

Request For Proposal (RFP)

**Engagement of HR Agency for providing Technical and Non-Technical
Resources**

R1PPL /HR/Tender/2026-27/001-R1

Raajmarg 1 Projects Private Limited

(in its capacity as subsidiary of Raajmarg Infra Investment Trust)

Disclaimer

The information contained in this Request for Proposal document (the “RFP”), or subsequently provided to Bidder(s), whether verbally, in documentary form, or in any other manner, by or on behalf of Raajmarg 1 Projects Private Limited (R1PPL) or any of its employees, representatives, or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and shall not be construed as an offer or invitation by R1PPL to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation and submission of their bids pursuant to this RFP. This RFP may include statements, assumptions, assessments, projections, and other information, which reflect various analyses undertaken by R1PPL in relation to the proposed engagement. Such statements and information do not purport to contain all the information that each Bidder may require.

The assumptions, assessments, statements, and information contained in this RFP and associated documents may not be complete, accurate, adequate, or correct. Accordingly, each Bidder is advised to conduct its own independent investigations and analysis and to verify the accuracy, adequacy, correctness, reliability, and completeness of the information provided herein. Bidders are also encouraged to seek independent professional advice from appropriate sources.

The information provided in this RFP may include references to applicable laws and regulatory requirements. However, such information is not intended to be an exhaustive account and should not be construed as a complete or authoritative statement of law. R1PPL accepts no responsibility or liability for any interpretation or opinion on law expressed in this RFP.

R1PPL, its employees, representatives, and advisors make no representation or warranty, express or implied, and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules, regulations, or principles of tort, restitution, or unjust enrichment, for any loss, damages, costs, or expenses which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness, or reliability of the information contained herein or any assessment, assumption, or statement made in connection therewith.

R1PPL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

R1PPL reserves the right, at its sole discretion and without any obligation, to update, amend, supplement, or cancel this RFP and/or any information, assessment, or assumptions contained herein at any time.

The issuance of this RFP does not imply that R1PPL is bound to select a Bidder or to appoint the Selected Bidder or Contractor, as the case may be. R1PPL reserves the absolute right to reject any or all Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and R1PPL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

CHAPTER - 1**INTRODUCTION, KEY EVENTS AND DATES****1. Introduction**

- 1.1. Raajmarg 1 Projects Private Limited (R1PPL), acting as the subsidiary for Raajmarg Infra Investment Trust (RIIT), invites technical and financial bids from eligible, experienced, and competent agencies for the "Engagement of HR Agency for providing Technical and Non-Technical Resources". This engagement includes end-to-end payroll management, statutory compliance, and administrative support services for R1PPL, RIIT, and its Special Purpose Vehicles (SPVs):

Sl. No.	Description of Work	Contract Period
1	Engagement of HR Agency for providing Technical and Non-Technical Personnel for R1PPL, RIIT and its SPVs	12 Months (Extendable up to 12 + 12 months)

- 1.2. The contract shall initially be valid for a period of 12 (Twelve) months, extendable further by 12 (Twelve) + 12 (Twelve) months on the same terms and conditions, same rates, subject to satisfactory performance, continued requirement, and approval of the Competent Authority.

2. Invitation for Tender Offers

- 2.1. R1PPL invites tender offers for providing Manpower Services in two bid system (Technical bid and Financial bid), from eligible reputed agencies having sufficient experience in providing Manpower Services, at Offices of R1PPL on Pan India basis.
- 2.2. R1PPL has the right to review the contract at regular intervals, at its discretion, and based on the review, R1PPL shall have the right to reduce the term, suspend or cancel the contract at its sole and absolute discretion, without assigning any reasons thereof. R1PPL may also call for fresh financial bid, from the technically qualified bidders, any time after one year, if deemed necessary.
- 2.3. R1PPL reserves the right to alter the scope of work/ number of persons hired through them at any stage with suitable adjustment in charges.

3. Key Events & Dates

Tender Notice No	R1PPL /HR/Tender/2026-27/001-R1
Tender Name	Engagement of HR Agency for providing Technical and Non-Technical Resources
Date of Issue	13/07/2026
Date of Pre-Bid Meeting	15/07/2026, 03:00 PM

Last date for seeking clarifications, if any	16/07/2026, 03:00 PM
Last date & time of submission of Bid (Technical & Financial)	20/07/2026, 04:30 PM
Date & time of opening of Technical Bids	21/07/2026, 04:30 PM
Date & time of opening of Financial Bids	Will be informed to the eligible bidders after evaluation of Technical Bids.
Address of Communication and Pre-Bid Meeting	Raajmarg 1 Projects Private Limited (R1PPL) Plot Nos. G-5 & 6, Sector-10, Dwarka, New Delhi – 110075
Name of the contact person for any clarification	Sh. Niranjana Vipradas Plot Nos. G-5 & 6, Sector-10, Dwarka, New Delhi – 110075
e-mail Address	tenders@riimpl.in
Validity of Proposal	The rates in tender document shall be kept open from acceptance for a minimum period of 90 (ninety) days from latest due date of offer submission incl. extension if any.

Note:

- i. R1PPL reserves the right to cancel the Tender process at any stage during the Tender Process; without assigning any reasons thereof.
- ii. Bidder(s) having valid MSME certificate are exempted from providing Bid Security/ EMD.
- iii. MSME bidders shall be provided a relaxation of 20% in the turnover requirement and a relaxation of up to one (1) year in the minimum existence criterion. Accordingly, against the requirement of a minimum five (5) years of existence, MSME bidders with at least four (4) years of existence shall be eligible to participate in the tender, subject to meeting all prescribed quality and technical specifications. Further, an additional relaxation of up to six (6) months in the minimum existence criterion may be granted at the sole discretion of the Authority, based on the merits of the case and subject to satisfaction of all other eligibility, quality, and technical requirements.

CHAPTER -2

INSTRUCTIONS TO BIDDER(S)

- 1 Bidder(s) shall submit their bid (comprising of "Technical" in soft copy over email (Email: tenders@riimpl.in) /physical and "Financial" in a sealed envelope at R1PPL HQ Address: G – 5 & 6, National Highways Authority of India, Sector 10 Dwarka, New Delhi 110075, India).
- 2 Submission of bids: Bids should be submitted within the time specified on website in the following manner: -
 - a) Technical Bid:

The technical information should be prepared very carefully as indicated in the tender document. Technical Evaluation shall be done of only those bidders who qualify in the Technical Eligibility Criteria. Only relevant and to the point information/document should be shared. Failure to provide any required information, may lead to the rejection of the offer. Bidder(s) must read the tender document very carefully before submission of bids.
 - b) Financial Bid: Bidder(s) must read the terms and condition as mentioned in this tender document and submit the form accordingly. Bidder(s) are required to check the figures quoted carefully before sharing financial bid.
- 3 Submission of more than one bid by the same bidder is not allowed and shall result in disqualification of the bidder.
- 4 Validity of bids: Bid submitted by the Bidder(s) shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of bid (Technical and Financial), including extensions, if any.
- 5 R1PPL reserves the right to reject any or all the bids without assigning any reasons thereof. R1PPL also reserves the right to cancel the bidding process altogether, without assigning any reasons.
- 6 Authorization and Attestation: Bidder(s) must submit an Authorization Letter or valid Power of Attorney on behalf of firm/organization in respect of person (s) signing the bid document(s).
- 7 The Standard Terms and Conditions of this RFP also form part of the Tender specifications. The information furnished by the bidders shall be complete in itself. Bidder(s) are required to furnish all the details and other documents as required.
- 8 Bidder(s) are advised to study all the tender documents carefully.
- 9 Any conditional bid received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder(s).
- 10 Any submission of bid shall be deemed to have been done after careful study and examination of this RFP document and with the full understanding of the implications thereof.
- 11 In case of any doubt about the meaning of any portion of this RFP or any discrepancies or omission(s) in the scope of work or any other portion of this RFP or any incomplete portion that requires clarification on any aspect etc., Bidder(s) shall contact the authority inviting the tender as per date and time mentioned in Chapter I, Section 3: Key Events and Dates.
- 12 Bidder(s) request for clarification shall be with reference to Sections and Clause numbers given in this RFP document.
- 13 The specifications and terms and conditions shall be deemed to have been accepted by the Bidder(s) in their offer.

- 14 Non-compliance with any of the requirements and instructions of this RFP document may result in the rejection of the tender.
- 15 This document has not been filed, registered, or approved in any Court of Competent jurisdiction. Recipient of this document should inform themselves of and observe any applicable legal requirements.
- 16 This document constitutes no form of commitment on the part of the R1PPL nor guarantee any empanelment with R1PPL. Furthermore, this document confers neither the right nor an expectation on any party to participate in the tendering process.
- 17 Merely participation in this Tender process by any party does not confer or constitute any right of association with R1PPL.

