20 marks
5	PAN India Presence. Minimum 10 States/Stations out of the 25 States/Stations viz. Delhi, Mumbai, Chennai, Bangalore, Hyderabad, Chandigarh, Jammu/Srinagar, Bhubaneswar, Guwahati, Kolkata, Patna, Lucknow, Varanasi, Nagpur, Bhopal, Raipur, Pune, Jabalpur, Itanagar, Imphal, Aizawl, Kohima, Kanpur, Patna, Ranchi.	10 marks	<ul style="list-style-type: none"> • Less than 10 states – 0 Marks • 10 to 15 States – 5 marks • 15 to 20 States - 8 marks • More than 20 states - 10 marks
6	Number of employees on the payroll of the bidder engaged in management of Flexi manpower (excluding contractual/ outsourced employees)	10 marks	<ul style="list-style-type: none"> • 50 to 100 employees – 5 marks • 101 to 150 employees – 7 marks • More than 150 employees – 10 marks
	TOTAL MARKS	100 Marks	

58. **Financial Bid**

- (i) Financial bids shall be opened only for the technically qualified bidders.
- (ii) The rates quoted shall be valid shall be valid for complete contract period & extension period, if any.
- (iii) Estimated base monthly service charge per flexi employee has been fixed at Rs.980. Bidders are required to submit financial bids in terms of percentage discount offered on the estimated base monthly service charge of Rs.980/- strictly as per the Financial Bid format provided in the annexure of the bid including all necessary activities from recruitment to contract signing.
- (iv) No other charges except monthly service charge as mentioned at sl.no.(iii) above and applicable GST, taxes etc. will be payable to the agency.
- (v) All the statutory guidelines of Govt. of India for payment of wages, leave, medical, PF, ESI, etc. shall be complied with by the agency and shall be adhered to by the service provider (agency) strictly in terms of the applicable legislations.
- (vi) The Financial Bid format (to be filled by bidder) is enclosed at **Section XII**.

59. **Evaluation method for Financial Bid:**

- (a) Sealed Financial Bid will be opened only for the bidders who have qualified in the Technical Bid.
- (b) The proposal with the highest quoted percentage discount rate on the base monthly service charge amongst the technically qualified bidders shall be given the financial score of 100 and other bidders shall be given financial scores as under:

$$\text{Individual Score} = (\text{Actual Rate Quoted by the bidder} / \text{L1}) \times 100$$

Where L1- Highest quoted percentage discount rate.

The bidder which has scored highest score shall be the L1 Bidder. The bidder with next higher score will be L2 Bidder and so on.

60. **Overall Evaluation**

- (a) The overall evaluation of the bids will be based on the combined scores obtained in Technical and Financial bids with respective weightages as mentioned below:

Weightage:

- i. 65 % of Technical Criteria /Scores
 - ii. 35% of Financial Criteria/Scores
- (b) The bid obtaining the highest total combined scores in Technical & Financial bids will be ranked as H-1 followed by bids scoring lesser marks as H-2, H-3 etc. The bid scoring highest ranked H1 will be invited for negotiation/ discussion, if required, and shall be recommended for award of contract.
 - (c) RECPDCL reserves its right to empanel and engage more than one agency, if required, at its sole discretion. It shall have the right to ask the other bidders (upto H-3 in case of more than four bidders and upto H2 in case of less than four bidders have technically qualified) to match the rates quoted by H-1 in case their rates are higher than the rates quoted by H1. The agencies which agree for matching the rates may also be empanelled and work may be awarded in parts to one or more than one agencies at the sole discretion of RECPDCL.
 - (d) RECPDCL reserves its right to empanel and engage more than one agency and award the work in whole or in parts to one or more than one agencies at its sole discretion.

Section- X

Eligibility Criteria and Pay Package details for Temporary/flexi Staff required by RECPDCL

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

1. SR. PROJECT ENGINEER: -

Educational Qualifications: Engineering Graduates from all branches preferably of Electrical, Electrical & Electronics, Electronics & Communication, preferably with 1st Division or equivalent

Experience –Minimum 5 years

Job description- They are expected to work on smart metering /Smart Grid/ Solar installations/ Up gradation of sub-stations / modernisation/third party quality monitoring/PIA/ PMA of Power Distribution/IPDS etc.

