

RAJEEV GANDHI EDUCATION SOCIETY
 (Under the Aegis of RGES)
OFFICE OF THE PRESIDENT
 KAHASRA 19& 23, BARSINGSAR–334402, P.O UDAIRAMSAR, BIKANER DISTRICT, RAJASTHAN, INDIA.
 Phone: 0151-2847574, Mob: 90797 43144, E-mail: secretary.rges@rgpiti.com

NOTICE INVITING TENDER
(OFFLINE TENDER- TWO COVER SYSTEM)

1.0 INVITATION:

Bids in sealed covers are invited by Secretary, Rajeev Gandhi Education Society, Barsingsar, for the work given below. The bidders are requested to download tender documents from www.rgpiti.com for participation in tender.

2.0 TENDER DETAILS:

2.1	RGES Tender No.	RGES/RGPITI/T-01/Outsourcing of RGPITI/0101/2023-24, Dated: 06.06.2023
2.2	Name of Work	Outsourcing of Services for Running Rajeev Gandhi Industrial Training Institute, Barsingsar-334402 for a period of 2 years.
2.3	Period of Work	<u>24 (Twenty Four) Months from the date of handing over of Site.</u>
2.4	Mode of Tender	Bidding in sealed covers:- i. Submission of Cover-I & II. ii. Submission of documentary evidences in Cover-I & Price Schedule in Cover-II
2.5	Date of PTE (Tender document available to bidders to download)	06/06/2023
2.6	Cost of Tender Documents (CTD) (Non-Refundable)	NIL
2.7	Earnest Money Deposit (EMD)	Rs. 3,29,741/-
2.8	Start date and time of submission.	08/06/2023 from 11:00 Hrs. (IST)
2.9	Pre-Bid Conference Date & Time	14/06/2023 at 11.00 Hrs. (IST)
2.10	Last date and time of submission	22/06/2023 at 14.30 hrs. (IST)
2.11	Date & Time of opening of Cover-I.	23/06/2023 at 15.00 hrs. (IST)
2.12	Date & time of opening of Cover-II	Will be informed later to the qualified bidders in Cover-I.
2.13	Date & time of e-Reverse Auction	Not Applicable.
2.14	Approximate value of work	Rs.1,11,77,670/- plus applicable GST.

PRE-QUALIFICATION REQUIREMENTS:

PQR CONDITION-I:

- A) The bidder shall be an Industrial Training Institute/Cooperative Society/Education Society/Company/Firm and shall not be an individual.
- B) The bidder should have experience of running of any Industrial Training Institute or Technical Institute affiliated with Directorate of Technical Education of any State or National Council of Vocational Training for not less than **Four Trades** (with Horticulture trade) for at least **one year** within last 7 academic years for a value of not less than **Rs.33.53 lakhs** in a year as on scheduled date of tender opening.
- C) Average Turnover for past three years or for completed years shall be more than Rs 33,53, 000/-

Common Note:

1. The following documents or relevant documentary evidences so as to meet the above stipulated PQR conditions are to be furnished along with the bid without fail. Otherwise, the offer is liable for rejection.

- i) Copy of work order or LOA or Agreement.
- ii) Copy of end user Execution/completion certificate/finalization order for the work executed/completed/finalized indicating the name of work, LOA/Agt. No./period of work and finalized/completed/executed value of work.
- iii) The documentary proof duly attested by notary public shall be submitted for PQR (A).
- iv) The affiliation certificate with Directorate of Technical Education of any State or National Council of Vocational Training, dully attested by notary public, for PQR (B).
- v) Copies of audited income expenditure statement.

2. If the bidder does not satisfy the POR conditions stated above, the offer will not be consider for further evaluation.

Note: The bids submitted without proper documentary evidences to substantiate fulfilment of qualifying requirements as specified above in cover-1 is liable for rejection.

DOCUMENTARY PROOF:

Documentary proof in the form of copies of documentary evidence for the above should be furnished/attached along with Bid in **Part-I cover** for pre qualifying requirements.

PQR PART-II:

- a. The bidder should have independent Provident Fund Code Number allotted in favour of its establishment under EPF & Misc. Provisions Act 1952. The PF code number so allotted shall be furnished with documentary proof along with Tender documents.
- b. The bidder should have registered (its establishment) under ESI Act 1948 and have the Employer's code allotted in favour of his establishment. The ESI code number so allotted shall be furnished along with the tender documents.
- c. The bidder shall also possess a valid certificate of registration under Goods and Services tax (GST) Act/Rules; he should have discharged his liability, under the Service to the effect of which a certificate of undertaking is to be furnished along with the Tender documents.
- d. The bidder should have obtained Permanent Account Number (PAN) under the Income Tax Act and the documentary proof shall be furnished along with tender documents at cover-II. The bidder

should submit self-attested printout of the online IT statement indicating his Zero Tax Liabilities for four consecutive years prior to bidding along with the tender documents.

