



A wholly owned Subsidiary company of Union Bank of India)

**REQUEST FOR PROPOSAL (RFP) FOR
EMPANELMENT OF AGENCIES FOR SUPPLY OF OFF ROLL STAFF ON
CONTRACTUAL BASIS AND RECRUITMENT OF ON ROLL STAFF**

**Subject : RFP No. (Request for Proposal) No UBISL/ RFP / HR/2023-24/001
Empanelment of HR Agencies dt. 21/06/2023 Due on 14/07/2023**

(Please mention RFP No. in all your communication with us)

This document is prepared by UBI Services Ltd. for the purpose of bidding for **Empanelment of agencies for supply of Off Roll staff on contractual basis and recruitment of On Roll Staff** as per the Scope and term & conditions specified in the RFP. It shall not be reused, copied, distributed or otherwise, either partially or fully in any form.

This document is issued & property of

UBI SERVICES LTD [UBISL]

504-506, CENTRUM IT PARK ,
S.G. BARVE ROAD, WAGLE ESTATE
THANE WEST -400604

Phone No. 022-20814363

For any query write to us Email : tenders@ubisl.co.in ,
Visit our Website : ubisl.co.in

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504-506, CENTRUM IT PARK,
S.G. BARVE ROAD, WAGLE ESTATE (MIDC)
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Website:www.ubisl.co.in

Request for Proposal (RFP)
for
Empanelment of agencies for supply of Off Roll manpower
on Contractual Basis and recruitment of On Roll Staff

RFP Ref.No.	UBISL/ RFP / HR/2023-24/001/ Empanelment of HR Agencies
RFP Issue Date	21st June, 2023
Date of Pre-bid Meeting	27th June, 2023
Last date for bid submission	14th July, 2023
Date of opening of Technical bids	21st July, 2023
Date of opening of Commercial bids	24th July, 2023
Bid Validity period	90 days from the last date of Bid submission
Address for Bid Submission & Contact Details	504-506, CENTRUM IT PARK, S.G. BARVE ROAD, WAGLE ESTATE (MIDC) THANE (WEST)-400604 Phone : 022-2081 4363 Email: tenders@ubisl.co.in

DISCLAIMER

The information contained in this Request for Proposal (RFP) document is provided to the applicants on the terms and conditions set out in this RFP document.

The RFP document is neither an agreement nor an offer and is only on invitation by UBI Services (“UBISL” or the “Company”) to the interested parties for submission of proposal to this RFP. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability and completeness of their information in this RFP and where necessary, obtain independent advice from

independent sources. The Company, its employees and advisors make no representation or warranty and shall incur no liability to any person, including the Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including as to the accuracy, adequacy, correctness, reliability or completeness of this RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. UBI Services Ltd. (UBISL) shall in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. UBISL reserves the right to reject any or all the request of proposals received in response to this RFP document at any stage without assigning any reason whatsoever. UBISL does not accept any 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. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit a Bid not substantially responsive to this RFP in all respect will be at the Bidder's risk and may result in rejection of the Bid. The issue of this RFP does not imply that UBISL is bound to select a Bidder or to award the contract to the Selected Bidder, as the case may be, for the Project and UBISL reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order and/or its acceptance thereof by the successful Bidder as defined in Award Criteria and Award of Contract in this RFP.

Please note that the decision of UBISL shall be final, conclusive and binding on all the Parties & we are not answerable to anyone.

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SECTION I

1 INTRODUCTION :

UBI Services Ltd (UBISL) is a wholly owned subsidiary of Union Bank of India. Union Bank of India is one of the leading public sector banks which is engaged in providing services of wide gamut of products and services being made available to its valuable clientele as per their requirements.

UBI Services Ltd., having its Head Office at 504-506 Centrum, S.G. Barve Road, Wagle Estate MIDC, Thane-400 604 is engaged in sourcing of Housing Loans and Vehicle Loan leads to Union Bank of India. The Company is in the process of expanding its marketing activities from sourcing of/ canvassing for Housing / Vehicle Loans to marketing of Credit Cards, Mortgage loans, Education loans, Gold loans, MSME Loans, other back office support, including data entry for Account opening and Centralized Back Office Payment etc. The Company has at present 9 Regional Offices and has market presence in 50 locations PAN India.