CTC- Rs.36, 000/- per month including conveyance, mobile, stationery/computer use (for MIS reporting) per month. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

2. PROJECT ENGINEER:

Educational qualifications- Engineering Graduates from all branches preferably of Electrical, Electrical & Electronics, Electronics & Communication, preferably with 1st Division or equivalent.

Experience – Upto 1 year

Job description- They are expected to work on smart metering /Smart Grid/ Solar installations/ Up gradation of sub-stations / modernisation/third party quality monitoring/PIA/ PMA of Power Distribution/IPDS etc

CTC- Rs. 26,000/- per month including conveyance, mobile, stationery/computer use (for MIS reporting) per month. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

3. SR. ASSISTANT PROJECT ENGINEER:

Educational qualifications- Engineering Diploma from all branches preferably of Electrical, Electrical & Electronics, Electronics & Communication, preferably with 1st Division or equivalent.

Experience minimum 5 year

Job description- They are expected to work on smart metering /Smart Grid/ Solar installations/ Up gradation of sub-stations / Modernisation/Third Party Inspection /Quality Monitoring/PIA/ PMA of DDUGJY/Power Distribution/IPDS etc.

CTC – Rs.28,000/-per month including conveyance, mobile, stationery/computer expenses. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

4. ASSISTANT PROJECT ENGINEER:

Educational qualifications- Engineering Diploma from all branches preferably of Electrical, Electrical & Electronics, Electronics & Communication, preferably with 1st Division or equivalent

Experience –0-1 year

Job description- They are expected to work on smart metering /Smart Grid/ Solar installations/ Up gradation of sub-stations / Modernisation/Third Party Inspection /Quality Monitoring/PIA/ PMA of DDUGJY/Power Distribution/IPDS etc.

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

5. SUPERVISOR:

Educational qualifications - ITI Trade from all branches preferably of Electrical / Electrician and other related field.

Experience –0-1 year

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

CTC – Rs. 16, 000/-p.m. including conveyance, mobile, stationery/computer expenses. This shall also include PF, ESI, HRA, Insurance, medical, leave and nay other statutory requirements.

6. SR. ASSISTANTS(TECHNICAL/ADMIN/HR/ACCOUNTS):

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

Experience – 5 Years

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

CTC- Rs.21,000/- per month including conveyance, mobile, stationery/computer expenses. This shall also include PF, ESI, HRA, Insurance, medical, leave and nay other statutory requirements.

7. ASSISTANTS(TECHNICAL/ADMIN/HR):

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

Experience – 0-1 Year

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

CTC- Rs. 16,000/- per month including conveyance, mobile, stationery/computer expenses. This shall also include PF, ESI, HRA, Insurance, medical, leave and nay other statutory requirements.

8. SR. HR EXECUTIVE:

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

Experience- 5 Years in recruitment, Manpower Planning, Evolution of Policies/ Compensation Packages, Industrial relations, Succession planning ,Reservation policy, Establishment matters, Compliance with Govt. guidelines, Welfare matters, Labour Laws, Office administration, procurement etc.

CTC – Rs.36,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

9. HR EXECUTIVE:

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

Experience- 0-1 Year

CTC – Rs. 26,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

10. FINANCE EXECUTIVE:

Educational Qualification-ICWA/CA

Experience- 0-1 year

CTC – Rs.30,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

11. SR. IT ENGINEER:

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

Experience- 5 years

Job description- 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.36,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

12. IT ENGINEER: -

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

Experience- 0-1 year

CTC – Rs. 26,000/-p.m. This shall also include PF, ESI, HRA, Insurance, medical, leave and any other statutory requirements.

9. Any other category of flexi staff as per requirement

Section- XI
TECHNICAL BID

PART-A
Response Form

(On the letter head of the firm submitting the response document)

Note : Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

PART – A

S.No. Description Details (To be filled in by the bidder to the Tender)

- 1) Name of the Company:
- 2) Official Address:
 - 2.1 Phone No. and Fax No.:
 - 2.2 E-Mail address:
 - 2.3 Web Site Address:
- 3) Contact Person:
- 4) Contact Person Address:
- 5) Contact Person Mobile Number:
- 6) Contact Person E-Mail:

Dated this day of 2016

Signature of Bidder

Name:

Details of enclosures.