3.0 SPECIAL NOTE AND INFORMATION REGARDING TENDER:

- 3.1 Tender Documents: Tender documents can be downloaded from RGPITI website www.rgpiti.com.
- 3.2 All other terms and conditions such as Scope of work, technical details, special conditions, Validity of bids and Instruction to bidders etc., are contained in the Tender Document.
- 3.3 Rajeev Gandhi Education Society reserves its right to reject all tenders and cancel the Tender or award the work to any tenderer or more than one tenderer by splitting the scope of work without assigning any reasons.
- 3.4 Copies of the following documents have to be enclosed in Cover-I, if the bidder happens to be
 - a. Proprietorship firm: Self-declaration letter in their letter head.
 - b. Public/ Private Limited Company: Certificate of Incorporation, Memorandum of Association, Articles of Association and Board Resolution of the Company.
 - c. Society Firm: Registration certificate under Society Act, terms & conditions/By-law of Society along with power allotted to president of society.

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Secretary/Rajeev Gandhi Education Society
Barsingsar

INSTRUCTIONS TO BIDDERS

Bidders are requested to read the terms & conditions of this tender before submitting their **bids in sealed covers**.

1.0 TENDER DOCUMENTS:

1.1 The tender document is uploaded in RGPITI website www.rgpiti.com and can be downloaded for reference. The tender Covers with documents as per the tender requirements are to be submitted in Physical mode only.

2.0 BID VALIDITY:

2.1 Tenders shall be kept valid for **90 days** from the date set for Tender opening.

3.0 Earnest Money Deposit (EMD):

3.1 The EMD can be in any one of the following forms:

Demand Draft/NEFT/RTGS/, through Scheduled Commercial bank authorized by RBI. The Demand Draft shall be drawn in favour of **Rajeev Gandhi Education Society, Barsingsar** payable at par at **SBI, NLP Barsingsar Branch**.

In case of EMD remitted through RTGS/NEFT, the designated Bank Account is State Bank of India, NLP Barsingsar Branch, Branch Code: 09614, IFS CODE: SBIN0009614, ACCOUNT NUMBER: 31858262198.

3.2 The Bank commission charges will be to the account of the bidder. The net amount transferred should be equal to the amount indicated.

3.3 The remittance details viz. UTR number shall be clearly indicated by the bidder in their offer and the qualification of the bidder is subject to receipt of amount of EMD stipulated in the tender.

3.4 Any Tender submitted without Earnest Money or submitted with part amount or any request to adjust it in any other bills or seeking exemption, shall be summarily rejected.

3.5 No interest shall be paid on the EMD submitted by bidders.

3.6 EMD of the successful bidder will be adjusted towards the security deposit upon award of the contract on them. The EMD of the unsuccessful bidders will be returned upon completion of the tendering process.

3.7 If the bidder withdraws his offer within the validity period or fails to accept the LOA for any reason whatsoever, then the earnest money deposited by the bidder shall be forfeited.

4.0 CORRIGENDUM:

4.1 Amendments/Errata/corrigendum/clarifications, if any issued for the tender shall form part and parcel of the tender document. Amendments/Errata/corrigendum/ clarifications will be posted in RGPITI's web site: www.rgpiti.com. Bidders are requested to visit the above website and note the amendments before submission of offer. Any ignorance on the part of the firms in not seeing the website will not be an excuse. Amendments/Errata/ corrigendum/clarification will be numbered serially. The bidders are requested to submit all the Amendments/Errata/Corrigendum/Clarifications issued for the tender.

5.0 TENDER SUBMISSION:

5.1 The bidder shall submit his offer in a Single Physical cover (Main), Containing separate, Two signed & sealed Covers as follows:

a. Cover-I (Sealed Cover): EMD/Bid Guarantee - (DD/Proof of online NEFT/RTGS remittance details), PQR documents, Tender Support Documents.

b. Cover-II (Sealed Cover): Price / Tender Schedule only.

**The two sub covers shall be superscribed as Cover-I and Cover -II and shall contain the relevant contents as stated above respectively

The main cover signed & sealed, shall be super scribed on top of the cover with Tender No, Name of work, Opening Date & Time” and addressed to

**The Secretary
Rajeev Gandhi Education Society
Rajeev Gandhi Industrial Training Institute
Khasra No.19&23
Barsingsar, Bikaner dist,
Rajasthan-334 402**

and can be deposited in the **Tender Box** at, **Rajeev Gandhi Industrial Training Institute**, Khasra No.19&23, Near NLCIL Barsingsar Thermal Power Station, **Barsingsar-334402**, Bikaner Dist., Rajasthan or sent through Speed Post/Courier.

5.2 SUPPLEMENTAL COVERS:

Tenderers have to note that no supplemental covers will be entertained. Alternatives or rebate percentage etc. if any should be spelt out by the tenderers in the first Quotation itself. Offers contained in supplemental / additional covers shall be summarily rejected.