CHAPTER - 3**ELIGIBILITY CRITERIA****1 TECHNICAL ELIGIBILITY CRITERIA FOR QUALIFICATION OF THE BIDDER(S)**

Bids fulfilling the following Technical Eligibility Criteria shall be eligible for Technical Evaluation of Bids:

Sl No.	Technical Eligibility Criteria	Document submitted along with the Technical Bid
1	The bidder should be an organization registered under Companies Act, 2013 and should be in existence for at least 5 years.	Certificate of Incorporation and Registration Certificates issued by Concerned Authority(ies) Self-Attested copy of proof in this regard to be attached by authorised signatory of the bidder. Duly signed and stamped.
2	The Bidder must have following valid Certificates: ➤ Permanent Account Number ➤ GST Registration ➤ ISO 9001:2015 (QMS) ➤ CMMI Level 3 appraisal ➤ Valid proof of NICSI / MeitY empanelment (copy of empanelment letter / work order / empanelment ID / official listing)	Self-Attested copies of PAN & GSTIN by authorised signatory of the bidder. Duly signed and stamped.
3	The Bidder should have an average annual turnover of at least Rs 3 crore (Rupees Three Crore Only) during three consecutive financial years starting from 2022-23	Self-attested copies of Audited Financial Statements by authorised signatory of the bidder and Chartered Accountant's Certificate in this regard as per Annexure 7 Duly signed and stamped.
4	The Bidder should not have any conflict of interest with R1PPL and accordingly, they should have declared in the manner, advised in this Tender Document.	Undertaking/ Self- Declaration to the effect by authorised signatory of the bidder (on letterhead of the bidder as per Annexure 6). Duly signed and stamped.

5	The Bidder should have similar experience of being engaged or completed at least five (5) assignments in deploying professionals/executives manpower (Technical/ Finance/ HR/ IT/ Civil/Administrative with at least 50% comprising these categories) as defined under Chapter-4 “Scope of Work” for Govt/ Corporate entities since April 1, 2020.	Workorder/Completion Certificate issued by the client to the bidder or a Self-Declaration by the Bidder. In case of Self-Declaration, the bidder must provide CA certificate along with copy of the detailed work order and bank statements for six months of the relevant period after April 1, 2020 indicating payments made by the client and contact details of the client. Duly signed and stamped.
6	The Bidder should have in-house capability to take up the assignment. The Bidder shall not submit the Bid in any sort of consortium; Joint Bids will not be accepted. Subcontracting of the assignment, in full or in part, shall not be permitted under any circumstances.	Undertaking/ Self-Declaration to the effect by authorised signatory (on letterhead of the bidder as per Annexure 8). Duly signed and stamped.
7	The bidder should not have been blacklisted or banned for business by any Public Sector Undertaking / Govt. Department/ MNC/ Private Limited/ Public Limited Company in India or abroad.	The Bidder should submit an Undertaking/ Declaration signed by authorised signatory of the bidder on their Letter Head (format at Annexure 9). Duly signed and stamped.

IMPORTANT NOTE:

R1PPL reserves the right to examine the details furnished by the Bidder(s). Technical Bids of only those Bidder(s), who fulfil the Technical eligibility criteria, will be opened for evaluation. R1PPL reserves the right to reject the Tender without assigning any reason thereof.

CHAPTER - 4 SCOPE OF WORK

1. R1PPL intends to engage Agency for providing manpower services for deployment of executives/professionals as per below mentioned description. The manpower will be on the payroll of the Manpower Agency. The Agency will be paid Service Charges along with reimbursement of the remuneration of manpower deployed in R1PPL on monthly basis along with applicable taxes. In this regard, R1PPL is requesting proposals from Manpower providing agencies. R1PPL may, at its sole and absolute discretion, choose to avail itself of all services or part thereof. Such a decision may be advised during the course of the engagement. The position and minimum qualification are indicative of nature. The detailed JD and profile requirement will be shared with the bidder post award of LOA.

S. No	Department	Position Title	Grade	No. of Positions	Minimum Qualification	Min. Experience	*Estimated CTC (INR/Month)
1	Operation	Assistant Toll Plaza Manager	M2	1	Graduate	5 Years	₹1,04,000– ₹1,29,000
2	Operation	Shift In charge / Supervisor	M1	1	Graduate	3 Years	₹75,000 – ₹96,000
3	Maintenance	Assistant manager - Maintenance	M2	1	B.Tech/Diploma (Civil/Electrical)	5 Years	₹1,04,000– ₹1,29,000
4	Maintenance	Engineer - Maintenance	E1	1	Diploma/B.Tech (Civil/ Electrical/ Mechanical)	2 Years	₹50,000– ₹73,000
5	Maintenance	Supervisor- Maintenance	M1	1	Diploma (Civil/ Electrical/ Mechanical)	3 Years	₹75,000– ₹96,000
6	Maintenance	Engineer - Electrical	E1	1	Diploma/B.Tech (Civil/ Electrical/ Mechanical)	2 Years	₹50,000– ₹73,000
7	Maintenance	Electrician	E0	1	ITI (Electrical)	2 Years	₹30,000– ₹46,000
8	Safety	Assistant manager - Safety	M2	1	B.Tech + Safety Certification	5 Years	₹1,04,000– ₹1,29,000
9	Safety	Engineer - Safety	E1	1	Diploma/B.Tech + Safety Cert.	2 Years	₹50,000– ₹73,000
10	Safety	Corridor In-charge	M1	1	Graduate/ Diploma	3 Years	₹75,000– ₹96,000
11	Finance	Assistant manager - Accounts/Finance	M2	1	CA/Inter CA/MBA Finance	5 Years	₹1,04,000– ₹1,29,000
12	Finance	Sr. Accountant	M1	1	B.Com/ M.Com	3 Years	₹75,000– ₹96,000

S. No	Department	Position Title	Grade	No. of Positions	Minimum Qualification	Min. Experience	*Estimated CTC (INR/Month)
13	Finance	Accountant	E1	1	B.Com	2 Years	₹50,000–₹73,000
14	Finance	Toll Auditor	E1	1	B.Com	2 Years	₹50,000–₹73,000
15	HR/Admin	HR/Admin-Executive	E1	1	MBA (HR)	3 Years	₹50,000–₹73,000
16	IT/Toll/ATMS	Sr Engineer-Toll/ATMS/MLFF/ networking	M1	1	B.Tech (IT/ECE/CS)	3 Years	₹75,000–₹96,000
17	IT/Toll/ATMS	Engineer-Toll/ATMS/MLFF/ networking	E1	1	Diploma/ B.Tech	2 Years	₹50,000–₹73,000
18	Liaising	Liaison Officer	M1	1	Graduate	3 Years	₹75,000–₹96,000
19	Cluster Level	Assistant Regional Asset Manager	M2	1	5 Years	5 Years	₹1,04,000–₹1,29,000
20	Cluster Level	Financial Analyst	M1	1	MBA (Finance)/ CA Inter	3 Years	₹75,000–₹96,000
21	Cluster Level	ESG Specialist	M1	1	Environmental Engg. /MBA ESG	3 Years	₹75,000–₹96,000
22	Security	Security Supervisor	E1	1	Graduate/ Ex-serviceman preferred	2 Years	₹50,000–₹73,000
23	Security	Security Guard	E0	1	10th/ 12th Pass	As per applicable Central/State Labor Laws including Minimum Wages Act, EPF, ESI, Bonus, and other statutory provisions as amended from time to time.	
24	Others	Housekeeping	E0	1	Basic literacy	As per applicable Central/State Labor Laws including Minimum Wages Act, EPF, ESI, Bonus, and other statutory provisions as amended from time to time.	
25	Others	MTS/Plumber	E0	1	ITI/ Skilled Worker	As per applicable Central/State Labor Laws including Minimum Wages Act, EPF, ESI, Bonus, and other statutory provisions	

S. No	Department	Position Title	Grade	No. of Positions	Minimum Qualification	Min. Experience	*Estimated CTC (INR/Month)
						as amended from time to time.	

*The estimated Cost to Company (CTC) indicated against each position is purely indicative in nature and has been provided for guidance purposes only. The actual CTC offered to selected candidates may vary based on factors such as qualification, relevant experience, skill set, and overall suitability for the role as assessed by R1PPL.

R1PPL reserves the sole and absolute right to revise, modify, or vary the indicated CTC at any stage during the engagement process or contract period, without any prior notice, based on organizational requirements and business considerations.