This request for proposal document ("RFP") has been prepared solely for the purpose of enabling UBISL to empanel manpower service provider for providing sales persons/ executives, quality executive & tele callers on contractual basis/ temporary staffing to meet with the outdoor sales/back office, MIS amongst other and on roll recruitment and quality check requirements of the company and other back office support. The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or other arrangement in respect of the solution. The provision of the solution is subject to appropriate documentation being agreed between UBISL and the eventual successful bidders.

Meaning of terms used in RFP document:

Following terms are used in the document interchangeably to mean:

1. "UBISL" means "UBI Services Ltd."
2. "RFP" means this RFP for "**Empanelment of agencies for supply of off roll manpower on contractual basis and recruitment of on roll staff**" in its entirety, inclusive of any addenda that may be issued by UBISL from time to time.
3. "Assignment" means the work to be performed by the selected Bidder pursuant to the Contract.
4. "Contract" or "Agreement" or "Empanelment Agreement" means the contract to be signed along with all the attached documents and the Appendices, consequent to the completion of the proceedings as per the RFP.
5. "Day" means calendar day.
6. "Manpower Services" means all services, scope of work and deliverables to be provided by the Bidder as described in this RFP.
7. "Proposal / Bid / Tender" means Response to the RFP Document.
8. "Successful / Selected Organization or Bidder/ Recipient/Respondent" means the organization/ bidder selected as the successful Bidder by the UBISL in accordance with this RFP.
9. "Contract Period" means a period of 3 years from the date of the Agreement.

2 INFORMATION PROVIDED

The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be

necessary or desirable to enable an intending contracting party to determine whether or not to enter into contract or arrangement with UBISL in relation to the empanelment of manpower agencies. Contracting party is advised to conduct its own due diligence before submission of bid. Neither UBISL nor any of its directors, employees, agents, representatives, contractors, or advisors give any representation or warranty (oral or written), express or implied, as to the accuracy, updating or completeness of any writings, information or statement given or made in this RFP document.

3 FOR THE RESPONDENT ONLY

The RFP document is intended solely for the information of the party to whom it is issued (“the Recipient” or “the Respondent” or “the bidder”).

4 RFP OWNERSHIP

The RFP and all supporting documentation are the sole property of UBISL and should NOT be redistributed without prior written consent of UBISL. Violation of this would be a breach of trust and may, inter-alia cause the bidders to be irrevocably disqualified. The aforementioned material must be returned to UBISL when submitting the proposal, or upon request; however, bidders can retain one copy for reference.

5 NO LEGAL RELATIONSHIP

No binding legal relationship will exist between any of the Recipients/ Respondents and the Company until execution of a contractual agreement.

6 RECIPIENT’S OBLIGATION TO INFORM ITSELF

The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in all respect will be at the Bidder’s risk and may result in rejection of the Bid.

7 EVALUATION OF OFFERS

Each Bidder acknowledges and accepts that the Company may, at its sole and absolute discretion, apply criteria like independent assessment of the market reputation and perception of ability to perform, but not limited to those selection criteria set out in this RFP document.

The issuance of RFP document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as material for any investigation or review to be carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this RFP document that it has not solely relied on any idea, information, statement, representation or warranty given in this RFP document.

8 ERRORS AND OMISSIONS

Each Recipient should notify UBISL of any error, fault, omission or discrepancy found in this RFP document. However, such notification must pertain to proposal related details.

9 ACCEPTANCE OF TERMS

The Recipient, by responding to this RFP document of the Company, will be deemed to have read the whole RFP document and have unconditionally accepted the terms and conditions as stated.

10 COSTS BORNE BY THE RESPONDENTS

All costs and expenses / charges / fees/ incurred by the Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance of meetings, discussions, etc or for providing any additional information required by the Company will be borne entirely and exclusively by the Respondent.

11 PURPOSE AND SCOPE OF THE RFP

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for rendering Manpower Staffing (Outsource) Management Services and staffing services for On-Roll employment as currently /contemplated by UBISL. The purpose of this RFP is to appoint multiple Manpower Agencies (hereafter referred to as “Agency”) for providing requisite manpower for off-Roll staff and On-Roll for different level positions. The contract will be for **03 (Three) Years**. However, UBISL shall reserve the right to extend the contract for a maximum period of **01 (One) year** on the same terms and conditions. UBISL has the right to review the Contractor at regular intervals on the basis of satisfactory performance in the previous period. The company reserves its rights to change the assignment scope considering the size and variety of the requirements and changing business conditions. Detailed Scope of work is given in **SECTION III**.