5.3 All the information in the Tender shall be in English language.

5.4 Price shall be quoted for Rajeev Gandhi ITI site of work basis and shall be in the Rajeev Gandhi Education Society (RGES) format only. RGES reserves the right to reject such bids, which are not in conformity with the above requirement.

5.5 The bidders are advised to visit the site on any of the working days and assess the nature of work and other details at their own cost to make themselves fully conversant with the scope of the work, technical requirements etc prior to submission of bids.

5.6 Tenders received in any mode other than specified will not be accepted.

6.0 TENDER OPENING:

6.1 The Tenders are to be submitted before the date and time mentioned in the tender. Any offer received after the time specified for receiving the bids, will not be accepted.

6.2 The tenders will be opened in Rajeev Gandhi Industrial Training Institute, Khasra no.19&23, Near NLCIL Barsingsar Thermal Power Station, Barsingsar-334402, Bikaner Dist., Rajasthan in the presence of the tenderers who may attend in person (or) represented by authorized persons with authorization letter, not exceeding one person from each bidder. If a tenderer does not attend the tender opening and dispute arises if any over his bid, RGES's decision will be binding on the tenderer.

6.3 If the date of submission of Tender is later declared as a holiday, Tender can be submitted up to the next working day and the Tender box shall be opened on the next working day.

6.4 The Cover-I will be opened on the scheduled date & time and the Cover-II opening date and time will be intimated only to the bidders qualified in Cover-I.

7.0 PQ Documents:

7.1 The Tenderers shall submit full credentials / experience, performance certificates of similar jobs executed. Copy of work order / Agreement alone is not sufficient. Copy of the Work completion certificate / part completion certificate with required PQ value or finalisation order must be submitted along with the bid (Cover-I).

- 7.2 The certificates and other documents related to pre-qualification furnished by the bidder along with the bid are liable for verification for authenticity.
- 7.3 If any of the above certificates / documents is found to be forged/ bogus, his/ their offer will be summarily rejected.
- 7.4 Notwithstanding anything stated above, RGES reserves the right to assess the bidder's capacity and capability to perform the work, should the circumstances warrant such an assessment in the overall interest of RGES.
- 7.5 The bidders who qualify in PQR conditions will be considered for further evaluation on Techno-Commercial aspects. The bidders who get qualified on techno-commercial aspects will alone be considered for price cover opening (Cover-II).
- 7.6 In case of extension of Tender submission date, the Pre Qualification Requirements met by the Bidder as on the original Scheduled date of tender opening shall be taken into account.
- 7.7 In case, the documents of the bidder who offered lowest price (R1) are found to be false / incorrect, the next lowest bidder's offer in their order of price ranking will be verified till a successful bidder is identified.
- 7.8 After getting the confirmation/verification from the end-user as stated above, the successful bidder will be considered for placement of order.
- 7.9 During the above said evaluation process, in case, the documents of the bidder(s) are found to be false / incorrect, then the bid(s) of such bidder(s) will be rejected.

8.0 DELAY:

- 1.1 Rajeev Gandhi Education Society shall not be responsible for non-receipt of bids (Physical Cover), in Rajeev Gandhi Industrial Training Institute, Khasra No.19&23, Near NLCIL Barsingsar Thermal Power Station, Barsingsar-334402, Bikaner Dist., Rajasthan due to postal delay/ loss/ damage in the process of submission of bid nor for any letter/ document sent by post either way.
- 1.2 Submission of bids in offline mode only will be accepted. Offers if received in any other mode will not be accepted.

9.0 **AGREEMENT:** The below mentioned details may be noted by the bidder & to be executed at the time of Agreement signing, whichever is applicable:

- a) In case, the amount for awarded value of the work is **upto Rs. 50 Lakhs (Rupees Fifty Lakhs) including GST**, then stamp duty required is **Rs. 1,000 (Rs. One Thousand)**, which should be **purchased within Rajasthan.**
- b) In case, the amount for awarded value of the work is **more than Rs.50 Lakhs (Rupees Fifty Lakhs) including GST**, then stamp duty required is **0.15% (rounded off to the next hundred) of the awarded value including GST of the works contract subject to maximum of Rs.25 Lakhs (Rupees Twenty-Five lakhs)**, which should be **purchased within Rajasthan.**

10.0 **OTHERS:**

Any Clarifications on the above tender can be had from

The Secretary,
Rajeev Gandhi Education Society
Barsingsar, Bikaner District,
Rajasthan-334 402
Email : secretary.rges@rgpiti.com

11.0 The quantum of work mentioned in the Schedule is only an indication of the probable quantity that may have to be done during the currency of the contract. RGES reserves the right to increase or decrease the quantum of work to suit the site requirements and exigencies and the Contractor shall execute the work on the same terms and conditions and rate throughout the contract period.

