

**OFFICE OF THE PRINCIPAL DIRECTOR
Regional Training Institute,
A.G. Colony Bajaj Nagar ,JAIPUR-302015**

Tender No.: RTI/JP/ADMN./Outsourcing Manpower/2019/1478

Date: 12.03.2019

**TENDER DOCUMENT
FOR HIRING OF DATA ENTRY OPERATOR (DEO), DRIVER,
MULTI TASKING STAFF (including Security Guards) AND
SAFAIWALAS FOR
OFFICE OF THE PRINCIPAL DIRECTOR,
REGIONAL TRAINING INSTITUTE,
A.G. COLONY, JAIPUR**

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Regional Training Institute,
A.G. Colony Bajaj Nagar ,JAIPUR-302015**

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TENDER DOCUMENT FOR

*“Hiring of DEO, Drivers, Multi Tasking Staff(including Security Guard Services) and Safaiwalas
for Office of Principal Director Regional Training Institute, A.G. Colony JAIPUR*

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SECTION-1

NOTICE INVITING e-TENDER

OFFICE OF THE PRINCIPAL DIRECTOR
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NOTICE INVITING TENDER

Tender Approximate Value : 45,00,000/-(Forty Five Lakh)

Earnest Money Deposit: Rs 90,000/-(Ninty Thousands)

Perfomance Guarntee (PG) : 5% of Tender Value

Tender Document Cost: Rs. 0 (Zero only) (Total No. of Pages in Tender document = 39)

Office of the Principal Director, Regional Training Institute, Jaipur invites online bids from registered and authorized man power agencies for hiring DEO, Drivers, Multi Tasking Staff (MTS), including Security Guard Services and Safaiwalas for the works specified in Schedule of works/Requirement of the tender document for its office located in A.G. Colony, Bajaj Nagar JAIPUR.

Online bids, under segregate bidding method (Technical Bid and Financial Bid alongwith EMD) duly filled in as per the instructions contained in the Tender Document should be addressed to the Sr. Administrative Officer (Admn) Regional Training Institute and must reach latest by 22/03/2019 by 16:30 Hrs.

The bidding documents should be uploaded by the stipulated date and time. The tender documents may also be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

The Technical Bids shall be opened online in the office of the Principal Director, Regional Training Institute, Jaipur on 23/03/2019 at 16:30 Hrs. by the Committee authorized by the competent authority in the presence of such bidders who may wish to be present. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

The Competent Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the competent authority of the office of the Principal Director Regional Training Institute, Jaipur shall be final and binding.

Bid submission start date : 12. 03. 2019 (16:30 hrs)

Bid submission closing date : 22.03.2019 (16:30 hrs)

Bid opening date (technical bid) : 23.03.2019 (16:30 hrs)

Sd/-
(Sr. Administrative Officer/Admn)

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SECTION-2

BID SUBMISSION FORM

OFFICE OF THE PRINCIPAL DIRECTOR
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Date: 12.03.2019

BID SUBMISSION FORM

Date:

LETTER OF BID

To

Sr. ADMINISTRATIVE OFFICER (ADMN)
OFFICE OF THE PRINCIPAL DIRECTOR,
REGIONAL TRAINING INSTITUTE,
AG. COLONY , BAJAJ NAGER, JAIPUR- 302015.

Ref: Invitation for Bid No.

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing DEO, Driver, Multi Tasking Staff(including Security Guard) and Safaiwalas for the O/o the Principal Director, Regional Training Institute, Jaipur.
3. Our bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with clause 14 of Section 3 (Instructions to the Bidders) of the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)

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SECTION-3

INSTRUCTIONS TO THE BIDDERS

OFFICE OF THE PRINCIPAL DIRECTOR
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1. GENERAL INSTRUCTIONS

- 1.1 Office of the Principal Director, Regional Training Institute, Jaipur, hereinafter referred to as the 'Client' shall be hiring Data Entry Operator (DEO), Drivers, Multi Tasking Staff (including Security Guards) and safaiwalas (Cleaning & Sweeping services) as specified in Schedule of works/Requirement of the tender document for its office located at Regional Training Institute, A.G. Colony Bajaj Nagar Jaipur. The details of the requirements of DEO, Safaiwala and MTS shall be as under :