Full Address:_____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail:

COMPANY SEAL

PART-B
BID FORM
(Technical Bid)

(To be submitted on the firm's letter head and signed by an authorized person)

To

The Chief Manager (HR),
REC Power Distribution Company Ltd.
4th Floor, KRIBHCO Bhawan,
A-10, Sector-I,
NOIDA,
Gautam Budh Nagar -201301

Ref: Bid document No..... Dated.....

Sir,

Having examined the tender document and having submitted the technical bid for the same, I/We, the undersigned, hereby submit the technical bid for empanelment for providing Flexi/Temporary manpower to REC Power Distribution Company Ltd. , its holding company viz., REC Ltd. and other subsidiaries of REC Ltd. as per the schedule of requirements and in conformity with the said tender document and hereby declare that:

- (a) I/We hereby accept all the Terms and Conditions mentioned in the tender document unconditionally. We are aware that conditional bids if quoted shall be summarily rejected.
- (b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of RECPDCL's employees or persons positioned in or on the Board of these two organizations by whatever process.
- (c) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.
- (d) There is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Bidder (in case of Proprietorship), Partner of the Bidder (in case of Partnership), any of its Directors (in case of Pvt. Ltd. Company) or against the Bidder) on grounds of moral turpitude or for violation of any of the laws in force.
- (e) If the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the Bidder) would be debarred from any further engagement by RECPDCL ever.
- (f) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.
- (g) No action of debarring/blacklisting of our company has been done by any of PSU or Public Authority/ Institutions during the last 3 years.
- (h) We agree to abide by this bid for a period of 180 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the validity period formally withdraw my/our bid in writing.

(Signature of Authorised Signatory)

(i) We hereby offer to provide the required Services at the prices and rates mentioned in the Financial Bid.

We enclose herewith the complete Technical Bid as required by you.

We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document.

Dated this day of 2018

Signature of Bidder

Details of enclosures.

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail

COMPANY SEAL

PART-C
TECHNICAL BID

S. No	PARTICULARS	
1	Name of the firm	
2	Company Profile	To be enclosed separately and marked as ANNEXURE- 1.
3	Name(s) of the Proprietor/Partners/ Directors	
4	Registration No. of the firm with proof of registration:	
5	Registered Address of the Bidder Telephone No. Fax No.	
6	E-mail Address	
7	Name of the Contact Person Telephone/Mobile No.	
8	Tax Identification Number (TIN) / Sales Tax No.	
9	GST Registration No.	
10	Details of Earnest Money Deposit Name of the Bank Demand Draft No. & Date/ Bank Guarantee Details	
11	Detailed flow chart for implementation of project/ Providing the service to RECPDCL as per the requirement	To be enclosed separately and marked as ANNEXURE 2.
12	Corporate Organogram:	To be enclosed separately and marked as ANNEXURE 3 .
13	Proposed team for RECPDCL project including their qualification and experience in handling similar projects:	Details to be attached in the Format at ANNEXURE- J of Part D of Technical Bid.
14	Proposed implementation plan/methodology with time frame:	To be enclosed separately and marked as ANNEXURE 4.

15	Banking arrangement with salary transfer facility through strong banking network at multiple locations on all India basis.	Evidence to be enclosed separately and marked as ANNEXURE 5 .
19	Any other information:	

Dated this day of 2018

Signature of Bidder

Details of enclosures.

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail

COMPANY SEAL

PART D

Annexure- “A”

Number of Years of Experience of Agency in the Line of Business of Providing / Supplying Flexi/Temporary Manpower

1. Name of the Agency:
2. Address of Agency:
3. Year of incorporation of Agency:
4. Registration number of the incorporation of Agency:
5. Proof enclosed w.r.t. S.no. 3 & 4 as above:

(Relevant proof like Incorporation / Registration Certificate alongwith MoA/Bye laws (or similar Legal document) duly attested and stamped as proof.