2. Manpower Agency may be required to deploy Manpower resources, with defined experience and expertise, depending upon requirements at R1PPL.
3. The actual deployment of manpower by the agency shall be made in specific numbers and as per specified profile upon receipt of order/advise from R1PPL.
4. Responsibilities of Manpower Agency regarding the scope of work. The responsibilities of the Manpower Agency shall include the following:
 - 4.1. The Manpower Agency shall be sourcing, collecting, scrutinizing the applications and shall identify the suitable candidates for interview. The entire application handling, storage, screening, tests / interviews, salary negotiations etc. shall be handled by the manpower Agency.
 - 4.2. The Manpower Agency shall determine essential attributes like experience, skills & qualifications, key result areas (KRAs), etc. of the manpower to be deployed, based on requirements shared by R1PPL. keeping in view the requirements provided by R1PPL The final compensation to be offered to the candidates will be decided by the R1PPL.
 - 4.3. The Service Provider shall submit a minimum of 5 suitable shortlisted CVs against each position within 7 (Seven) working days from the date of requisition by R1PPL.
 - 4.4. The responsibility of pre-selection of the preferred candidate and dispatch of relevant CVs shall lie with Manpower Agency. Final selection of the candidates will be done based on the selection process that may be conducted by the Agency, in consultation with R1PPL.
 - 4.5. The Manpower Agency shall issue the offer letters to the candidates agreed by R1PPL within 7 (seven) working days and will also arrange for joining of the successful candidates at R1PPL Offices and site locations.
 - 4.6. The Agency will maintain a Bio-Data bank at their end to minimize the time for engagement of manpower and deployment within R1PPL.
 - 4.7. The Manpower Agency shall be responsible for filling up any vacancies arising during the contract period within 7 (seven) working days from the notification of such vacancy or within such period as may be defined by R1PPL in case of any urgent requirement.
 - 4.8. The Manpower Agency will also provide suitable replacement if any deployed Executive is on-leave for more than three days and interim Executive in case of any vacancy arising due to resignation till filling up of the position. Planned leave notification required minimum 2 (two) weeks in advance to avoid disruption in services. Leave entitlement, approval, and

administration shall be governed in accordance with applicable Government regulations and statutory laws in force from time to time.

- 4.9. The Manpower Agency to also perform tasks related to onboarding of such candidates including handling references, clearances and professional background checks and criminal records (PCC copy to be submitted to R1PPL) etc. These profiles shall be subject to independent background verification by appointed agency of R1PPL on random basis during the tenure of deployment, if BGV fails of any of the resource it may lead to termination of agency & its deployed resources.
- 4.10. The candidate selection shall be finalized in consultation with R1PPL. R1PPL reserves the right to select/ reject the candidates sourced by the Manpower Agency without assigning any reasons whatsoever.
- 4.11. The selected candidates shall be on the rolls of the Manpower Agency and the payroll of the selected candidates shall be managed by the Manpower Agency only.
- 4.12. The initial joining of the deployed personnel at the designated location shall be arranged by the Service Provider at no additional cost to R1PPL/ Entity Authorised by R1PPL /RIIT Entities.
- 4.13. Any subsequent travel, if required for official purposes, shall be governed as per directions of R1PPL and reimbursed, if applicable, in accordance with approved policies.
- 4.14. The Service Provider shall be capable of deploying manpower at any location across India, including R1PPL offices, project sites, and SPVs under RIIT. No additional cost shall be admissible on account of location, remoteness, or logistical challenges.
- 4.15. The deployed personnel shall be subject to a minimum notice period of 30 (Thirty) days (Notice period to be aligned as per the policy) or salary in lieu thereof.
- 4.16. In consideration of the services to be rendered by the deployed executives, R1PPL shall pay the consolidated fee including remuneration of the manpower and management/service charge of the Manpower Agency as finalized by way of bidding process inclusive of applicable taxes and shall not be liable to pay any other expenses/ fees to the Manpower Agency.
- 4.17. The Manpower Agency shall be responsible for any loss/theft/ pilferage of damages to the properties belonging to R1PPL, caused by the Executive's negligence and will pay/ compensate to R1PPL, accordingly.
- 4.18. The Manpower Agency shall at their own costs, employ/ deploy executives to render aforesaid services to R1PPL and the Manpower Agency shall be solely responsible for payment of their salaries on 1st working day of every month, remuneration and other obligatory dues/ benefits under the prevailing laws, or which may be enforced, during contract period.
- 4.19. The Manpower Agency shall comply with all the provisions of applicable Labour laws and/ or any other acts for which such personnel are subjected to and shall keep R1PPL indemnified from all such acts, omissions, faults, breaches and any claims, payment, loss, demands, injuries, and expenses etc. in connection with such personnel deployed by the Manpower Agency. R1PPL will not be responsible for such acts, omissions, faults, breaches and/ any claims, payments, loss, demands, injuries and expenses etc., and that there shall be no privity of contract between the Manpower Agency and R1PPL.
- 4.20. The Manpower Agency must envisage all necessary services to be provided to achieve the objectives of this assignment and ensure that the same is delivered to R1PPL.

- 4.21. The Manpower Agency will neither publish or disclose to others, nor use in any services that the Agency performs for others, any confidential or proprietary information belonging to R1PPL, unless the Agency have first obtained R1PPL's written authorization to do so.
 - 4.22. Omission of details in the proposal of the services required to be provided by the Manpower Agency or mis-description of details generally acknowledged to be customary and/ or necessary to carry out such services or which the Manpower Agency knows or reasonably should have known will not relieve the Manpower Agency from performing such omitted details of the services and they must be performed as if fully and correctly set forth and described in this proposal.
 - 4.23. R1PPL reserves the right to terminate the assignment if the Manpower Agency fails to perform as per the requirement of R1PPL.
 - 4.24. Review of compensation/salary of deployed resources shall be upon review of performance by R1PPL and as suggested by R1PPL at its sole discretion.
 - 4.25. Expenses pertaining to the official work/visit to be paid to the deployed staff as defined by R1PPL from time to time, directly by R1PPL.
 - 4.26. The Agency must enclose the proof of compliance with statutory compliances and paying statutory dues like PF/ESI, etc. for the previous month with each monthly bill without which bill will not be processed for payment.
 - 4.27. The selected agency shall be responsible for implementing and maintaining an attendance and leave management system for all deployed personnel. The agency shall generate and submit accurate attendance and leave reports to R1PPL on a weekly and monthly basis, or as may be required.
 - 4.28. The Manpower Agency would deploy executives with required skill set and experience within a period of 30 days from the date of placement of the order by R1PPL The Agency may provide the way to meet the requirement of extra deployment in their approach and methodology in shorter time duration.
 - 4.29. The selected bidder shall assign a dedicated Single Point of Contact (SPOC) for R1PPL for overall coordination, communication, and contract management. In addition, the bidder shall designate regional SPOCs for respective locations to oversee deployment, handle operational issues, ensure timely resolution of concerns, and maintain service quality at the regional level.
 - 4.30. The future vacancies arising during this contract period shall be filled by the Manpower Agency within 30 days after receiving notification of such vacancy.
 - 4.31. Post the evaluation process the selected Manpower Agency would be engaged by R1PPL for a contract period mentioned in chapter 1. R1PPL reserves the right to reduce or extend the stipulated timeframe as it may deem appropriate, at the same terms and conditions.
 - 4.32. The Manpower Agency shall provide all statutory insurance coverage for deployed personnel at its own cost, over and above their CTC. The cost of such insurance shall not be deducted from the personnel's salary. Proof of coverage shall be submitted to R1PPL as required.
5. Penalty and Liquidated Damages
- 5.1. Delay in Deployment from Date of commencement: ₹ 1,000 per day per person for delay beyond stipulated timeline.
 - 5.2. Non-Compliance of Statutory or any Dues: Withholding of invoice plus ₹ 5,000 per instance of default.

- 5.3. Vacancy Beyond 15 Days since notification: ₹ 1,000 per day per post.
- 5.4. Total penalty in a month shall not exceed 10% of monthly invoice value. Repeated defaults may lead to termination.

CHAPTER – 5

BID SUBMISSION AND EVALUATION GUIDELINES

1. RFP document submission is required to be done as under:

Tender documents (Technical & Financial Bid) should be submitted as per instruction to Bidder

- a) Before submitting the bid, the bidder(s) shall ensure that all the documents and annexures are self-certified/ signed by the Bidder(s).
- b) Submission of bids: Bids will have to be submitted within the time specified on website

2. Bid Security / Earnest Money Deposit (EMD)

Deleted

3. Performance Security / Bank Guarantee

3.1. The Successful Bidders need to deposit a Performance Bank Guarantee within 30 days from the date of acceptance of work order, for an amount of 5% (Five per cent) of the Contract Value, which shall be valid for One Year from the date of issue plus a claim period of three months. Also, in the event of extension of contract, BG has to be extended to cover extended contract period plus a claim period of 6 months. BG format attached as Annexure 16. Further, the Performance Bank Guarantee amount will be split between successful bidder(s).