12.0 Rajeev Gandhi Education Society reserves the right to reject any or all tenders and/or to split up the work and award to two or more tenderers at its own discretion without assigning any reason. RGES also reserves the right to have parallel contract with one or more contractors at the same, lower or higher rates.

13.0 The Contractor shall agree to execute the work confirming to the Notice Inviting Tender, Instructions to Bidders, General Conditions of Contract and Special Conditions of Contract.

14.0 Rajeev Gandhi Education Society shall not entertain any claim on account of preparation of tenders.

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SCOPE OF WORK

Services to be provided by the outsourced Agency:

Running of Rajeev Gandhi Industrial Training Institute, Barsingsar (RGITI) right from inviting application from students for admission to, imparting Vocational Teaching /Training and till award of certificates to them as per updated NCVT/DGT norms in the following trades including security services for RGITI.

(A) ENGINEERING TRADES : Electrician, Fitter and Welder.

(B) NON-ENGINEERING TRADE : Horticulture.

Details Of Services To Be Provided By The Outsourced Agency:

A. ACADEMIC:-

1. Performance work of teaching /imparting training as per the time table of the institute to the apprentices admitted in the institute.
2. To impart training of the practical and theory subjects and teaching as per the prescribed syllabus of NCVT (for this, lesson plan, demonstration plan, teaching model as per the prescribed parameters be prepared.
3. On account of absenteeism by the trainees beyond the scheduled time limit, RGES to be intimated.
4. To maintain the progress cards, raw material stock register, tools and equipment register, manufacturing register, attendance registrar and records pertaining to prescribed trades.
5. Materials issued for weekly training from stores to be entered in the daily trades stock register and be attested by the Head of institute or by his nominated representative. Page number of stock register to be entered in the indent register.
6. On completion of the practical trade wise details of the scarp to be entered by opening separate account in the stock register and progressive balance be recorded.
7. Class work, practical note book, exercise books, to be checked monthly and motivation be recorded with signature and date.
8. Discipline and punctuality of time be ensured and maintained among the trainees and each trainee be present at RGITI and controlled.
9. Progress chart to be prepared and displayed in the section. Chart, model job along with audio visual presentation.
10. Log Book of machines be filled properly and accurately. Routine upkeep of the machines be should be carried out.
11. To raise demand of the required materials monthly through the Head of institute or his nominated employee keeping in consideration of the practical exercise/training maintenance, examination and other directions for the trainees.
12. Cordial relations and close contract with the trainees be made to know about their behaviors and character.
13. To prepare advance complete plan of exercise to be given to students as per division of syllabus of practical training. The scheduled exercise of a week should be included with all skills to be trained
14. To prepare and demonstrate the skill to the trainees before starting the training of exercise. The plan for this should be ready in advance. Mistakes of each concerned trainees occurred during their training be checked 2-3 times and guide to rectify.
15. At the week end, for two hours apprentices will be trained for upkeep of tools of their respective trade and given training/exercise for physical work.
16. Along with theory and practical work training, the teaching aids/project work such as chart, model, job demonstration boards etc. be get prepared and kept safety in workshop.
17. It is essential for an instructor to have adequate qualification and up to date latest knowledge of the teaching job assigned for the respective trade.
18. The instructor should execute the assignments given from time to time as per NCVT guidelines.
19. The outsourced agency shall ensure to update the website of RGITI in time to time.

B. SECURITY OF RAJEEV GANDHI ITI, BARSINGAR :-

1. The outsourced agency shall provide Security Protection to Rajeev Gandhi Industrial Training Institute, Barsingsar (RGITI) round the clock in three shifts. The Officer nominated by Rajeev Gandhi Education Society, Barsingsar (RGES) shall also monitor the performance of the security personnel deployed and communicate his observation to the RGES, Barsingsar.
2. The safe custody of all the articles as per the enclosed list of Rajeev Gandhi ITI will be the responsibility of the outsourced agency. In case of theft/loss/omission the matter will be reported to the police by the Agency for investigation. If any individual of the outsourced agency is found guilty, he will be punished and the losses will be recovered from the outsourced agency. In case of damage of any article by wilful disobedience other than normal wear and tear, the cost of the article will be recovered from the outsourced agency. The security personnel deployed by the outsourced agency shall maintain register for Visitors and Movement of material at the main gate of ITI.
3. The security personnel who will be on duty shall check that all the rooms are fully locked after working hours. In case any room is found unlocked that room will be sealed by the security personnel and take under his custody and report immediately to the concerned ITI staff and management and seal will be opened in the presence of ITI staff/Management and the same shall be recorded in the security register. In case of the room found unlocked for the second time, the concerned ITI staff will be held responsible.
4. The duration of this contract is **2 years from the date of hand over of the Site**. This may be in future renewed/terminated based on the requirement in the future. The contract can be terminated by either party by giving **three months prior notice**.
5. The requirement of personnel for duty shall be communicated from time to time by the Rajeev Gandhi Education Society. Any further addition or subtraction of manpower can be done by giving prior notice.
6. The Personnel employed by the outsourced agency shall at no time be treated as employees of RGES for any purpose. These personnel shall have no lien/claim for absorption at any time in RGES.
7. The outsourced agency shall ensure that only physically fit persons are employed for the security duties. If however it is subsequently found that the person employed is not physically fit and was suffering from any disease or physical disability due to which he cannot efficiently perform security duties or he shall be removed forth with by the RGES for which the outsourced agency shall have no objection.
8. If the performance of any security personnel is not satisfactory or behaves in undisciplined manner, he shall be removed immediately by RGES and suitable replacement will be provided by the outsourced agency immediately without any objection.
9. No expenditure on uniform for security personnel will be reimbursed by RGES.