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)
(With Official Seal)

.....
For Official use of RECPDCL:

Total 20 Marks:

S.no.	Scores	Marks	Marks Obtained	Remarks
i	5 to 7 Years as on 31.12.2018	10 Marks		
ii	More than 7 to 10 Years	15 Marks		
iii	More than 10 Years	20 Marks		

(Signature of Authorised Signatory)

Annexure- "B"

Average Annual Turnover / Revenue from Operation from the Line of Business of Providing Manpower Services in the Last Three Years as per Annual Report of the Agency as Required under Eligibility Criteria

1. Name of the Agency:

2. Address of Agency:

3. Financial Turnover:

S.no.	Financial Year	Annual Turnover {In Rs. (Crore)}	Average Turnover {In Rs. (Crore)}
i	2015-16		
ii	2016-17		
iii	2017-18		

(Please enclose copy of audited results /balance sheet in original duly attested and stamped as proof)

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)
(With Official Seal)

.....
For Official use of RECPDCL Only:

Total 20 Marks:

S.no.	Scores	Marks	Marks Obtained	Remarks if Any
i	Rs 100 to Rs.250 crore	10 Marks		
ii	More than Rs.250 up to 500 Crore	15 Marks		
iii	More than Rs. 500 crore	20 Marks		

(Signature of Authorised Signatory)

ANNEXURE-C

A. Experience of providing Flexi/Temporary manpower to Govt./Central Public Sector Enterprises /MNCs during last 3 years.

Sr. No.	Name of the Organization/Dept t.	Whether Govt./ CPSE/ MNC	Period of contract		Total No. of personnel Supplied	Reason for Termination (if currently not valid)
			From	To		

B. Experience of providing Engineering Graduates /Diploma Holders from branches of Electrical, Electrical & Electronics, Electronics & Communications as Flexi / Temporary manpower to Govt./Central Public Sector Enterprises/MNC during last 3 years.

Sr. No.	Name of the Organization/Deptt.	Whether Govt./ CPSE/ MNC	Period of contract		Total No. of personnel Supplied	Reason for Termination (if currently not valid)
			From	To		

Note: -

(Please attach work Order/ Client Letter/ Job Completion Certificate for each of the projects / manpower provided mentioned above duly attested and stamped.)

(Signature of Authorized Signatory)

(Signature of Authorised Signatory)

For Official use of RECPDCL Only:

A. Total 20 Marks:

S.no.	Scores	Marks	Marks Obtained	Remarks if Any
i	1000 to 2000 numbers of manpower	05 Marks		
ii	More than 2000 up to 3000 numbers	10 Marks		
iii	More than 3000 up to 4000 numbers	15 Marks		
iv	More than 4000 numbers	20 Marks		

B. Total 20 Marks:

S.no.	Scores	Marks	Marks Obtained	Remarks if Any
i	200 to 300	05 Marks		
ii	More than 300 up to 450	10 Marks		
iii	More than 450 up to 600	15 Marks		
iv	More than 600	20 Marks		

For Official use of RECPDCL Only:

Total 10 Marks:

S.no.	Scores	Marks	Marks Obtained	Remarks if Any
1	Presence of 50 to 100 employees	05 Marks		
2	Presence of 101 to 150 employees	07 Marks		
3	Presence of more than 150 employees	10 Marks		

Declaration for Using "Human Resource Management System" for Payroll Management

1. Name of the Agency:
2. Address of Agency:

We herewith declare that we use "Human Resource Management System" for Payroll Management for the employees. The details of software of the software is as under:

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)
(With Official Seal)

(On letter Head of the Company/Agency)

DECLARATION

1. Name of the Agency:

2. Address of Agency:

"We herewith declare that we have never been black-listed by any Government /Semi-Government/Autonomous Bodies/Government Authority/Public Sector Companies/MNC in the past 03 years since April 2015".