Description of Services	Required No. of	Duty Hours	Day and date for submission of Bids
Data Entry Operator (DEO)	01	8 hours	Thursday, 22 March 2019 (16:30Hr)
Car Driver	02	8 hours	Thursday, 22 March 2019 (16:30Hr)
MTS personnel (including 05+01 Security Guard Service)	12+1	8 hours	Thursday, 22 March 2019 (16:30Hr)
Safaiwalas	06	8 hours	Thursday, 22 March 2019 (16:30Hr)

- 1.2 The tender documents may also be downloaded from the website <http://eprocure.gov.in/eprocure/app> . Bidders should download the tender documents from the website should furnish the Earnest Money Deposit of Rs. 90,000/- through Bank Draft/Pay Order in the name of **PAO IAD, Jaipur** and A scanned copy of the draft may be submitted along with the electronic bid and a physical copy of the EMD may be submitted either in person or by post/ courier so as to reach **Sr. Administrative Officer (Admn)**,RTI, Jaipur by the time and date of opening the technical bid.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender document shall be entertained.
- 1.4 Each page of the Tender document must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract and upload the scanned copies of the tender document. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.**

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- 1.5 The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 1.6 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.
- 1.7 The requirements of DEO, Driver, MTS(including security guards) and Safaiwalas is tentative and may increase or decrease at the sole discretion of the competent authority of the Client.

2. MINIMUM ELIGIBILITY CRITERIA FOR TECHNICAL BID

Technical Bid will be evaluated as per marking system:

Mandatory Requirement	Criteria	Points	Documents to be attached
Continuous Experience in Sector	0-2 years	1	attested copy of work orders alongwith work completion certificate/ experience certificates showing continuous experience in the field, issued by the Government Departments / Hotel Management shall only be acceptable
	2-5 years	2	
	5-10 years	4	
	More than 10 years	5	
Average Annual Turnover for last 2 years	Less than 2 crore	1	Copies of Audited Financial Statements or Income Tax Return for last 2 years
	2-4 crore	2	
	Above 4 crore	4	
No. of men on roll as on 31/01/2019	Below 100 staff	1	Copy of EPF/ESI return
	100-200 staff	2	
	Above 200 staff	4	
ISO Certification	Yes/NO	2	Copy of the certificate
MSME Certification	Yes/NO	2	Copy of the certificate

The financial bid of only those vendor who qualify in the technical bid with a score of 08 (Eight) or more (based on above point system) shall be considered.

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Documents supporting the Minimum Eligibility Criteria

In proof of having fully adhered to minimum eligibility criteria , valid attested copy of PAN, GST Registration, Labour Registration copy, EPFO Registration Copy, ESIC Registration Copy shall only be acceptable.

3. EARNEST MONEY DEPOSIT:

3.1 The bid shall be accompanied by an Earnest Money Deposit of Rs. 90,000 (Rupees Ninty Thousand Only) in form of Demand Draft of any nationalized bank. The Demand Draft shall be in favour of **PAO IAD, Jaipur payable at Jaipur.**

3.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.

3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid earned money deposit or security deposit shall be forfeited to the Government.

3.4 The bids without Earnest Money shall be summarily rejected.

3.5 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

3.6 The earnest money deposit may be forfeited:

- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
 - (a) Fails to sign the contract in accordance with the terms of the tender document
 - (b) Fails to furnish required performance bank guarantee in accordance with the terms of tender document within the time frame specified by the Client.
 - (c) Fails or refuses to honor his own quoted prices for the services or part thereof.
 - (d) In all above case, the bidder is also liable to be debarred from future tendering.

3.7 No interest shall be paid on the earnest money deposit.

3.8 Earnest Money deposit should be refunded to the successful bidder on receipt of performance bank guarantee.

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4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid for a period of **60 days** from the last date of submission of Bids.
- 4.2 In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 4.3 The Client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

5. PREPARATION OF BIDS

- 5.1. **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document alongwith all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount.
 - a. Bid Submission Form duly signed and printed on Agency's letterhead.
 - b. Signed and Stamped on each page of the tender document.
 - c. Bidders profile and undertaking duly filled and signed.
 - d. Earnest Money Deposit of Rs 90,000/- (to be submitted off line)
 - e. All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in the tender document.
- 5.2 **Financial Bid:** Bidder should submit Financial Bid in the Price Schedule as provided in the Tender Document.