C. HOUSE KEEPING:-

1. The outsourced agency shall maintain housekeeping /sweeping cleaning of all rooms, floors, premises of Rajeev Gandhi Industrial Training Institute, Barsingsar (RGITI). The outsourced agency shall develop and maintain lawns and gardens of Rajeev Gandhi Industrial Training Institute, Barsingsar (RGITI).
2. Rajeev Gandhi Education Society, Barsingsar shall provide equipment, tools, housekeeping materials, sanitary materials required for housekeeping and lawns & gardens maintenance materials.

D. The Details of Staff required for outsourced works are indicates below:

STAFF FORRAJEEV GANDHI INDUSTRIAL TRAINING INSTITUE, BARSINGSAR		
SL No.	Staff	Number
1	Principle/Superintendent	1
2	Instructor (Trade Theory and Practical)	8
3	(a) Computer Lab/IT Lab Instructor (b) Engineering Drawing and WC&S (Mathematics) Instructor	2
4	Employability skill Instructor (Part Time Guest Faculty)	1
5	Accountant/clerk/Storekeeper	2
6	Office/Workshop Attendant (1 No.), Cleaner & Sweeper (2 Nos.), Mali/Gardener Cum Sweeper (1 No.)	4
7	Security Guards	4
	Total	22

E. QUALIFICATION / EXPERIENCE REQUIRED FOR SERVICE

Sl. No.	Staff	QUALIFICATION / EXPERIENCE
1	PRINCIPAL/SUPERINTEDENT	Degree in Technology / Engineering of recognized university or equivalent with five years practical experience or Diploma in technology/ engineering from a recognized Board / Institution or equivalent with eight years experience in a workshop or factory or concerned of repute engaged in production or in teaching in a recognized institution.
2	Engineering Drawing, Workshop Calculation & Science instructor.	B.Voc/Degree in Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Engineering from AICTE / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/ NAC in any one of the engineering trades with three years' experience. Essential Qualification: Regular / RPL variants of National Craft Instructor Certificate (NCIC) in relevant trade OR

		Regular / RPL variants NCIC in RoDA or any of its variants under DGT
3	COMPUTER LAB/ IT INSTRUCTOR	B. Tech (Computers)/MCA with one year practical experience or diploma in Computer/BCA with 2 years experience in a reputed industrial concern or in training institute.
4	EMPLOYABILITY SKILL INSTRUCTOR	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability skill. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) OR Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills.
5	ELECTRICIAN INSTRUCTOR	B.Voc/Degree in Electrical/ Electrical and Electronics Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Electrical/ Electrical and Electronics Engineering from AICTE/recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/NAC passed in the trade of "Electrician" with three years' experience in the relevant field. Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT. Note: Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However, both must possess NCIC in any of its variants.
6	FITTER INSTRUCTOR	B.Voc/Degree in Mechanical Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Mechanical Engineering from AICTE/recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/NAC passed in the Trade of "Fitter" With three years' experience in the relevant field. Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT. Note: Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants

7	WELDER INSTRUCTOR	<p>B.Voc/Degree in Mechanical/ Metallurgy/ Production Engineering/ Mechatronics from AICTE /UGC recognized university/ college with one year experience in relevant field.</p> <p>OR</p> <p>03 years Diploma in Mechanical and allied from AICTE/ recognized technical board of education or relevant Advanced Diploma (Vocational) from DGT with two years experience in relevant field.</p> <p>OR</p> <p>NTC/NAC passed in the Trade of “Welder” with three years’ experience in the relevant field.</p> <p>Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.</p> <p>Note: Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants.</p>
8	HORTICULTURE INSTRUCTOR	<p>B.Voc/B.E/B. Tech in Agriculture/Horticulture from AICTE/UGC recognized university with one-year experience in the relevant field.</p> <p>OR</p> <p>B.Sc (Agriculture/Horticulture)from UGC recognised university with two years’ experience in the relevant field.</p> <p>OR</p> <p>Advanced Post Graduate Diploma (Minimum 2 years) in Horticulture/ Agriculture from recognized board of education or relevant Advanced Diploma (Vocational) from DGT with two years’ experience in the relevant filed.</p> <p>OR</p> <p>NTC/NAC passed in the trade of “Horticulture” or “Floriculture and Landscaping “with three years’ experience in the relevant field.</p> <p>Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.</p> <p>Note: Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants.</p>