3.2. The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of "R1PPL ", New Delhi. The Performance Bank Guarantee may be discharged/ returned by R1PPL after the completion of the contract and upon being satisfied for the performance of the obligations of selected bidder(s) under the contract.

3.3. Failure to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by R1PPL, shall constitute sufficient ground, among others, if any, for the annulment of the award of the tender.

3.4. In the event the selected bidders are unable to provide the services as mentioned in this RFP, during the period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by R1PPL.

3.5. No Bank Charges/interest shall be payable by R1PPL for issuance of Performance Security / Bank Guarantee.

4. Return of Performance Security

4.1. The Performance Bank Guarantee/ DD amount may be discharged/ returned by R1PPL after the completion of the contract and upon being satisfied for the performance of the obligations of selected bidder under the contract.

4.2. In the event the bidder is unable to provide the services, during the period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by R1PPL.

5. General Conditions for Submission of Bids

5.1. Only one bid would be considered from one firm/company.

5.2. The Bidder(s) are also advised to visit the aforementioned websites on regular basis for checking necessary updates. R1PPL also reserves the right to amend the dates mentioned in Key Events & Dates of this Bid document.

5.3. Prospective bidder(s) will be notified of the amendment which will be final and binding on all the bidder(s) via R1PPL Website only.

- 5.4. To allow prospective bidder(s) reasonable time to take the amendment into account, in preparing their Bid, R1PPL at its discretion, may extend the deadline for the submission of Bid.
- 5.5. Further, R1PPL reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

Note:

- i. If the online submission does not include all the information required or is incomplete, the proposal would be liable to be rejected.
- ii. Bid(s) submitted any form other than mentioned chapters 1,2,3,4,5 & 6 will not be acceptable and would be liable to be rejected by R1PPL.
- iii. The evaluation of the bids will only be based on the documents submitted.
- iv. The bid(s) shall be submitted strictly as per the formats specified in this Request for Proposal. Bids with deviation from this format are liable to be rejected.
- v. In the first stage, only TECHNICAL BID will be opened, PQ to be done and then evaluated for the Bidder(s) meeting the Technical Eligibility Criteria. Bidder(s) who satisfy the technical bid requirements as determined by R1PPL, shall qualify for the FINANCIAL BID evaluation.
- vi. The Tender Evaluation Committee constituted for the said purpose, shall conduct bid evaluation. The objective of evaluation methodology is to facilitate the selection of desired solution at optimal cost. The purpose of it is only to provide the Bidder(s) an idea of the evaluation process that R1PPL may adopt.
- vii. R1PPL reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and financial responses by the preceptive bidder(s)), without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.
- viii. R1PPL's decision in respect of evaluation methodology and short listing of bidder(s) will be final and no claims, whatsoever in this respect, shall be entertained.
- ix. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.

6. Transfer of Bid Document/Award

Transfer of Bid(s) submitted by successful bidder to other party is not permissible, R1PPL may request any bidder in writing to provide clarification on any tender clause based on the technical evaluation. Subsequent queries of R1PPL, if any, on the technical details, clarifications or any other information should be replied positively within the time specified, failing which bid shall be finalized based on the information, available. It shall, therefore, be in the Bidder(s) interest to give complete and comprehensive technical particulars/description and details.

7. Technical Bid

- 7.1. Information/documents pertaining to Technical Eligibility Criteria, PQ and Technical Evaluation shall form part of the Technical Bid. The Bidders shall be required to share all the required documents/certificates related to Technical Eligibility Criteria and Technical Evaluation. Only those bidders shall be assigned Technical Evaluation Scores which fulfil the Technical Eligibility Criteria. Bidder(s) not fulfilling Technical Eligibility Criteria shall be disqualified.

8. Technical Bid Evaluation Criteria

The eligible bidder shall be evaluated on the technical criteria as under:

- 8.1. All technical proposals fulfilling the Technical Eligibility Criteria will be evaluated by a Tender Evaluation Committee. A maximum of 100 marks will be allocated for the Technical Bid Evaluation. Any bidder scoring less than 70 marks (cut- off score) out of 100 marks in the Technical Bid Evaluation shall not be considered for further evaluation/selection. The Bidders must submit the appropriate documentary proof (duly signed and stamped) in support of each Technical Bid Evaluation parameter as mentioned in the table below:

Sr. No.	Technical Bid Evaluation Parameter	Documentary Proof to be submitted	Maximum Marks
1	Average Total Annual Turnover during the last three consecutive financial years (FY 2022-23, FY 2023-24 and FY 2024-25) Up to Rs.3 crore – 5 marks More than Rs.3 crore and up to Rs.5 crore – 10 marks More than Rs.5 crore and up to Rs.10 crore – 15 marks More than Rs.10 crore – 20 marks	Copy of the audited financial statements and Certificate of the Chartered Accountant specifying the annual turnover for the preceding three FYs: FY 2022-23, FY 2023-24 and FY 2024-25. (As per Annexure 7) Duly signed and stamped.	20
2	Total number of assignments (ongoing/completed) after April 1, 2020 of providing professionals/executives manpower (Technical/ Finance/ HR/ IT/ Civil/ Administrative with at least 50% comprising these categories) services wherein the executives work on client sites and are managed by the Manpower Agencies. At least 5 assignments but fewer than 10 assignments: 20 Marks 10 assignments or more: 40 Marks	Engagement/Completion Certificate issued by the client to the bidder or a Self-Declaration by the Bidder. In case of Self-Declaration, the bidder must provide copies of the detailed work order(s) Duly signed and stamped. Along with workorder copy	40
3	Total numbers of manpower (executives/professional since April 1, 2020) deployed in Govt/Corporate entities. More than 50 and up to 150 manpower – 20 marks More than 150 manpower – 40 marks	Bidder to provide details as per format Annexure 18 with undertaking of Authorized Person. Submission to be supported along with the Work Order/Engagement Letter/ Completion Certificate issued by the client to the bidder clearly	40

		indicating the number of manpower employed or a Self-Declaration by the Bidder. In the case of Self-Declaration, the bidder must provide a copy of the detailed work order and bank statements for six months of relevant period after April 1, 2020 indicating payments made by the client and contact details of the client. Duly signed and stamped	
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- 8.2. The Tender Evaluation Committee may, at its sole discretion, decide to seek more information / proof from the respondents.
- 8.3. The Technical bid will be analysed and evaluated, based on which Technical score shall be assigned to each bid on the basis of parameters mentioned above.
- 8.4. The marks awarded by the Tender Evaluation Committee would be at its sole discretion and final. No request for revision/reconsideration of the same shall be entertained / considered.
- 8.5. Technical Bids receiving score greater than or equal to 70 marks (cut-off marks) will be eligible for consideration in the subsequent round of evaluation/selection.

9. Financial Bid Evaluation & Selection

- 9.1. The Financial Bids/Quotes of those bidders shall be opened which obtain Technical Evaluation score of at least 70. Financial Bids of Bidders with scores less than 70 in the Technical Evaluation shall not be opened.
- 9.2. The financial bid / financial quote shall be submitted by the bidder towards 'Service Charges' as a percentage ('%') of the fixed Cost to Company (CTC) (remuneration) of the manpower to be deployed. The quoted Service Charges shall not be less than 3.85%, in accordance with Ministry of Finance, Department of Expenditure Office Memorandum No. F.6/1/2023-PPD dated 06.01.2023 (GeM Policy) regarding minimum floor price for manpower outsourcing services. Any bid quoting service charges below 3.85% shall be treated as non-responsive and liable for rejection.

Technically qualified Bidder with lowest Service Charge (L1) after taking into consideration quote indicated in financial bid format shall be selected.

- 9.3. If there is a discrepancy between words and figures the amount in words shall prevail and be valid. If the Agency does not accept the correction of the errors, its bid will be rejected.
- 9.4. In case same lowest price is quoted by more than two or more bidders, the selection will be based on Bidders securing higher Score in the Technical Bid Evaluation Criteria. In case to further tie in the Scores in Technical Evaluation as well, Bidder with higher Turnover (for FY 2022-23, FY 2023-24, and FY2024-25) on account of Manpower Services shall be selected.

- 9.5. In case, the Manpower Agency(ies) fails to comply with any security/taxation liability under appropriate law, and as a result thereof, R1PPL is put to any loss/obligation, monetary or otherwise, R1PPL will be entitled to get itself reimbursed out of the outstanding bills/performance security to the extent of the loss or obligation in monetary terms.