6. SUBMISSION OF BIDS

- 6.1 The Bidder shall submit the bid online.
- 6.2 Bids must be submitted online by the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However the competent authority of the office of the Principal Director Regional Training Institute, Jaipur reserves right to extend the date / time for receipt of online bids, before opening of the Technical Bids.

7. BID OPENING PROCEDURE

- 7.1 The Technical Bids shall be opened on **23/03/2019 at 16:30 Hrs.** by the Committee authorized by the competent authority of the office of the Principal Director Regional Training Institute, Jaipur or any extended date as decided by Competent Authority of RTI, JAIPUR on online portal of CPPP.

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- 7.2 The Financial Bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.
- 7.3 A letter of authorization shall be submitted by the Bidder's representative before opening of both the Bids.
- 7.4 Absence of bidder or their representative shall not impair the legality of the opening procedure.
- 7.5 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meet the minimum eligibility criteria as specified in the Tender Document.
- 7.6 Bids shall be declared as Valid or Invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

- 8.1 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.1.

9. TECHNICAL BID EVALUATION (SEGREGATED TYPE)

- 9.1 The Client shall follow segregated bid evaluation system where the technical bid and financial bid shall be evaluated separately.
- 9.2 The technical bid evaluation shall be done based on the following criteria:
- (i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form.
 - (ii) Receipt of valid EMD with requisite amount in acceptable format.
 - (iii) Documents in proof of meeting the minimum eligibility criteria as mentioned in point No. 2 above.

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(iv) Any other documents required to support the responsiveness of the bidder, as per tender.

9.3 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents, shall be rejected and their financial proposals will be returned unopened.

9.4 The offer of the bidder who qualifies in the technical evaluation stage would only be eligible for opening of the financial bids at the stipulated date and time.

10. FINANCIAL BID OPENING PROCEDURE

10.1 The Financial Bids of all the technically qualified Bidders shall be opened on the scheduled date and time in presence of the qualified bidders/their authorized representatives,

10.2 Absence of bidders or their authorized representatives shall not impair the legality of the process.

10.3 Mere becoming the lowest bidder, will not give any right to the lowest bidder to claim that he is successful in the bidding process.

11. DETERMINATION OF THE SUCCESSFUL BIDDER

11.1 The Bidder meeting the minimum eligibility criteria with the lowest bid price, subject to arithmetical correction, shall be deemed as the successful Bidder.

11.2 In the event of more than one bidder with the lowest price bids (say equal), the bidder with the 'highest experience in year in Government sector' would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.

12. RIGHT OF ACCEPTANCE:

12.1 The office of the Principal Director, Regional Training Institute, Jaipur reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the office of the Principal Director Regional Training Institute, Jaipur in this regard shall be final and binding.

12.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.

12.3 The competent authority of the Office of the Principal Director Regional Training Institute, Jaipur reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this shall be binding on the bidders.

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12.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency to whom contract has been awarded, the competent authority of the Office of the Principal Director Regional Training Institute, Jaipur reserves the right to award the contract to the next higher bidder or any other outside agency.

12.5 The Office of the Principal Director Regional Training Institute, Jaipur shall terminate the Contract if it is found that the Contractor was black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. In such case, the Contractor is also liable to be blacklisted by the Client.

13. NOTIFICATION OF AWARD BY ISSUANCE OF ‘LETTER OF ACCEPTANCE’

13.1 After determining the successful bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within **Three (3) days** of receipt of the same by him.

13.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.

13.3 The time taken between the date of issue of LoA and Notice to Proceed shall not prevent the contractor to mobilize the man power.

14. PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT)

14.1 The successful bidder within fifteen days of the acceptance of the LoA shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank, a sum equivalent to 05% of the accepted contract value. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of the contract.

14.2 The Bank Guarantee shall be forfeited by order of the competent authority of the Office of the Principal Director Regional Training Institute,, Jaipur in the event of any breach or negligence or non-observance of any term/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. The Contractor is also liable to be blacklisted by the Client in such cases. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Principal Director Regional Training Institute, Jaipur sufficient to cover any incorrect or excess payments made on the bills to the firm.