9	STOREKEEPER	<p>(a) 10th Class pass or equivalent.</p> <p>(b) Any Graduate from recognized University/ Board/ Institute or equivalent.</p> <p style="text-align: center;">OR</p> <p>(c) Three Years Diploma in Engineering from recognized Board/ Institute or equivalent.</p> <p style="text-align: center;">OR</p> <p>(d) National Apprenticeship Trade Certificate in relevant Trade.</p> <p><u>Practical Experience</u> One year practical Experience in an Industry or Training/ Teaching Institute.</p>
10	ACCOUNTANT	B.COM./ M.COM./ MBA (Finance) and working proficiency in Computer.
11	U.D.C. / L.D.C.	Any Graduate with typing qualification and working proficiency in Computer.
12	Attendant, Sweeper, Gardener	10 th Class Pass or equivalent.
13	Chowkidars (Security Guards)	10 th Class Pass or equivalent.

Note:-

1. The outsourced agency shall run Rajeev Gandhi ITI, Barsingsar deploying sufficient, qualified and experienced staff as per updated DGT guidelines / NCVT norms.
2. The outsourced agency shall engage all CITS instructors for running RGITI in order to ensure the implementation of the order issued by Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE) which has mandated CITS as essential qualification while recruiting/engaging vocational instructors in Govt. & Private ITIs.
3. The agency shall deploy all CITS qualified instructors at RGITI to run RGITI strictly as per DGT guidelines & NCVT norms.
4. The agency shall always deploy CITS qualified instructors for quality education and to ensure to avoid negative remarks/observations by inspecting authorities and accordingly to achieve the highest grading for RGITI in this regard/parameter.

F. FACILITIES TO BE PROVIDED BY RGES:

1. Supply of Water and Electricity shall be provided by the Society at free of cost.
2. One Running Account Bill per month shall be paid. Bill to be submitted well in advance to the Officer-In-Charge of Rajeev Gandhi Education Society for making payment.
3. GST as per Government norms will be reimbursed by the Society subject to production of copy of GST Certificate. No Invoice or Bills will be paid unless GST Number is mentioned therein.
4. Rajeev Gandhi Education Society (RGES) will provide only free Medical Consultation only in NLC India first Aid Centre to the staff and workmen of the outsourced agency. All the Civil structures, roads, drains, workshops, infrastructure, classrooms and electrical fixtures will be maintained by RGES.
5. RGES will provide/bear the cost of expenditure on Raw materials for course practical, Stationery, Consumables for upkeep works etc and maintenance of infrastructure & machineries, workshop maintenance and any other requirements.
6. RGES will provide/bear the cost of Staff and teachers ID cards, canteen equipments, students and teachers' safety wears, safety equipments, any other equipments/facilities as per the requirement. RGES will provide/bear the cost of First Aid KITS for Rajeev Gandhi ITI.

Special Conditions

1. Scope of Work:

- a) The permission from the in-charge of the Rajeev Gandhi Education Society should be obtained before commencing the work in the premises.
- b) All the staff working under the Outsourced agencies must possess Photo ID card issued by the Principal Rajeev Gandhi Industrial Training Institute, Rajeev Gandhi Education Society; Obtaining & issuing Photo ID cards to staff is the responsibility of the outsourced agency. No one without a photo permit will be admitted in the ITI area. Each Staff of the outsourced agency must carefully preserve the ID card and produce it whenever asked for.
- c) The area of work is restricted and entry in to the area is admissible to ID card holders and visitor pass holders only. The outsourced agency should effectively control their staff so as to confine only to their area of work and should not allow them to move around in other areas.
- d) The payment to the outsourced agency's staff should be made in the presence of Rajeev Gandhi Education Society Office bearer/Online. All payment to the staff should be made before 7th of next Month.
- e) The successful bidder shall follow the below schedule of Salaries for personnel to be engaged during the period of contract for running the RG-ITI.

Sl. No.	Staff as per NCVT norms	No.	Monthly Salary (Rs.) per person	Amount for one month (Rs.)
		(a)	(b)	(a*b)
1	Principal / Superintendent.	1	31300	31300
2	Instructor (Trade Theory and Practical) Electrician-2, Fitter-2, Welder-2, Horticulture-2.	8	22400	179200
3	Engineering Drawing & Works Calculation Science (Mathematics) Instructor.	1	22400	22400
4	Computer Lab / IT Instructor.	1	18000	18000
5	Accountant/Clerk/ Storekeeper.	2	13400	26800
6	Office/Workshop Attendant, Sweeper/Cleaner/Gardner.	4	9400	37600
7	Security Guards	4	9900	39600
8	Employability Skill Instructor.	1	14000	14000
	(a) Total I	22		368900
	(b) ESI @3.25% of (a)			11989.25
	(c) EPF @13% of (a)			47957.00