CHAPTER - 6

Standard Terms and Conditions

1. Completeness of Response

- 1.1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 1.2. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's own risk and may result in rejection of its Proposal.

2. Amendment of Tender Document

- 2.1. At any time prior to the last date for receipt of bids, R1PPL may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders may modify the Tender Document by an amendment. The amendment will be notified in writing/ published on the RIIT's website. In order to afford prospective Bidders reasonable time in which to take amendments into account in preparing their bids, R1PPL may, at its discretion, extend the last date for the receipt of Bids.

3. Validity of the Tender

- 3.1. The Bid shall be valid for a period of 90 days from the last date of Opening of Tender. In exceptions circumstances R1PPL may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.
- 3.2. In case, no bid or single bid is received, the bid may get extended at the discretion of R1PPL.

4. Language

The Bidder shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. In the event of variation in number written in figure and words, the number written in words will be taken as final.

5. Rectification of Errors

- 5.1. Arithmetical errors in the Financial Bid will be rectified on the following basis.
 - i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
 - ii. If there is a discrepancy between words and figures, the amount in words shall prevail.
 - iii. If Bidder does not accept the correction of errors, its bid will be rejected, and its bid security may be forfeited.

6. Modification and Withdrawal of Bids

No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid.

7. Clarification of bids

- 7.1. During evaluation of Bids, R1PPL, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (letter/e-Mail) and no change in the substance of the Bid shall be sought, offered or permitted. The prospective Bidders requiring any clarification regarding Tender Document may send by e-mail tenders@riimpl.in as per the schedule of dates given in the tender.

8. Confidentiality of the Document

- 8.1. This Tender Document is confidential and R1PPL shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.
- 8.2. The Bidder will treat all data & information about R1PPL, obtained in the execution of its responsibilities as confidential & will not reveal such information to any other party without prior written approval of R1PPL. If the Bidder leaks any such information to any third party (Web/Mail), R1PPL holds the right to take such action as may be necessary.

9. Clarification of Tender Document

- 9.1. The prospective Bidders requiring any clarification regarding Tender Document may send by e-mail tenders@riimpl.in as per the schedule of dates given in the tender.

10. Rejection of Bid

- 10.1. Bids may be rejected on occurrence of any one of the following events/ conditions.
- i. Any effort by a Bidder to influence R1PPL in its decisions on bid evaluation, bid comparison or contract award may result in outright rejection of Bidders bid.
 - ii. Bids which do not conform to unconditional validity of the bid as prescribed in the Tender. If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
 - iii. Any evidence of cartelisation.
 - iv. Bids received by R1PPL after the last date prescribed for receipt of bids.
 - v. Bids without signature of person (s) duly authorised on required pages of the bid.
 - vi. Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.

10.2. Technical Bid Rejection Criteria:

Bids may be rejected in the event of the following:

- i. Technical Bid contains commercial details.
- ii. Revelation of Prices in any form or by any reason before opening the Financial Bid.
- iii. Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- iv. Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- v. Bidder's not complying with the Technical and General Terms and conditions as stated in the RFP Documents.

- vi. Bidder's not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work.
- vii. If the bid does not confirm to the timelines indicated in the bid.

10.3. Financial Bid Rejection Criteria

Bids may be rejected in the event of the following:

- i. Incomplete Price/Rate Bid.
- ii. Price Bids that do not conform to the Tender's Rate/price bid format.

11. Right to Accept or Reject the Tenders

- 11.1. The right to accept the bid in full or in part/parts will rest with R1PPL. R1PPL reserves with itself the authority to reject (during any stage of the Tender Process) any, or all the bids received without assigning any reason whatsoever.
- 11.2. Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected at the discretion of R1PPL.
- 11.3. R1PPL may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

12. Price Basis

Service Charge percentage quoted by the Bidder shall be considered as firm and fixed during the entire execution of the contract and not subject to variation on any account.

13. Merger/ Acquisition of Bidder

In the event of the Bidder's company or the concerned division of the company being taken over/bought over by another company, all the obligations under the agreement with R1PPL should be passed on for compliance to the new company in the Negotiations for their transfer.

14. Delays/deficiency in the Bidder's Performance

- 14.1. Delay by the Bidder in the performance of its delivery obligations or deficiencies in Services causing adverse effect on the Project or on the reputation of the R1PPL, shall render the Bidder liable to any or all of the following sanctions viz. forfeiture of its performance security, termination of the Contract for default, deduction @ 5% (minimum) of billed amount or more, debarring for a specified period and stopping of all payments under the Agreement may be initiated as per policy/discretion of the R1PPL.
- 14.2. If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely performance of services, the Bidder shall promptly notify R1PPL in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, R1PPL shall evaluate the situation and may at its discretion

extend the Bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

15. Confidentiality of Information

- 15.1. This document contains information confidential and proprietary to R1PPL. Additionally, the Bidder will be exposed by virtue of the contracted activities to internal business information of R1PPL, affiliates, and/or business partners. Disclosure of receipt of any part of the afore mentioned information to parties not directly involved in providing the services requested could result in the disqualification of the Bidder, pre-mature termination of the contract and/or legal action against the Bidder for breach of trust.
- 15.2. No news release, public announcement, or any other reference to this RFP or any program there under shall be made without written consent from R1PPL. Reproduction of this RFP, without prior written consent of R1PPL, by photographic, electronic, or other means is prohibited.

16. Assignment

The Bidder shall not assign, in whole or in part, its obligation to perform under this contract. Such notification, in his original bid or later, shall not relieve the Bidder from any liability or obligation under the contract.

17. Waiver of Minor Irregularities

R1PPL reserves the right to waive minor irregularities in proposals provided such action is in the best interest of R1PPL. Where R1PPL may waive minor irregularities, such waiver shall in no way modify the "Request For Proposal"(RFP), requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is selected.

18. Supplementary Information to the RFP

If R1PPL deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP, shall be made available on R1PPL website.

19. Dispute Resolution

- 19.1. Disputes arising out of or in connection with the contract shall be resolved amicably through mutual consultation.
- 19.2. Failing amicable settlement within 30 days, the dispute shall be referred to arbitration under the Arbitration and Conciliation Act, 1996 (as amended).
- 19.3. Subject to the above, courts at New Delhi only shall have exclusive jurisdiction.

20. Indemnity

- i. The Service Provider shall indemnify, defend, and hold harmless Raajmarg Infra Investment Managers Private Limited (RIIMPL), Raajmarg Infra Investment Trust (RIIT), and all SPVs under RIIT (collectively referred to as "RIIT-Entities"), their officers, employees, and representatives

from and against any and all claims, demands, losses, damages, liabilities, penalties, costs, and expenses (including legal fees) arising out of or in connection with:

- a) Breach of any terms and conditions of this Agreement by the Service Provider;
 - b) Non-compliance with applicable laws, rules, regulations, including labour laws and statutory obligations;
 - c) Any act, omission, negligence, or misconduct of the Service Provider or its deployed personnel;
 - d) Delay or failure in payment of wages, EPF, ESI, taxes, or other statutory dues;
 - e) Any third-party claims arising out of employment, injury, death, or damage caused by deployed personnel;
- ii. The Service Provider shall be solely responsible for any legal, financial, or statutory liabilities arising out of its obligations under this contract.
 - iii. The indemnity obligations shall survive the termination or expiry of the contract.

21. Earnest Money Deposit (EMD)

Deleted

22. Discharge of Bid Security/ EMD

Deleted

23. EMD to be forfeited.

Deleted

24. Selection of Bidders

- 24.1. Technically qualified Bidder with lowest Service Charge (L1) after taking into consideration quote indicated in financial bid format shall be selected.
- 24.2. Before the expiry of the period of validity of the proposal, R1PPL shall notify the Bidder in writing by registered letter/ e-mail or by fax, that its bid has been accepted.
- 24.3. The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within three (3) days of receiving the notification.
- 24.4. The requirements of manpower for deployment shall be notified to the Manpower Agency. The Agency shall forward the profiles of the prospective candidates to be deployed to R1PPL after conducting selection process as defined in Scope of Work. After R1PPL communicating the suitability of the candidates, the Agency which has forwarded that particular profile, shall deploy the resources in R1PPL.

25. Commencement of Work

- 25.1. The successful bidder shall commence the work within 5 days from date of awarding the contract and shall proceed with the same with due expedition without delay.
- 25.2. If the Bidder /selected vendor fails to start the work within stipulated time as per LOI/Work Order or as intimated by R1PPL at its sole discretion will have the right to cancel the

contract. The Security Deposit with R1PPL will stand forfeited without any further reference to him and without prejudice to any and all of R1PPL's other rights in this regard.