12 RFP SUBMISSION

- i) RFP will be available on the Company’s website www.ubisl.co.in
- ii) All correspondence will be in English.
- iii) The Bid shall be typed in indelible ink and shall be signed by the Bidder or Person or persons duly authorized to bind the Bidder to the contract. The person or Persons signing the Bids shall put their initial on all pages with their rubber stamp of the company while submitting Bids. **Overwriting is strictly not permitted in the Bids or else may get rejected.** The Company reserves the full right to accept or reject the Bids not conforming to the above.
- iv) The RFP response document alongwith all Annexures should be submitted in physical(hard) copies in sealed envelopes in two sets in original. One envelope to be superscribed as **Technical Bid for Empanelment of agencies for supply of Off Roll Staff on contractual basis and recruitment of On Roll Staff**. Second envelope to be superscribed as **Commercial Bid for Empanelment of agencies for supply of Off Roll staff on contractual basis and recruitment of On Roll Staff**. **Both the envelopes to be put together in another bigger envelope**

The tender prepared by the Bidder, as well as all the correspondence and documents relating to the Tender exchanged by the Bidder and the Company and supporting documents and printed

literature shall be in English language only.

The technical bid should consist of the following:

- (i) A letter on bidder's letterhead mentioning:
 - a. Details of technical competence and experience of the bidder
 - b. Certifying that the period of the validity of the bid is 180 days from the target date of submission of bid.
 - c. Supporting documents in respect of Eligibility Criteria as mentioned in Annexure I.
 - d. Supporting Documents for Technical Evaluation.
 - (ii) Bidders information as per Annexure I on bidder's letter head.
 - (iii) Letter of Undertaking as per Annexure IV on bidder's letter head.
 - (iv) Audited balance sheets and profit and loss account statement for last 3 years
 - (v) A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.
 - (vi) Response to all points of the Technical evaluation format as per Annexures enclosed.
- v) The sealed envelopes should be submitted to the RFP Co-ordinator by Speed Post/Courier/Registered AD at the following address:-
The RFP CO-ORDINATOR
UBI SERVICES LTD.
504-506, CENTRUM IT PARK,
S.G. BARVE ROAD, WAGLE ESTATE (MIDC)
THANE (WEST)-400604
Bids submitted anywhere else would be liable for rejection.
- vi) All the pages of the proposals are to be numbered and be signed by the authorized signatory on behalf of the Bidder. The number should be a unique running serial number across the entire document in Page X of Y format, where X is the current page number and Y is the total number of pages.
Please note that in the following cases, the Company, in its absolute discretion may reject the bids received from the bidder:
 - a. Submission of Bid after the Time stipulated in this RFP Document.
 - b. Misleading/ incomplete information/ submission of improper/ incomplete documentation.
 - c. Bid submission without bidder's name
 - d. Envelopes are not in order as directed in this document.
- vii) Respondents seeking clarification /queries should address it to the nominated person at the email ID tenders@ubisl.co.in
- viii) In the following circumstances, the Company will have the discretion to reject the entire bid or accept the bid with some conditions stipulated by the Company.

Related Parties –

In the following circumstances, the Company will have discretion to reject the Proposal/ response or accept the Proposal/ response with some conditions stipulated by the Company:

- a. Proposal/Response submitted by holding company and its subsidiary.
- b. Proposal/Responses submitted by two or more companies having common director(s).
- c. Proposal/ Responses submitted by two or more partnership firms/ LLPs having common partners.
- d. Proposal/ Responses submitted by two or more companies having the same group of promoters/ management.
- e. Any other Proposal/ Response in the sole discretion of the Company, which is in the nature of multiple bids.
- f. Emailed copies of any submission are not acceptable and shall be rejected by the

Company.

- g. Only one bid shall be accepted from one vendor. In case vendor is submitting more than one bid all the bids submitted by the vendor shall be disqualified.

13 REGISTRTAION OF RFP SUBMISSION

Upon the receipt of a submission, the Company shall register the RFP response. Incomplete or partial or faulty submissions shall be rejected forthwith. All submissions, including any accompanying documents, shall become the property of the Company. Hence, submission of response to the RFP shall be deemed as Respondents' license and grant all rights to the Company to reproduce the whole or any portion of their submission for the purpose of evaluation, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents.