- f) The staff should be instructed to maintain the registers and should be produced before 10th of every month to the Rajeev Gandhi Education Society.
- g) The outsourced agency should enroll the staff in EPF Membership under "Employees Provident Fund & Miscellaneous Provisions Act, 1952" from the date of joining and the outsourced agency should deposit applicable PF subscription and PF deduction every month regularly to EPFO. ESI, EPF and GST will be paid as per Govt. norms.
- h) The outsourced agency should also make applicable insurance for the staff till end of the contract period.
- i) Holidays will be given to the staff as declared by the Govt. of Rajasthan. Leave for the staff will be applicable as per NCVT guidelines.
- j) The outsourced agency shall deploy those only those having previous experience in the teaching. The Rajeev Gandhi Education Society has right to request the outsourced agency to improve those staff whom they consider incompetent and undesirable for any particular job.

- k) If the work is found not satisfactory by the Rajeev Gandhi Education Society authorities due to poor performance of the staff, the staff will be replaced.
- l) Either Party may in the event of breach of this contract by the other party by giving written notice of such breach, and if the other party does not remedy such breach within a period of three months after receiving such notice, the party may terminate this contract at the risk and the cost of the other party at any time thereafter, stating therein the date of termination.
2. **Performance Security Deposit:** Security Deposit @ **5%** of the Contract Value is applicable. The successful bidder should furnish the Security Deposit before commencement of the work. Only on receipt of Security deposit and acceptance, the successful bidder will be handed over with the Rajeev Gandhi ITI and shall commence the Work.
- The Security Deposit may be furnished in the following forms:
- Demand Draft, drawn in favour of "Rajeev Gandhi Education Society, Barsingsar" payable at SBI, NLP Barsingsar Branch, Barsingsar-334402, Bikaner District, Rajasthan.
 - The successful bidder shall have the option to request to consider EMD amount to be kept as Security Deposit. The amount required over and above EMD amount furnished will be deducted from the Running bills up to the period by which the required Security deposit amount of 5 % of Contract Value is reached.
 - The Security Deposit shall be kept valid up to finalization of the agreement or up to period of six months from the date of completion of work, whichever is earlier, provided there is no liability on the part of the Contractor.
 - No interest will be paid on the Security Deposit.
 - In case the contractor has quoted freak rates i.e., more than –25%, an additional Security Deposit of 5% will be levied over and above the above 5% Security Deposit.
3. **Tender Evaluation:** Tender evaluation will be done on 2 cover basis: - Cover-I containing Scope, terms & conditions and EMD; and Cover-II containing Price Schedule.
4. **Tender document Sale Period:** Tender documents can be downloaded from www.rgpiti.com website at free of cost till 21 days from the date issue of tender enquiry.
5. **CONTENTS OF CONTRACT DOCUMENTS:**
The Contract form, scope of enquiry, definition of terms, Specifications, special conditions of contract, General and Technical Specification, agreed variations, with L.O.A. issued by the owner and all documents pertaining to this tender shall form part of the contract.
6. **SUBMISSION OF BILLS:**
- All the payments to the contractor will be made by Cheque and all bank charges shall be borne by the contractor. The payment to the contractor shall be made only against the submission Monthly GST invoices, billing, payment and related documents in an acceptable form to RGES.
 - The contractor shall furnish bank account number to RGES so as to facilitate himself to avail the payment made through e-payment/RGTS facility by RGES.
7. **EFFECT AND JURISDICTION OF CONTRACT:**
The civil court having ordinary original civil jurisdiction over Barsingsar, Bikaner shall alone have exclusive jurisdiction in regard to all disputes or claims in respect of this contract of whatever nature.
8. **ASSIGNMENT**
The contractor shall not assign the contract or any part thereof or any benefit or any interest therein or there under otherwise than by a change in favour of the contractor's bankers of any money due or to become due under this contract without the prior written consent of the RGES.
9. **SUBLETTING:**
- 10.1 The Contractor shall not sublet the contract. Sub-contracting shall be not be permitted in any case.