25.3. All the work shall be carried out under the direction and to the satisfaction of R1PPL.

26. Annulment of contract

Failure of the successful bidder to comply with the requirement as mentioned in scope of work shall constitute sufficient ground for the annulment of the contract and the forfeiture of the bid security in which event R1PPL may make the award to any other bidder at the discretion of the R1PPL or call for new bids.

27. Payment Term

- 27.1. Payment shall be made on a monthly basis after the close of each month against submission of invoice by the Manpower Agency along with PF/ESI proof and verified attendance (verified by R1PPL). The payment for the preceding month shall be processed after submission of the complete bill and may take up to 60 days or such further time as required.
- 27.2. If the Agency fails to furnish necessary supporting documents i.e. GST Invoice/ Customs invoices etc. and also fails to share the information on GSTN in respect of the Duties/taxes which input tax credit is available, the amount pertaining to such Duties/ Taxes will be deducted from the payment due to the Manpower Agency.
- 27.3. Tax amount will be paid to the supplier only after Agency declares the details of the invoices in its return n GSTR-3 uploaded by the supplier and the same is reflected in GSTR-2A of R1PPL on GSTN portal.
- 27.4. TDS/TCD shall be deducted at the prescribed rate, if any (as the case may be).
- 27.5. R1PPL can adjust / forfeit Bank Guarantee obtained from the Agency against any loss of input tax credit to R1PPL on account of Agency's default.
- 27.6. In case R1PPL has to pay GST on reverse charge basis, the supplier would not charge GST on its invoices. Further, the supplier undertakes to comply with the provisions of GST law as may be applicable.

28. Issue of Notice

- 28.1. Service of notice on Manpower Agency: Any notice to be given to the tenderer under the terms of the contract shall be served by sending the same by Registered Post/Speed Post/E-mail to or leaving the same at the Manpower Agency's last known address of the principal place of business (or in the event of the Manpower Agency being a company, to or at its Registered Office).
- 28.2. In case of change of address, the notice shall be served at changed address as notified in writing by the Manpower Agency to R1PPL. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.
- 28.3. Service of notice on R1PPL: Any notice to be given to R1PPL under the terms of the Contract shall be served by sending the same by post to or leaving the same at R1PPL address or changed address as notified in writing by R1PPL to the Manpower Agency.

29. Performance Security/ Bank Guarantee

- 29.1. The Successful Bidder (Agency) needs to deposit a Performance Bank Guarantee within 15 days from the date of acceptance of work order, for an amount of 5% of the total Contract Value. BG format attached as Annexure 16.
- 29.2. The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of "R1PPL ", New Delhi. The Performance Bank Guarantee may be discharged/ returned by R1PPL after the completion of the contract upon being satisfied for the performance of the obligations of selected bidder under the contract.
- 29.3. The validity of Bank Guarantees towards Security Deposit shall be upto the completion period as stipulated in the Letter of Intent/Award +6 Months, and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Manpower Agency, by R1PPL.
- 29.4. It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as may be advised by R1PPL. R1PPL shall not be liable for issue of any reminders on expiry of the Bank Guarantees.
- 29.5. In case the Bank Guarantees are not extended before the expiry date, R1PPL reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder/Manpower Agency.
- 29.6. Tenderers to note that any corrections to Bank Guarantees shall be done by the issuing Bank only through and amendment in an appropriate non judicial stamp paper.
- 29.7. The Original Bank Guarantee shall be sent directly by the Bank to R1PPL under Registered Post (Acknowledgement Due), addressed to the Vice President, Plot Nos. G-5 & 6, Sector-10, Dwarka, New Delhi – 110075.
- 29.8. Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by competent authority, R1PPL shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.
- 29.9. In the event the selected bidder is unable to provide the goods/services as mentioned in this scope of Work, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by R1PPL.
- 29.10. No Bank Charges/interest shall be payable by R1PPL for issuance of Performance Security / Bank Guarantee.

30. TERMINATION

- 30.1. The Contract may be terminated even before the stipulated period by either party giving the other one month's notice in writing.
- 30.2. Either party may also Pre-Terminate for any just cause upon one month's advance notice in writing to the other party. Any violation of agreement or suppression of facts will attract termination of agreement by giving 30 days' notice. Any Pre-Termination of this agreement shall not prejudice the rights or claims of either party which may have accrued prior to such termination.
- 30.3. In case the agency fails to abide by the terms and conditions, the R1PPL besides termination will be at liberty to obtain the Services from any other agency at the risk and cost of the successful bidder/Agency.

Annexure 1

Offer Forwarding Letter /Tender Submission Letter

(To be submitted on Bidder's letter head)

To

The Chairman

Raajmarg 1 Projects Private Limited (R1PPL)

Plot Nos. G-5 & 6, Sector-10, Dwarka

New Delhi – 110075

Dear Sir,

Subject: Selection of Agency for providing Manpower Services Ref. RFP

No.....

This is in reference to your above-mentioned tender. Having examined the tender document, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by R1PPL.

Further, I/we agree, that R1PPL reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. I/We have also noted that R1PPL reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 2

Tender Acceptance Letter

(To be submitted on Bidder's letter head along with Technical/ Bid)

To

The Chairman

Raajmarg 1 Projects Private Limited (R1PPL)

Plot Nos. G-5 & 6, Sector-10, Dwarka

New Delhi – 110075

Dear Sir,

Subject: Acceptance of Terms & Conditions of Tender

RFP Reference No:

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, I/We hereby enclose my/our offer, as detailed in your above referred RFP.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/ entirety.

I/We hereby declare that my/our Firm/Company has not been blacklisted/ debarred /banned or disqualified by any Government or any Government agency including PSUs, Public Sector Banks / Public Sector Insurance Companies, during a period of last three year.

Further, I/We hereby declare that none of my/our partners /directors of my/our Firm/Company is blacklisted or banned for business by any Public Sector Undertaking / Govt. Department/ MNC/ Private Limited/ Public Limited Company in India or abroad nor has any criminal case against him /her is filed/pending during a period of last three years.

I/We certify that all information furnished by my/our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then R1PPL shall without giving any notice or reason can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I/We further certify that I/We am/are authorised to represent on behalf of my/our firm/company for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

I/We hereby confirm that I/we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by R1PPL and in case of such observance at any stage, it shall be treated as null and void and our tender shall be deemed to be withdrawn.

I/We also hereby confirm that I/we have neither set any Terms and Conditions nor have I/We taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, and acceptance to Reverse bidding process.

I/We confirm that my/our firm/company has not been referred to NCLT by any creditor. I/We further confirm that my/our firm/company and/or Promoters/Directors have not been convicted under Criminal law by Competent Court or Higher Court.

I/We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 3**Bidder's General Information**

Sl. No.	Particulars (Information Required)	Bidder's response	Document Ref. No
1	Name of the Firm/ Company		
2	Year of Registration/Incorporation		
3	Registered Office: Address of the Firm Company		
4	Name and address the telephone Number of the Proprietor/person to whom all references shall be made regarding tender: (i) Name of the person (ii) Telephone No (Landline) (iii) Mobile No. iv E-mail address		
5	Whether MSME		
6	Details of the Bank Account of the Bidder Name of the Bank; Branch and address; IFSC Code		

Note: Bidder(s) should submit all the required documents as per Eligibility Criteria and should also mention all the page numbers of supporting documents of Eligibility Criteria.

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 4**Technical Bid Format for Agencies for providing Manpower Services to R1PPL**

Information on Technical Eligibility Criteria & Technical Bid Evaluation

A. Technical Eligibility Criteria

Sr. No.	Technical Eligibility Criteria	Document Required to be submitted along with the Technical Bid	Bidder's Response	Document Reference No
1	The bidder should be an organization registered under Companies Act, 2013 and should be in existence for atleast 5 years.	Certificate of Incorporation and Registration Certificates issued by Concerned Authority(ies) Self-Attested copy of proof in this regard to be attached by authorised signatory of the bidder. Duly signed and stamped.		
2	The Bidder must have following valid Certificates: ➤ Permanent Account Number ➤ GST Registration	Self-Attested copies of PAN & GSTIN by authorised signatory of the bidder. Duly signed and stamped.		
3	The Bidder should have an average annual turnover of at least Rs. 3 Crore (Rupees Three Crore Only) during three consecutive financial years starting from 2022-23.	Self-attested copies of Audited Financial Statements by authorised signatory of the bidder and Chartered Accountant's Certificate in this regard. Duly signed and stamped.		