14 RFP VALIDITY PERIOD

RFP document should be kept valid for evaluation for a period of **90 days from** the last date of submission. The company may ask further extension of validity by email if required.

If any query related to Bid process, or specific clause you can send email to tenders@ubisl.co.in The company will reply to individual and notify the shortlisted Bidders individually by email as soon as practicable, about the status of the RFP evaluation process.

15 LATE RFP SUBMISSION

Timely submission of responses is strongly encouraged and recommended. Tender submissions after the bid submission date shall be rejected. The Company has no liability to any Respondent who lodges a late tender submission for any reason whatsoever including tender responses taken to be late only because of another condition of responding.

16 SERVICE LEVEL AGREEMENT

1. Once the Bid of the successful bidder is accepted by UBISL, the Bidder shall enter into a Service Level Agreement (SLA) with UBISL, containing all the Terms and Conditions of this RFP, including confidentiality, non-disclosure and penalty clauses, and any other clause relevant to the services offered.
2. The contract will be for a period of three years.

17 CONFIDENTIALITY

The bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

- 1 To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by the UBISL;
- 2 To only make copies as specifically authorized by the prior written consent of the UBISL and with the same confidential or proprietary notices as may be printed or displayed on the original;
- 3 To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and
- 4 To treat all Information as Confidential Information.

18 REQUESTES FOR INFORMATION/CLARIFICATIONS

Respondents are required to direct all communications related to this RFP to:

RFP CO-ORDINATOR

504-506, CENTRUM IT PARK,

S.G. BARVE ROAD, WAGLE ESTATE (MIDC)

THANE (WEST)-400604

Phone : 022-2081 4363

Email–tenders@ubisl.co.in

The Company, may, in its absolute discretion seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.

The Company is not bound to reply to the queries not pertaining to this RFP. Replies shall be at Company's discretion. Company's replies shall be final and acceptable to all bidders.

19 COMPANY'S RIGHT TO ACCEPT AND/ OR REJECT ANY OR ALL BIDS

UBISL reserves the right to accept or reject any Bid in part or in full or to cancel the Bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action. The Company shall notify Respondents in writing (as soon as practicable) if the Respondent's submission has been rejected. The Company is not obliged to provide any reasons for any such rejection. The final outcome of the RFP shall be communicated to the empanelled bidders after opening and necessary processing of commercial bids of empanelled bidders. No separate communication will be issued by the Company.

20 ELIGIBILITY CRITERIA

Interested Bidders, who are providing solution as explained in Section III hereof and meeting the Eligibility Criteria may respond to this RFP.

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

During evaluation of the Tenders, the Company, at its discretion, may ask the bidder for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted.

The Company may, at its own discretion relax one or more of the conditions for the vendors who have already provided similar services to another Company.

Bid is open to all Bidders who fulfil the eligibility criteria. The bidder has to submit the details of eligibility criteria as per Annexure I.

21 DISQUALIFICATION

Any form of canvassing/ lobbying / influence/ query regarding short listing etc. will be a disqualification.

SECTION II

ELIGIBILITY CRITERIA

The RFP Bids will be evaluated by the Company based on their competitiveness and suitability to the Company's requirement.