10. EMPLOYEE'S STATE INSURANCE ACT. 1948:

- i. The contractor Employers shall get themselves registered under the ESI Act and obtain the ESI Code from the ESI Authorities. The ESI Code so obtained after registration shall be furnished to respective units immediately. The contractor Employers while disbursing the wages to the workers shall deduct 0.75% of the monthly wages from the each of them towards the employee's contribution payable under the ESI Act.
- ii. The Contractor Employer shall arrange to remit to ESI Corporation at the rate of 4.0% of the monthly wages consisting of 3.25% of wages being Employer's Contribution along with the Employees' Contribution at the rate of 0.75% of wages already deducted as mentioned above, on or before 21st day of every succeeding month. The Employer's contribution so remitted by the contractor Employers will be remitted by the concerned Unit after verifying the claim of the Contractor Employers with reference to form Nos. XVI and XVII, provided that provision for such reimbursement of Employer's Contribution exists in the work/tender estimate.
- iii. The Contractor Employers shall maintain the statutory registers and records as required under the ESI Act, which shall be produced for inspection by the unit official/ESI authorities. The Contractor Employers shall be responsible for filling periodical returns under the ESI Act besides remitting the contributions regularly.
- iv. The Contractor Employers shall be liable to face legal consequences in the event of non-compliances of the provisions of the ESI Act.
- v. As more benefits are extended to the employees covered under ESI Act, personal accident Nagrik Suraksha Insurance for Rs. 1,00,000/- so far extended by reimbursing the insurance premium of Rs. 119/- shall be removed.

11. TERMINATION OF CONTRACT/SHORTCLOSING:

- i. The Contract will be terminated if the performance is found to be unsatisfactory after issue of due Notice. In such a case, the Contractor shall not have any claim for any compensation. The Security Deposit shall be forfeited.
- ii. The Contract may be short closed at any time during the Contract period due to special circumstances after due Notification. Payment due to the contractor for the works done by him till such time will be made.

12. FINALIZATION OF CONTRACT:

- 16.1 Finalization shall be done within six months from the date of completion of work. In case, if any contractor fails to furnish the required documents for finalizing the agreement, an ultimatum letter shall be issued to the contractor on the last known address for furnishing the same.
- 16.2 If the Contractor does not respond even after receipt of the ultimatum, those contracts would be treated as deemed to be finalized for a value as decided by RGES and no further claim other than the finalized value would be entertained.
- 16.3 It may also be noted that, if the applicable documents for finalization of contract are not furnished within reasonable time, then RGES will proceed with finalization unilaterally with available records at RGES end and the contractor could not raise any dispute in that regard further.

13. TERMINATION OF SERVICES OF ANY EMPLOYEE:

RGES may direct the Contractor to dispense /discharge with the services of any employee engaged found to conduct himself against the interest of work and interest of RGES. Upon such direction, the Worker shall be stopped from the work and entering into RGES's premises, immediately.

14. Any request from the Bidder/Contractor for providing accommodation to the Staff/ Employees of the Contractor in any of RGES constructed Civil Structure during the contract period, will not be entertained.

(Bidders are advised to quote the most competitive price in the bid)

SIGNATURE OF THE BIDDER WITH SEAL

DETAILS OF THE BIDDER

Name of the bidder:	
Address for communication:	
Your contact details	
a) Name of contact Person	
b) Phone no (with code):	
c) Cell No & Fax No:	
d) PAN No:	
e) GST No.:	
f) E-mail address:	
Status of the bidder/firm (Like: Proprietary, Pvt. Ltd. Co, Public Ltd. Co. Society etc.)	
Whether the terms and conditions are accepted to you?	YES
	If NO, details may be enclosed, and its reference may be recorded here:
Any other details (if any)	

It is certified that the information mentioned above are true.

SIGNATURE OF THE BIDDER WITH SEAL

PRICE SCHEDULE

(Bidders are advised to quote the most competitive price in the bid)

Tender No.:	RGES/RGPITI/T-01/Outsourcing of RGPITI/0101/2023-24, Dated: 09.05.2023	
Scope of the Work:	OUTSOURCING OF SERVICES FOR RUNNING OF RAJEEV GANDHI INDUSTRIAL TRAINING INSTITUTE, BARSINGSAR-334402	
Period Of Work:	24 (Twenty four) Months from the date of handing over of Site.	
Sl. No.		
1	(a) Charges for Running RGITI as per DGT Norms and with Staff as per NCVT norms: <u>Per Month (in Rs.)</u>	368900/-
2	Management Charges in % of (a)	% (Percentage)
3	(b) Management Charges in Rs.	Value in Rs.:
4	(c) = Total (a+b) for 1 month	
5	(d) = (c) x 12 Total for 1 year	
6	(e) = (d) x 2 Total for 2 Years	
7	(f) = (d) x 18% GST (for 2 years @ 18 %)	
8	(g) = (e) + (f) Grand Total for 2 years including GST	
9	Total Amount in Words:	

Note:

1. The bidders are free to visit the place of work and assess the nature of work & other details at their own cost before quoting their rates.
2. The bidders shall submit their offer in the space given above against **Management Charges** (Row 2) only.
3. Eg., If the bidder wants to quote 3% as management charge, then bidder shall write 3 against management Charges (Row 2).
4. The bidders will be evaluated on the basis of lowest quoted management charges.
5. If there is discrepancy between the rates in figure and in words, the rate expressed in words shall be prevail and shall be adopted.
6. The above rates are **inclusive of all taxes and duties except Goods and Services Tax**. GST as applicable will be reimbursed on production of documentary evidence or as per applicable Government norms.