15. ISSUANCE OF ‘NOTICE TO PROCEED’

After the acceptance of the LoA and securing Performance Bank Guarantee from the successful bidder, Client shall issue the ‘Notice to proceed’, to the contractor authorising him to take possession alongwith relevant information / inputs.

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16. SIGNING OF TENDER

Individual signing the bids or other documents connected with contract must specify whether he signs as:—

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership deed/agreement or by a power of attorney duly executed by all the partners of the firm.
- (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company. ‘

Note

(1) In case of partnership firms, a copy of the partnership deed/agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn and affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) A person signing the bid form or any documents forming part of the bids on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons, so signing had no authority to do so, the Regional Training Institute, JAIPUR may, without prejudice to its rights whatsoever cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(3) The bidder must sign and affix his/his firm's stamp at each page of the bids and all its Annexures as the acceptance of the offer by the bidder shall be deemed to give rise to a contract bearing these conditions. **NO PAGE SHOULD BE REMOVED] DETACHED FROM THIS BID DOCUMENT.** Even if any edits of the clauses in the bid document are made by the bidder, these shall not bear effect and the original bid document as published shall be deemed to hold good.

17. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)

- 17.1 The Earnest Money Deposit of the unsuccessful bidders in the *technical Bid evaluation stage* shall be returned 15 days after opening of the eligible financial Bids.
- 17.2 The Earnest money deposit of all the bidders shall be returned in case of cancellation of Tender.
- 17.3 No interest shall be paid on Earnest Money Deposit.
- 17.4 The Earnest Money Deposit of the successful bidder shall be returned after award of Work and performance Bank Guarantee submitted by the successful bidder.

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18. INSOLVENCY

18.1 The competent authority of the office of the Principal Director Regional Training Institute, Jaipur may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:

If the contractor shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

- i) If the contractor shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the contractor commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the Client and provided also that the contractor shall be liable to pay the Client for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

19. CURRENCIES OF BID AND PAYMENTS

19.1 The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

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SECTION- 4

**GENERAL CONDITIONS OF CONTRACT
(GCC)**

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1. DEFINITIONS

1.1 General

In this Contract including the Schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

‘Agreement’	The word “Agreement” and “Contract” has been used interchangeably.
‘Party’	The word party means the Successful Bidder to whom the work of providing DEO, MTS and Safaiwalas has been awarded and the Client “Office of the Principal Director Regional Training Institute, Jaipur”.
‘Letter of Acceptance’	Shall mean the intent of the Client to engage the successful bidder Acceptance’ for providing DEO, Driver, MTS and Safaiwalas in its premises
‘Notice to Proceed’	Shall mean the date at which the DEO, Driver, MTS and Safaiwalas are to commence in Client’s premises
Termination date’	Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.
‘Termination Notice’	Shall mean the notice of Termination given by either Party to the other Party
‘Contractor’	Shall mean the successful bidder to whom the work of providing DEO, Drivers, MTS and Safaiwalas in Client’ premises has been awarded.
Outsourced Staff	Shall mean DEO, Drivers, MTS(Including Security Guard Services) and Safaiwalas

1.2 CONFIDENTIALITY

- 1.2.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client’s business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Client’s information.
- 1.2.2 The Safaiwala and MTS provided by contractor shall not accept any gratitude, tip or reward in any shape.

2. SERVICES REQUIRED BY THE CLIENT

- 2.1 The Contractor shall be providing Outsourced Staff in Client’s premises as per the details given herein, to be read with the Assignment Instructions stated in the Schedule of Requirements.

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- 2.2 The Client shall pay the charges as agreed between the Client and the Contractor at the time of bidding process. A schedule of charges shall be annexed to the Articles of Agreement after finalizing the amount at the conclusion of Bidding process.
- 2.3 The Contractor shall ensure deployment of Outsourced Staff in the Client's premises to its entire satisfaction and it is the sole responsibility of the Contractor that the work is executed in all respects in accordance with the Contractor's obligations.