1. The empanelment of the Manpower Agencies will be restricted to those who have necessary experience, capability and expertise for supplying manpower services.
2. The applicant should be a Proprietary / Partnership firm/ Company/ Limited Liability Partnership under Indian Laws and should be in the business of providing manpower services to various establishments such as Banks/Financial Institutions/Insurance Companies/PSUs or their associates/ MNCs / large corporate for **at least 3 years**. (Documentary proof of Company type & Copies of work order / agreement to be attached).
3. The applicant should be an Income Tax Assessee having filed I.T. Returns for the last three Financial Years. Income tax Pan Card (Self Or Company) copy should be attached.
4. The applicant should be registered with Goods and Service Tax Authority for GST purposes and must have a valid GST number. The GST Registration Certificate should be in the name of the bidder.
5. The applicant should have:-
 - (i) An annual gross turnover of at least Rs.25 crores in any of one year within last 5 years (considering CORONA period) **and**
 - (ii) The Bidders should have net worth of **Rs.50.00 lakhs and above** as on March 31, 2022 and cash profit (**i.e. no cash loss**) in at least 02 years of the last 03 audited financial years viz.2019-20, 2020-21, 2021-22. (Audited balance sheet and profit & loss statement for respective financial years to be submitted as documentary proof).
6. The applicant should have supplied manpower services to at least two of any of the following: Banks/Financial Institutions/Insurance Companies /PSUs or their associates/ MNCs/Corporates for a minimum period of 2 years. (Copies of the work order/agreement to be attached).
7. The applicant should not have been black-listed or faced legal action by any Public Sector Bank, RBI or IBA or any other Government agency as on date of this RFP.
8. The applicant should have supplied manpower services at multiple states for various positions i.e. Sales Staff, Admin Dept., Telecallers, MIS Executives, Data Entry/Computer Operators, etc.
9. The applicant should have the capacity to provide work force (including larger requirements) on need basis (shall enclose a certified copy of License from Labour Commissioner to employ Contract Labour under Contract Labour Act)
10. The applicant should not engage in any form of canvassing/lobbying/influence/query regarding short listing, status, etc as the same will be mount to disqualification.
11. The proposal of only those applicants who satisfy all the specified conditions will be considered for evaluation process. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful bidder will be entirely at the Company's discretion.

SECTION III

SCOPE OF WORK

Sourcing and Managing of off roll manpower

- 1) The Agency should provide the manpower as per the requirement laid down by the Company based on education qualification, experience prescribed by the company for Off Roll manpower.
- 2) Offer letter for off roll manpower will be issued by the successful Bidder after background verification. It should be ensured that candidates identified should not have any police record /criminal record against them.
- 3) Visiting cards and Identity cards will be issued by the Company.
- 4) Agency will ensure that Salaries are given to the deployed professionals in time i.e. latest by 3rd working day of the month.
- 5) The Agency will be solely responsible and liable for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations relating to the personnel deployed in UBISL.
- 6) UBISL shall remit the consolidated amount to the agency on the basis of Bill raised.
- 7) The candidates deployed by the Agency in UBISL will not have any right to claim employment in UBISL at any time. A written undertaking from selected candidates in this regard to be submitted to the company.

Recruitment for On Roll manpower

- 1) The Agency should provide the manpower as per the requirement laid down by the Company based on education qualification, experience, etc prescribed by the company.
- 2) The Agency should schedule the interview and arrange for completion of joining formalities.
- 3) Recruitment fees would be charged only for the candidates who complete 90 days.
- 4) Minimum salary would be as per applicable state-wise minimum wages act.
- 5) Maximum salary would be as per ceiling set by the Company

Payroll processing/Statutory compliance for Off-Roll staff

The successful bidder shall specifically ensure compliance of various Laws / Acts applicable to contract staff, including but not limited to the following and their re-enactments/amendments/ modifications. Relevant certificates to be submitted.

- The Payment of Wages Act, 1936
- The Employees Provident Fund Act, 1952
- The Contract Labour Regulation Act, 1970
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972
- The Employees State Insurance Act, 1948
- The Employment of Children Act, 1938
- Minimum wages Act, 1948
- Prevention of Sexual Harassment at Work Place, 2013
- The Maharashtra Shops and Establishment Act.
- Payment of Goods & Services Act

SECTION IV

EVALUATION PROCESS

A TECHNICAL BID EVALUATION

- i) The Company's Bid Evaluation process consists of two-stage procedure. In the first stage, the eligibility bids shall be evaluated by a duly constituted Tender Evaluation Committee (TEC).
- ii) The first process for the TEC is to examine the eligible bids as per the tender specifications. Bids, not satisfying the eligibility criteria shall be rejected and no further evaluation of bids of these Bids will be done.
- iii) For Evaluation, if required the TEC may ask for additional information from the bidders. The time limit to submit additional information shall be specified. Bids of the agencies failing to adhere to the specified time limit shall be rejected.
- iv) No conditional bids will be accepted by the Company.
- v) UBISL reserves the right to accept or reject any tender offer, and to cancel the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidders(s) or any obligation to inform the affected Bidder(s) of the grounds for such action.
Price will not be the sole criteria for selection of Bids. UBISL reserves the right to empanel multiple vendors and/or split the business amongst vendors depending upon the suitability and requirement of the company.