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)
(With Official Seal)

PAN India presence in Minimum 10 States/Stations Out of the 25 States/Stations as required under eligibility criteria

1. Name of the Agency:

2. Presence in the following States/Stations:

S.no.	States/Station	Presence (Yes / No)	Name and Contact Details of the Contact Person of Agency /Clients serviced in the States	
1	Delhi		Name of Contact Person / Name of the client	
			Contact	
2	Mumbai		Name of Contact Person / Name of the client	
			Contact	
3	Chennai		Name of Contact Person / Name of the client	
			Contact	
4	Bangalore		Name of Contact Person / Name of the client	
			Contact	
5	Hyderabad		Name of Contact Person / Name of the client	
			Contact	
6	Chandigarh		Name of Contact Person / Name of the client	
			Contact	
7	Jammu/Srinagar		Name of Contact Person / Name of the client	
			Contact	
8	Bhubaneswar		Name of Contact Person / Name of the client	
			Contact	
9	Guwahati		Name of Contact Person / Name of the client	
			Contact	
10	Kolkata		Name of Contact Person / Name of the client	
			Contact	

11	Patna		Name of Contact Person / Name of the client	
			Contact	
12	Lucknow		Name of Contact Person / Name of the client	
			Contact	
13	Varanasi		Name of Contact Person / Name of the client	
			Contact	
14	Nagpur		Name of Contact Person / Name of the client	
			Contact	
15	Bhopal		Name of Contact Person / Name of the client	
			Contact	
16	Raipur		Name of Contact Person / Name of the client	
			Contact	
17	Pune		Name of Contact Person / Name of the client	
			Contact	
18	Jabalpur		Name of Contact Person / Name of the client	
			Contact	
19	Itanagar		Name of Contact Person / Name of the client	
			Contact	
20	Imphal		Name of Contact Person / Name of the client	
			Contact	
21	Aizawl		Name of Contact Person / Name of the client	
			Contact	
22	Kohima		Name of Contact Person / Name of the client	
			Contact	
23	Kanpur		Name of Contact Person / Name of the client	
			Contact	

(Signature of Authorised Signatory)

24	Patna		Name of Contact Person / Name of the client	
			Contact	
25	Ranchi		Name of Contact Person / Name of the client	
			Contact	

Note: In case of supply of manpower to clients in the aforesaid states please attach work order or any other proof in support thereof.

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)
(With Official Seal)

.....

For Official use of RECPDCL Only:

Total 10 Marks:

S.no.	Scores	Marks	Marks Obtained	Remarks if Any
1	Presence in less than 10 States	00 Marks		
2	Presence in 10 to 15 States	05 Marks		
3	Presence in 15 to 20 States	08 Marks		
4	Presence in more than 20 States	10 Marks		

ANNEXURE-H

CLIENT REFERENCES AND CONTACT DETAILS:

S.No.	Name of the Organization/Deptt.	Whether Govt./ CPSE/ MNC	Period of Contract		Name & Designation of the Contact Person	Email / Landline/ Mobile
			FROM	To		

(Signature of Authorized Signatory)

ANNEXURE-I

Mandatory Requirements				
	Whether Bidder is registered & license holder under:-	Documents to be attached		
1	Contract Labour (Regulation & Abolition) Act.	Yes/No	Regn./Licence No.	
	ESI Act	Yes/No	Regn.No.	
	Provident Fund Act	Yes/No	Regn./A/c	
	GST	Yes/No	GST No.	
2	Whether the Bidder has a Permanent Account Number (PAN)	Yes/No	PAN No.	
3	Whether the Bidder has a Tax Deduction and Collection Account	Yes/No	Account No.	
4	Copy of Income Tax returns submitted for FY 2014-15, FY 2015-16, 2016-17, 2017-18)	Attach IT Returns.		

Note :- Please attach duly attested and stamped documents in respect of above .

(Signature of the Authorised person with Stamp)

**PROPOSED TEAM FOR RECPDCL PROJECT INCLUDING THEIR QUALIFICATION
AND EXPERIENCE IN HANDLING SIMILAR PROJECTS**

S.No.	Name & Designation of Employee	Qualification	Total Post Qualification experience in handling similar Projects	Period of Service in the Agency/Firm	
				From	To

(Signature of Authorized Signatory)

Section- XII
FINANCIAL BID

PROFORMA OF SCHEDULE OF RATES
(To be submitted through online mode only)

Name of Bidder :

S. No	Module	Unit	Amount (in Rs.)
1.	Estimated Monthly service charges for the administration of Flexi staff.	Per Flexi Staff	Rs.980/-
2.	% age discount offered on the Estimated Monthly Service Charge as mentioned at sl.no.1 above.	In Figures	
3.	Amount on the basis of percentage discount on Estimated monthly service charge as mentioned at sl.no.1 above.	In Rs.(in figures)	
		In Rs.(in words)	

Note: % discount rates to be quoted upto two decimal places only.