3. COMMENCEMENT OF SERVICES

The Contract shall become legally binding and in force only upon:

- 3.1 Submission of Performance Bank Guarantee.
- 3.2 The Contractor shall provide Outsourced Staff in Client's premises within 10 days from the date of receipt of Notice to Proceed.
- 3.3 The Contractor shall submit detailed resume in respect of the Outsourced Staff alongwith Photographs duly attested by their firm and verified by the Police after commencement of the Outsourced Staff to Client's office. In the event of non compliance of the condition, the Contract is liable to be terminated and the Contract shall be awarded to the next higher bidder. The Contractor is also liable to be blacklisted by the Client.

4. CONTRACTOR'S OBLIGATIONS

- 4.1 The Contractor shall provide Outsourced Staff at Client's premises as per assignment instructions stipulated in the Schedule of Requirements which may be amended from time to time by the Client during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the Client from time to time.
 - 4.1.1 The Contractor shall ensure that all instructions as per the directions of the Client are complied in totality. In cases of negligence of duties, or in cases of non compliances of the instructions, or in cases of breach of the conditions of the contract, the Contract shall be liable to be terminated.
- 4.2 The Contractor shall provide DEO, Drivers (having valid Driving License), MTS and Safaiwalas as per the Assignment Instructions and as per the directions of the Client for the performance of its services hereunder and these Outsourced Staff deployed shall be employees of the Contractor only and the Client shall not in any manner be liable and all statutory liabilities (such as ESI & PF etc.) shall be paid for by the Contractor.
- 4.3 The Contractor shall ensure that all the Outsourced Staff are covered under the provisions of Minimum Wages Act. The Contractor shall also ensure that the salary of the Outsourced Staff should not be less than the prevailing minimum wages under any circumstances.
- 4.4 The Contractor shall also ensure that all the Outsourced Staff are paid their salary (through Bank Transaction) in accordance with the monthly contracted amount with the Client. In

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case it is found that the Contractor has disbursed salary to the Outsourced Staff less than the amount contracted with the Client, the Contract shall be terminated without any prior notice, the security deposit of the Contractor shall be forfeited and the Contractor shall be blacklisted.

- 4.5 The Contractor shall ensure that all the Outsourced Staff are covered under the provisions of EPF, ESIC and any other laws applicable from time to time while providing the Outsourced Staff to Client. The Contractor shall ensure that the details of amount deducted on account of EPF and ESI or any other deducted amount from the salary of Outsourced Staff are submitted to the Client on monthly basis.
- 4.6 The Contractor shall produce to the client the details of payments of statutory benefits like EPF, ESIC etc. from time to time to its personnel. The Contractor shall be required to produce the details of amount deposited with EPFO, ESIC and any other applicable organization in respect of the Outsourced Staff on monthly basis.
- 4.7 The Client shall have the right, within reason, to have any Outsourced Staff removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the MTS and Safaiwalas with prior permission of the Client, emergencies, exempted.
- 4.8 The Contractor shall cover its Outsourced Staff for accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
- 4.9 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of Outsourced Staff in accordance with assignment instructions.
- 4.10. The Contractor shall ensure that its personnel do not allow any property of the Client to be taken outside of the premises without the written permission of the person(s) authorised by Client.
- 4.11 The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same.
- 4.12 The Outsourced Staff shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- 4.13 The Contractor shall also provide at its own cost all benefits statutory or otherwise to Outsourced Staff and the Client shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- 4.14 The Contractor shall provide uniform to its Drivers, MTS and Safaiwalas at its own cost.
- 4.15 The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, ESIC etc. Proof of the same should be submitted by the Contractor from time to time to Client.
- 4.16 The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel.

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- 4.17 The antecedents of Outsourced Staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard to be submitted to the Client.
- 4.18 Adequate supervision shall be provided to ensure correct performance of the said Outsourced Staff in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 4.19 The Contractor shall ensure preparation of the attendance register of all the Outsourced Staff. The attendance registers shall be got verified by the Contractor on a daily basis with the competent authority of the Client.

5. SUB-LETTING OF WORK

The Contractor shall not Sub-Contract, transfer or assign the contract or any other part thereof without prior written permission of the Client. In the event of the contractor contravening this condition, Client shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the Client may sustain in consequence or arising out of such replacing of the contract.