4	The Bidder should not have any conflict of interest with R1PPL and accordingly, they should have declared in the manner, advised in this Tender Document.	Undertaking/ Self-Declaration to the effect by authorised signatory of the bidder (on letterhead of the bidder as per Annexure 6). Duly signed and stamped.		
5	The Bidder should have experience of being engaged or completed at least 5 assignments in deploying professionals/executives as mentioned under Chapter-4 “Scope of Work” to Govt/ Corporate since April 1, 2020.	Engagement/Completion Certificate issued by the client to the bidder or a Self-Declaration by the Bidder. In case of Self-Declaration, the bidder must provide copy of the detailed work order and bank statements for six months of the relevant period after April 1, 2020 indicating payments made by the client and contact details of the client. Duly signed and stamped.		
6	The Bidder should have in-house capability to take up the assignment. The Bidder shall not submit the Bid in any sort of consortium. Joint Bids will not be accepted.	Undertaking/ Self-Declaration to the effect by authorised signatory (on letterhead of the bidder as per Annexure 8). Duly signed and stamped.		
7	The bidder should not have been blacklisted or banned for business by any Public Sector Undertaking / Govt. Department/ MNC/ Private Limited/ Public Limited Company in India or abroad.	The Bidder should submit an Undertaking/ Declaration signed by authorised signatory of the bidder on their Letter Head (format at Annexure 9). Duly signed and stamped.		

B. Information for Technical Evaluation

Sr.No.	Technical Bid Evaluation Parameter	Documentary Proof to be submitted	Bidder's Response	Document Reference No
1	Average Total Annual Turnover during the last three consecutive financial years (FY 2022-23, FY 2023-24 and FY 2024-25) Up to Rs.3 crore – 5 marks More than Rs.3 crore and up to Rs.5 crore – 10 marks More than Rs.5 crore and up to Rs.10 crore – 15 marks More than Rs.10 crore – 20 marks	Copy of the audited financial statements and Certificate of the Chartered Accountant specifying the annual turnover for the preceding three FYs: 2022-23, 2023-24 and FY 2024-25. (As per Annexure 7) Duly signed and stamped.		
2	Total number of assignments (ongoing/completed) after April 1, 2020 of providing manpower services wherein the executives work on client sites and are managed by the Manpower Agencies. At least 5 assignments but fewer than 10 assignments: 20 Marks 10 assignments or more: 40 Marks	Engagement/Completion Certificate issued by the client to the bidder or a Self-Declaration by the Bidder. In case of Self-Declaration, the bidder must provide copies of the detailed work order(s) Duly signed and stamped.		
3	Total numbers of Manpower (executives/professional since April 1, 2020) deployed in public sector/private sector Banks/Financial Institutions/other organisations.	Bidder to provide details as per format Annexure 18 with undertaking of Authorized Person. Submission to be supported with the Work Order/Engagement Letter/ Completion Certificate issued by the client to the		

	More than 50 and upto 150 manpower – 20 marks More than 150 manpower – 40 marks	bidder clearly indicating the number of manpower employed or a Self-Declaration by the Bidder. In the case of Self-Declaration, the bidder must provide a copy of the detailed work order and bank statements for six months of relevant period After April 1, 2020 indicating payments made by the client and contact details of the client. Duly signed and stamped.		
4	Composition of dedicated Team to execute this assignment for R1PPL.	Undertaking by the Bidder on its letter head (as per Annexure 11). Duly signed and stamped.		
5	Prior experience of having provided manpower for any PLI scheme related work for any client	Certificate of Chartered Accountant confirming the nature of assignment, number & type/level of manpower provided. Duly signed and stamped.		

Note: Bidder(s) should submit all the required documents as per Eligibility Criteria and should also mention all the page numbers of supporting documents of Eligibility Criteria.

Date:

Place:

[Signature] (Name of Authorised Signatory)

Designation [Company Seal]

Annexure 5**Financial Bid Format for Agency for providing Manpower Services to R1PPL**

Quoting Sheet for the Bidder		
RFP No.-		
Name of Work: -		Selection of HR Agency for providing Manpower Services to R1PPL
Name of the Firm		
Sr.No.	Name of component	Service Charges in Percentage
1	2	3
1	Rate of Service Charges (Commission) on monthly billed amount (excluding tax) in percentage for providing qualified and experienced personnel from its own roll as and when required by R1PPL anywhere in India as per the scope of work.	
Notes: 1. Rate shall be filled in figures, otherwise tender shall be rejected. 2. Rate filled at any other place in the document shall not be considered. 3. The rates as above shall be firm during the contract period / extended period of contract. 4. The agency will be selected based on the lowest percentage of Service Charges. 5. The Service Charges percentage quoted as zero will not be considered and shall be declared unresponsive and be rejected. 6. The bidders are required to quote the Service Charge in % only. Such Service Charge % shall be on the total consolidated remuneration of the manpower deployed and will include cost for management of all personnel including for meeting all statutory requirement, overhead, profit etc. The minimum service charge shall be 3.85% on the total consolidated remuneration (excluding GST). If a bidder quote service charge less than 3.85%, it will be treated as non-responsive and shall be disqualified. 7. GST shall be paid extra. GST shall be applicable as per the prevailing rate of GST act.		

Annexure 6

Declaration for Relation in R1PPL

(To be submitted on Bidder's letter head)

To,

The Chairman

Raajmarg 1 Projects Private Limited (R1PPL)

Plot Nos. G-5 & 6, Sector-10, Dwarka

New Delhi – 110075

Dear Sir,

Subject: Declaration for relation in R1PPL

I/We hereby submit the following information pertaining to relation/relatives of Directors/ Employee(s) employed in R1PPL:

Tick (M) any one as applicable:

1. The Director(s), Executives, of my/our Firm/Company DO NOT have any relation or relatives employed in R1PPL and there is no conflict of interest.

OR

2. The Director(s), Executives, of my/our Firm have relation/relatives employed in R1PPL and their particulars are as below:

i)

ii)

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 7

Financial Position of the Bidder

(On letterhead of the CA firm duly stamped and signed)

(INR Crore)

Financials of <name of Bidder Company>	2022-23	2023-24	2024-25
(a) Turnover			
Average Total Turnover			

- Audited Balance sheet of respective years to be attached.

Signature of CA

Full Name & Designation

Date:

Seal of CA firm

.

Annexure 8

Declaration: In House capability

(On letterhead of the Bidder duly stamped and signed)

Date:

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that < (Name of the Manpower Agency)> has <number of staff> full time professional staff engaged exclusively in manpower providing services as on date. We have all the required in-house capabilities to perform this assignment as per the scope of work laid out.

(Signature of Authorised Person)

Full Name & Designation of Authorised Person

Date:

Seal of Manpower Agency

Annexure 9

Declaration that the Bidder has not been blacklisted

(To be submitted on Bidder's letter head along with Technical/ Bid)

To

The Chairman

Raajmarg 1 Projects Private Limited (R1PPL)

Plot Nos. G-5 & 6, Sector-10, Dwarka

New Delhi – 110075

Subject: selection of Agency for providing Manpower Services

Dear Sir,

I/We confirm that my/our firm/company is not blacklisted or banned in any manner whatsoever for business by any Public Sector Undertaking / Govt. Department/ MNC/ Private Limited/ Public Limited Company in India or abroad on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is hereby confirmed that I/We are entitled to act on behalf of our firm/company and empowered to sign this document as well as such other documents, which may be required in this connection.

Date: [Signature]

Place: (Name of Authorised Signatory)

Designation

[Company Seal]

In absence of above declaration/certification, the Bid is liable to be rejected.

Annexure 10

Deleted

Annexure 11

Composition of Team for the Assignment

(On the letterhead of the Bidder)

The following bonafide employees of <name of the bidder> would be dedicated to this selection with R1PPL to ensure smooth functioning and completion of the assignment to R1PPL's satisfaction.

1. Team Lead -
2. Team member 1
3. Team Member 2
4. Team Member 3
-and so on.

Any change/modification in the engagement lead/ manager/staff would be done with prior permission of R1PPL.

(Please attach the CVs of the above employees along with this Annexure)

Annexure 12

Deleted

Annexure 13

Declaration by Authorised Signatory of Bidder

(To be submitted on Bidder's letter head)

To,

The Chairman

Raajmarg 1 Projects Private Limited (R1PPL)

Plot Nos. G-5 & 6, Sector-10, Dwarka

New Delhi – 110075

Subject: Declaration by Authorised Signatory

Ref: Name of Tender and RFP No.

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I/We further certify that I/We am/are authorised to represent on behalf of my/our firm/company for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Date: [Signature]

Place: (Name of Authorised Signatory)

Designation

[Company Seal]

POWER OF ATTORNEY

Know all men by these presents, we, _____ (Name of the Company/Firm), having our registered office at _____, do hereby constitute, appoint, and authorize Mr./Ms. _____ (Name & Designation), as our true and lawful attorney to do the following acts:

1. To sign, submit, and execute the bid and all related documents in connection with the RFP issued by R1PPL.
2. To attend pre-bid meetings, submit clarifications, and respond to queries.
3. To negotiate and finalize terms, if required.
4. To sign agreements, contracts, undertakings, and any other documents on behalf of the company.