Applicable Taxes (GST) etc. shall be payable extra at prevailing rates.
Final amount will be rounded off to nearest rupees.

(Signature of the Authorised person with Stamp)

SECTION XIII

Annexure –I

**BANK GUARANTEE (EARNEST MONEY DEPOSIT) – Format
(On Non Judicial Stamp Paper of Rs.100)**

Bank Guarantee No.:

Issue Date :

Expiry Date :

Amount : (In figures)
(In words)

This deed of Guarantee made this _____ day of _____ by _____ (*Name of the Bank*) having one of its branch at _____ acting through its Manager (hereinafter called the “Bank” which expression shall wherever the context so requires includes its successors and permitted assigns in favour of REC Power Distribution Company Ltd. registered under the Companies Act,1956, having its registered office at Core- 4, SCOPE Complex-7, Lodhi Road, New Delhi- 110003 (hereinafter called “RECPDCL”) which expression shall include its successors and assigns.

WHEREAS RECPDCL 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. Whereas the Tenderer is required to furnish to RECPDCL a Bank Guarantee for a sum of Rs. _____ (Rupees _____) / equivalent to one-month wage bill valid upto _____ as Earnest Money for participation in the aforesaid Tender / Performance Guarantee.

AND WHEREAS, we _____ (*Name of the Bank*) have at the request of the tenderer agreed to give RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree and if the Tenderer for any reason backs out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fails 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: -

1. That RECPDCL may without affecting this guarantee extend the period of validity of the said

(Signature of Authorised Signatory)

Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and the Tenderer AND the said Bank shall not be released from its liability under these presents by an exercise by RECPDCL of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the RECPDCL or any indulgence by RECPDCL to the said Tenderer or any other matter or thing whatsoever.

2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to RECPDCL in terms thereof.
3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writing and agree that any change in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability

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 (date of validity of guarantee) .Unless demands/claims under this bank guarantee are made to us in writing on or before(date should be 60 (sixty) days after the above validity period of Bank Guarantee) , all rights under this Guarantee shall lapse and Bank be discharged from all liabilities hereunder.

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

Place:

Date:

For and on Behalf of the Bank

(Signature of the Bank's Authorised Signatory with official Seal)

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder)

In a bid to make our entire procurement process more fair and transparent, RECPDCL intends to use the reverse auctions in case to case at sole discretion of RECPDCL when financial bids are invited later on. Techno-Commercially acceptable bidders up to the level of L6 or lower as the case may be shall be allowed to participate in the Reverse Auctioning at sole discretion of RECPDCL.

The following terms and conditions are accepted by the bidder on participation in the bid event:

1. RECPDCL shall provide the user id and password to the authorized representative of the bidder. (Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).
2. RECPDCL decision to award the work would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of RECPDCL, bid process, bid technology, bid documentation and bid details to any other party.
4. The bidder is advised to fully make aware itself of auto bid process and ensure its participation in the event of reverse auction and failing to which RECPDCL will not be liable in any way.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of RECPDCL.
6. In case of intranet medium, RECPDCL shall provide the infrastructure to bidders. Further, RECPDCL has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case an auction event is restarted, the best bid as already available in the system shall become the basis for determining start price of the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offer. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be out rightly rejected by RECPDCL.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of the auction event shall be considered by RECPDCL.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

Signature & Seal of the Bidder
(Authorized Signatory)

AUTHORISATION LETTER

I _____ certify that I am _____ of the Organisation, organised under the laws of _____ and that _____ who signed the above Bid is authorised to bind the organisation by authority of its governing body.

Authorized Signatory _____

Name _____

Date _____

Designation _____