6. CLIENT'S OBLIGATIONS

- 6.1 Except as expressly otherwise provided, the Client shall, at its own expense, provide timely all the required equipment and facilities to enable outsourced staff to carry out the Services. Such equipment and facilities shall include, without limitation, material in cleaning, lighting, power, toilet facilities and chair, drinking water, office stationery, files, ledgers, registers etc.
- 6.2 The Client shall comply with and fulfill the security recommendations (if any), if deemed necessary by the Client, made in writing by the Contractor in connection with the performance of the Guarding Services. The Client shall notify the Contractor of any dishonest, wrongful or negligent acts or omissions of the outsourced staff or agents in connection with the Guarding Services as soon as possible after the Client becomes aware of them.
- 6.3 The Client shall provide such assistance as considered necessary.

7. LABOUR AND CONTRACTOR'S PERSONNEL

7.1 Labour Compliances

The Contractor shall abide by all labour laws, laws related to EPF Organisation, ESI Corporation. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to Client every month alongwith the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages grant of leave, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against outsourced staff, payment of provident fund contributions.

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7.2 Contractor shall at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Act made by Central Govt. on Wages or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Client will not own any responsibility in this regard.

8. VALIDITY OF CONTRACT

The contract, if awarded, shall be initially for a period of one year from the date of award, However, in cases of negligence in services or in case of unsatisfactory services or in cases of breach of conditions of contract by the Contractor, the Client shall have the right to terminate the contract without giving any prior notice forthwith in addition to forfeiting the security amount deposited by the contractor. In such cases, the Contractor shall be liable to be blacklisted by the Client solely at the discretion of the competent authority of the office of the Client. The initial period of one year can be further extended for two more terms of one year each on mutual consent of client and contractor, subject to satisfactory services at the sole discretion of the office of the Client.

9. PAYMENTS

9.1 After selection of the successful bidder as Contractor, a Price Schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the Client for the deployed outsourced staff.

9.2 The prices in the Price Schedule shall be exclusive of any GST, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.

9.3 The Contractor shall raise invoice per month and submit the same to Client by 5th of every following month.

9.4 The Contract shall be valid initially for a period of one year. No price escalation shall be entertained by the Client during the period. However, on revision of minimum wages, the Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.

9.5 After expiry of the initial period of the Contract of one year and if the Contract is renewed by the Client, there will be no cost escalation. However, the Contractor shall claim increase in the Contract cost only on account of increase in the minimum wages, as and when increased by the Government.

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- 9.6 All payments shall be made in Indian Currency by means of an Account Payee Cheque/ NEFT.
- 9.7 Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.
- 9.8 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

10. PENALTIES

- 10.1 The Contractor shall disburse salary to its deployed outsourced staff, latest by 7TH of every following month, failing which the contract shall be liable to be terminated, the Security Deposit / Performance Bank Guarantee shall be forfeited and the Contractor is liable to be blacklisted by the Client. In such cases, the Client shall have the power to appoint any other agency for the security services at the risk and cost of the Contractor.
- 10.2 Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction as per the directions of the Client, it will be brought to the notice of Contractor by the Client and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.
- 10.3 In case the Contractor fails to fulfil the minimum statutory requirements like payment of Minimum Wages, Benefit of EPF, ESIC etc. as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.

11. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

- 11.1 "Force Majeure" shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:
- (i) War, hostilities, invasion, act of foreign enemy and civil war;
 - (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
 - (iii) Sabotage, unlawful lockout, epidemics, quarantine and plague;
 - (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but no more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

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- 11.2 the date of commencement of the event of Force Majeure;
- 11.3 the nature and extent of the event of Force Majeure;
- 11.4 the estimated Force Majeure Period,
- 11.5 reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
- 11.6 the measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- 11.7 any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

12. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- 12.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the Arbitration and Conciliation Act 1996, and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Jaipur and the decision of the arbitrator shall be final and binding on the parties.
- 12.2 **Jurisdiction of Court:** This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Jaipur.

13. TERMINATION

- 13.1 This Contract may be terminated forthwith by either party by giving written notice for a minimum period of one month to the other.
- 13.2 The Contract may be terminated forthwith by the Client by giving written notice for a minimum period of five days to the Contractor, if:
 - 13.2.1 In case of breach of any of terms and conditions of the Contract and/or unsatisfactory services by the Contractor and/or the Contractor goes bankrupt and becomes insolvent, the Competent Authority of the Client shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the Client and in that event

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security deposit in the form of performance Bank Guarantee shall be forfeited and in such event the Contractor is liable to be blacklisted by the Client.