We hereby agree and confirm that all acts, deeds, and things done by the said authorised representative shall be binding on us as if done by us directly.

This Power of Attorney shall remain valid for the entire bidding process and contract period.

Specimen Signature of Authorised Representative

Signature: _____

Attestation

Signed and executed on this ____ day of _____ 20__

For and on behalf of

(Name of the Company/Firm)

Authorised Signatory

Name:

Designation:

Seal

Witnesses

1. Name & Address: _____

2. Name & Address: _____

Annexure 14

Escalation Matrix

[To be submitted along with Technical Bid]

RFP No: Dated:

(Stating from the person authorised to make commitments to R1PPL till the person in rank of CEO/VP)

Name	Company	Designation	Mobile	Phone	Email address

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 15

Format of sending Pre-bid queries

Subject: selection of Agency for providing Manpower Services

RFP No: Dated: Name of the Bidder:

Contact details and Address of the Bidder:

Sl. No.	Section Number	Page Number	Query

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 16

Performa for Performance Bank Guarantee

To,

Raajmarg 1 Projects Private Limited (R1PPL)

Plot Nos. G-5 & 6, Sector-10, Dwarka,

New Delhi – 110075

Guarantee No.: _____

Amount of Guarantee: Rs. _____

Guarantee Cover From: _____ To: _____

Last Date for Lodgement of Claim: _____

This Deed of Guarantee executed at New Delhi on this ____ day of _____, 20__ by _____ Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 / applicable laws, having its Head Office at _____ and inter alia a Branch Office at _____ (hereinafter referred to as the "Guarantor", which expression shall, unless repugnant to the subject or context thereof, include its successors and assigns), in favour of Raajmarg 1 Projects Private Limited (R1PPL), having its registered office at Plot Nos. G-5 & 6, Sector-10, Dwarka, New Delhi – 110075 (hereinafter referred to as "R1PPL", which expression shall, unless repugnant to the subject or context thereof, include its successors and assigns).

WHEREAS:

R1PPL has placed a work order / entered into a contract with M/s _____ (hereinafter referred to as the "Service Provider" or "Agency"), having its office at _____, for "Engagement of HR Agency for providing Technical and Non-Technical Resources" as per RFP No. _____ dated _____, at a total contract value of Rs. _____ (Rupees _____ only), inclusive of applicable taxes and duties.

AND WHEREAS as per the terms and conditions of the Contract, the Service Provider is required to furnish a Performance Bank Guarantee for an amount equivalent to 5% (Five Percent) of the total Contract Value, valid for the contract period plus applicable claim period, for due and satisfactory performance of the Contract.

AND WHEREAS the Service Provider has requested the Guarantor to issue this Bank Guarantee in favour of R1PPL as security towards performance of the said Contract.

NOW, THEREFORE, this Deed witnessed as follows:

1. In consideration of the premises, the Guarantor hereby unconditionally, absolutely and irrevocably guarantees and agrees with R1PPL that in case the Service Provider fails to perform its obligations or commits any breach of the terms and conditions of the Contract, the Guarantor shall pay to R1PPL upon first demand, immediately and without demur, protest, or contest, a sum not exceeding Rs. _____ (Rupees _____ only), being 5% of the Contract Value.

2. The Guarantor shall also indemnify and keep R1PPL indemnified against all losses, damages, costs, claims and expenses whatsoever which R1PPL may suffer as a result of:

- a) Non-performance or inadequate performance of services;
- b) Breach of contractual obligations;
- c) Non-compliance with statutory or regulatory requirements;
- d) Negligence, misconduct, or omission of the Service Provider or its deployed personnel.

3. The Guarantor hereby agrees to pay the aforesaid amount in one lump sum on demand by R1PPL, irrespective of the fact whether the Service Provider admits or denies such claim or disputes the same in any court, tribunal, arbitration or before any authority.

4. The guarantee given hereunder shall remain in full force and effect irrespective of any change, modification, amendment, or variation in the terms and conditions of the Contract and notwithstanding whether notice of such changes has been given to the Guarantor or not. The Guarantor hereby waives the necessity of any such notice.

5. The liability of the Guarantor under this Guarantee shall be limited to a maximum of Rs. _____ (Rupees _____ only).

6. This Guarantee shall remain valid and in full force for the entire duration of the Contract including any extensions thereof and shall remain enforceable up to _____ (expiry date) plus a claim period of _____ months.

7. The Bank shall be liable to pay the guaranteed amount or any part thereof under this Guarantee only if a written claim or demand is served upon the Bank on or before _____ (last date of claim), failing which all rights of R1PPL under this Guarantee shall stand extinguished and the Bank shall be discharged from all liabilities.

8. This Guarantee shall be a continuing guarantee and shall not be revoked or discharged during its currency except with the prior written consent of R1PPL.

9. This Guarantee is issued subject to the condition that the liability of the Guarantor under this Guarantee shall not exceed the amount specified herein and shall remain valid up to the expiry date mentioned above.

10. Notwithstanding anything contained herein:

- a) The Bank's liability under this Guarantee shall not exceed Rs. _____;
- b) This Guarantee shall remain in force up to _____;
- c) The Bank shall be liable to pay only if a written claim is made on or before the claim period.

11. This Guarantee shall be governed by and construed in accordance with the laws of India. The courts at New Delhi shall have exclusive jurisdiction in all matters arising out of or in connection with this Guarantee.

12. This Bank Guarantee shall be issued through Structured Financial Messaging System (SFMS). The issuing bank shall mandatorily transmit the Guarantee through SFMS (MT760 or equivalent) to the designated bank of R1PPL. The Bank Guarantee shall not be considered valid unless it is supported by an SFMS confirmation message.

The issuing bank must ensure that the SFMS message clearly bears the Guarantee Number, Amount, Validity, and Beneficiary details. The Guarantee shall become operative only upon receipt of the SFMS confirmation by R1PPL through its banking channel.

IN WITNESS WHEREOF, the Guarantor has set its hand on the date first written above.

For and on behalf of the Guarantor Bank

Authorized Signatory

Name: _____

Designation: _____

Seal of Bank

Annexure 17

No Deviation Certificate

(To be submitted on Bidder's letter head)

To,

Dear Sir,

Subject: No Deviation Certificate

Ref: RFP/ Tender No.....

I/We hereby confirm that I/We have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by R1PPL and in case of such observance at any stage, it shall be treated as null and void and my/our tender shall be deemed to be withdrawn.

I/We also hereby confirm that I/We have neither set any Terms and Conditions and nor have I/We taken any deviation from the Tender conditions together with other references applicable for the above referred RFP/Tender Specification.

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, and acceptance to bidding process.

I/We confirm to have submitted offer in accordance with RFP instructions and as per aforesaid reference.

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Annexure 18

Format for Work Experience/ Manpower Deployed

Subject: selection of Agency for providing Manpower Services

RFP No: Dated: Name of the Bidder:

Contact details and Address of the Bidder:

Sl. No.	Work Order No.	No. of Manpower	Client	Date of Award	Contract Duration

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Abbreviation

Acronym	Definition
RFP	Request for Proposal
R1PPL	Raajmarg 1 Projects Private Limited
RIIT	Raajmarg Infra Investment Trust
RIIMPL	Raajmarg Infra Investment Managers Private Limited
SPV	Special Purpose Vehicle
MSME	Micro, Small, and Medium Enterprise
PAN	Permanent Account Number
GST / GSTIN	Goods and Services Tax / Goods and Services Tax Identification Number
FY	Financial Year
CA	Chartered Accountant
CSR	Corporate Social Responsibility (if applicable contextually)
HR	Human Resources
IT	Information Technology
ATMS	Advanced Traffic Management System
MLFF	Multi-Lane Free Flow
ESG	Environmental, Social and Governance
ITI	Industrial Training Institute
SPOC	Single Point of Contact
KRA	Key Result Area
LOA	Letter of Award
BG	Bank Guarantee
PSU	Public Sector Undertaking
NCLT	National Company Law Tribunal
EPC	Engineering, Procurement and Construction (<i>industry reference</i>)
EPF	Employees' Provident Fund
ESI	Employees' State Insurance
TDS	Tax Deducted at Source
TCS	Tax Collected at Source
GSTN	Goods and Services Tax Network
GSTR	Goods and Services Tax Return
L1	Lowest Bidder (Financial Ranking)
GeM	Government e-Marketplace
CBIC	Central Board of Indirect Taxes and Customs (<i>contextual for GST</i>)