14. DISCLAIMER

The relatives / near relatives of employees of the Client are prohibited from participation in this bid. The near relatives for this purpose are defined as:

Members of a Hindu Undivided Family.

Their spouse.

The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law)

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SECTION-5

PRICE SCHEDULE

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TECHNICAL BID FOR HIRING OF DEO, DRIVERS, MTS(INCLUDING SECURITY SERVICES) AND SAFAIWALAS

1. Name of the firm/Service provider.....
.....
2. Establishment registration number.....
3. Labour license certificate number.....
4. PAN number of the agency.....
5. EPF registration number.....
6. ESI registration number.....
7. GST registration Number.....
8. Period of past experience for providing.....
DEO, MTS and Safaiwalas in Government department
9. Address of the firm /service provider.....
(Along with phone/mobile number/Email).....
.....

Signature of the Authorized representative of
the agency (Seal of the agency)

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FINANCIAL BID FOR HIRING OF DEO, DRIVERS, MTS AND SAFAIWALAS

Quoted rate per person per DAY

Sl. No.	Particulars	Amount (Rs.)
1	Basic wages	Minimum wages as per Govt of India
2	Variable Dearness Allowance	as per Govt of India
3	EPF (12%)	As per Rules
4	ESI (4.75%)	As per Rules
5	(B) Service charges in Percentage (on sum of 1 to 2) per person per day%...

Signature of the Authorized representative of the
agency/Bidder (Seal of the agency)

Note :

- (i) **Only online submitted bids (through BOQ enclosed with tender document) will be accepted.**
- (ii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
- (iii) Prices shall be valid for a period of one year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.
- (iv) The charges shall be for 26 days a month basis. (As per the norms of Labour Department).
- (v) The rate above is excluding GST. Which will be paid as per rule.
- (vi) The Contractor shall mandatorily ensure that the cost per head as shown in Table above paid as monthly wages to their employees who are to be deployed in Client's premises for different services.

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SECTION-6

FORMS

FORM -1	BIDDER'S PROFILE
FORM-2	PERFORMANCE BANK GUARANTEE
FORM-6	LETTER OF AUTHORISATION FOR ATTENDING BID
FORM-7	CERTIFICATE FOR NON PARTICIPATION OF RELATIVE

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FORM-1

BIDDER'S PROFILE

1. Name of the firm.....
2. Name of the authorized person submitting the Bid.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....
5. Address of the firm.....
6. Tel no. with STD code (O).....(Fax).....
(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address.....
11. Registration & incorporation particulars of the firm:
 - i) Private Limited
 - ii) Public Limited
 - iii) Any other – Please specify.....
12. Name of Director (s)
13. Email ID of Director (s)
14. Mobile Number of Director (s)
15. Bidder's bank details:
 - Name of bank
 - Address of bank
 - Current account number.....
16. Permanent Income Tax number, Income Tax Circle.....

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.....

 (Please attach copies of income tax return for last three years)

17. GST Number.....
 (Please attach copies of GST Registration Number)

18. TIN Number.....

19. EPF Registration Number.....

20. ESIC Registration Number.....

21. Particulars of EMD

- i) Demand Draft No.....Dated.....
- ii) Amount.....
- iii) Name of Bank.....
- iv) Address of Bank.....
- v) Validity of DD.....

22. Description of similar work of DEO, MTS and Safaiwalas provided during the last three years (Please furnish copies of experience certificate from the Government Department / Organization)

Description of Work / Order Executed	Actual Value of work / order executed	Name of Government Department/ Organization	Date of start of work	Date of completion of work	Document evidence at page No.

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UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the office of the Principal Director Regional Training Institute, Jaipur to forfeit the Earnest Money/Performance Bank Guarantee submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
4. I/We also give rights to the competent authority of the office of the Principal Director, Regional Training Institute , Jaipur to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to accept the work order and/or execute the contract agreement, or in cases of negligence in providing services, or in case of breach of contract.
5. I/We also give rights to the competent authority of the office of the Principal Director Regional Training Institute, Jaipur to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to submit the performance bank guarantee in accordance with the terms and conditions of the tender document / contract agreement / Letter of Acceptance.
5. I hereby undertake to provide the items as per the directions given in the tender document/ contract agreement.

Place:

Date:

Signature of Bidder/Authorized signatory

Name of the

Bidder.....

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FORM-2

PERFORMANCE BANK GUARANTEE

(To be executed on non Judicial stamped paper of an appropriate value)

Date:
.....

Bank Guarantee No.....
Amount of Guarantee.....
Guarantee Period: From..... to.....
Guarantee Expiry Date.....
Last date of Lodgment.....

WHEREAS Office of the Principal Director Regional Training Institute, Jaipur (hereinafter referred to as “**The Owner**” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of Acceptance (LoA)*] (“**Contract**”) with [*insert name of the Successful Bidder*].....(hereinafter referred to as the “**Contractor**” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and providing of “**DEO, Driver, Multi Tasking Staff (includes Security Guards services) and Safaiwalas**” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Jaipur for an amount equal to 10% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “**Guaranteed Amount**”) against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Warranty Period including any extension thereof.

AND WHEREAS the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the “**Bank**”) having its registered office at [*insert the address*]and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation,

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contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of performance bank guarantee values, the Owner shall surrender the current performance bank guarantee to the bank for amendment in price.

- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding [*figure of Guaranteed Amount to be inserted here*] -----
----- only.
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Jaipur. for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed within the stipulated period from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.

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- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [*date of power of attorney to be inserted*]
..... granted to him by the Bank.

Date:

Bank

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

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FORM-6

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before time of bid opening (Technical and Financial))

To

Sr. ADMINISTRATIVE OFFICER (ADMN)
OFFICE OF THE PRINCIPAL DIRECTOR,
REGIONAL TRAINING INSTITUTE,
AG. COLONY , BAJAJ NAGER, JAIPUR- 302015

Subject: Authorization for attending bid opening on _____ (date) in the
Tender No. _____ .

Following persons are hereby authorized to attend the bid opening for the tender mentioned above
on behalf of _____ (Bidder) in order of
preference given below.

Order of Preference	Name	Specimen Signatures
----------------------------	-------------	----------------------------

I.

II.

Alternate Representative

Signatures of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the Bidder

- Note:
1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

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FORM-7

CERTIFICATE

Certificate on Non-Participation of near Relatives in the tender

I.....S/O.....

.....R/O.....here

by certify that none of my relative(s) as defined in Section 14 of General Conditions of tender document is/are employed in O/o the Principal Director Regional Training Institute, Jaipur as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, Principal Director Regional Training Institute, Jaipur shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder
Name (caps) _____

Position _____

Date _____

**OFFICE OF THE PRINCIPAL DIRECTOR
Regional Training Institute,
A.G. Colony Bajaj Nagar ,JAIPUR-302015**

Tender No.: RTI/JP/ADMN./Outsourcing Manpower/2019/1478

Date: 12.03.2019

SECTION-7

CHECK-LIST

OFFICE OF THE PRINCIPAL DIRECTOR
Regional Training Institute,
A.G. Colony Bajaj Nagar ,JAIPUR-302015

Tender No.: RTI/JP/ADMN./Outsourcing Manpower/2019/1478

Date: 12.03.2019

CHECK LIST ON PREPARATION OF BIDS

Sl. No.	Particulars	YES/NO
1.	Have you read and understood all conditions of the Contract and shall abide by them ?	
2.	Have you filled in and signed on all pages of the tender document (Total 39 Pages)?	
TECHNICAL BID		
3.	Have you enclosed the EMD of Rs in the Technical Bid ?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents ?	
5.	Have you attached proof of having met the following minimum eligibility criteria ?	
5.1	Legal Valid Entity : Have you attached attested Certificate issued by the Registrar of firms / Companies ?	
5.3	Registration with Government Bodies like ESIC, EPF, Labour Laws : Have you attached a Registration copy of each of the certificate ?	
5.4	Experience : Have you attached the attested experience certificates issued by the Government Deptts / of the last five years?	
6.	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid ?	
FINANCIAL BID		
7.	Have your financial Bid proposal is duly filled?	
8.	Have you quoted prices against each category?	

Signed

Name

Stamp