B COMMERCIAL BID EVALUATION

- i) Commercial Bids of only the qualified Bidders shall be opened.
- ii) Tender Evaluation Committee (TEC) would scrutinize the commercial bids.
- iii) The bids, found lacking in strict compliance to the commercial bid may get rejected.
- iv) UBISL reserves the right to empanel multiple vendors and/or split the business amongst vendors depending upon the suitability and requirement of the company
- v) It should be noted that the lowest price will not be the sole criteria for awarding Bid
- vi) In case same percentage of CTC is quoted by two or more agencies, the selection will be based on the higher average gross turnover for last three audited financial years viz. 2019-20, 2020-21 and 2021-22.
- vii) GST at the prevailing rates shall be reimbursed by UBISL.
- viii) TDS will be deducted as per prevailing income Tax Laws and certificate to this effect shall be provided to the agency by UBISL. The responsibility of paying the GST as per prevailing rate at as claimed in the bill amount, will be of the agency
- ix) **The MD & CEO of the Company reserves the right to withdraw/relax any of the terms and conditions mentioned above.**

SECTION V

A TERMS & CONDITIONS

- i) The Bidders willing to submit responses to this RFP should abide by all the terms and conditions mentioned in the RFP. If the responses contain any extraneous conditions put in by the respondents, such responses will be disqualified and will not be considered for the selection process.
- ii) All responses should be in English language.
- iii) Bids must be submitted in two parts a) Technical Bid and b) Commercial Bid.
- iv) Bids received after the due date/time as mentioned on 'Page 1' for submission would be rejected. The Bids will be valid for a period of 90 days from the last date of bid submission.
- v) The Bids should consist of Monthly service fee/Mark up: As a % of CTC.
- vi) The rates quote shall remain unchanged during the entire contract period.
- vii) The CTC of the contract employee shall be fixed by UBISL.
- viii) Terms of payment will be as set out in the Empanelment Agreement to be entered into by the Company with the empaneled bidders and will be binding on the bidders.
- ix) The Bidders will not be required to submit any Bid Security or EMD or PBG.
- x) Responses to this RFP by the Bidders shall not constitute an obligation on the part of the UBISL to award.
- xi) The Bids once submitted cannot be withdrawn/modified after the last date for submission.
- xii) UBISL shall treat offers not adhering to terms and conditions stipulated in Bid document as incomplete and shall be liable to be rejected.
- xiii) No request will be considered for price revision during the contract period.
- xiv) The bids will be opened in the presence of representatives of bidders. Only one representative per Bidder shall be permitted to attend along with the Letter of Authority as per **Annexure III**. The sealed cover **Envelope-I** containing Technical Bid will be opened in the first instance in the presence of Bidder's Representatives.
- xv) **Envelope-II** containing Commercial Bids of qualified bids only shall be opened on the pre-decided date which shall be intimated to the bidders who have been found successful in Evaluation of Technical bids
- xvi) UBISL reserves the right at the time of award of contract to increase or decrease the required quantity of manpower specified in the schedule of requirements without any change in hiring charges of the offered quantity or other terms and conditions

B OTHER TERMS OF RFP

1 CONFIDENTIALITY PROVISION

The terms of this RFP, the information provided by UBI Services Ltd (UBISL) herein and all other information provided by Bidder in connection with the services to be provided by the Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and UBISL's proprietary. Such information/materials are provided to the Bidders for exclusive use in evaluating for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of UBI Services Ltd (UBISL) and upon the written agreement of the intended recipient to treat the same as confidential. UBI Services Ltd (UBISL) may request at any time that any of Company's material be returned or destroyed. If at any time Bidder chooses not to respond to this RFP, please return all materials, information/ destroy

any copies of the document and any duplicates thereof and confirm the non-participation either in writing or by email. A separate NDA in this regard shall be signed by the Bidder in this regard as per Annexure VI.

2 ACCEPTANCE OF PROPOSALS

UBI Services Ltd (UBISL) reserves the right to modify the terms and conditions of the RFP at any time at its sole discretion. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder or to disclose the nature of any proposal received. This RFP should not be construed as an agreement to purchase products or services or representation that a contract shall be offered. UBI Services Ltd (UBISL) is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria of UBISL. Neither the lowest price nor the highest scoring proposal will necessarily be selected. UBISL reserves full discretion to determine the competence and responsibility, professionally and/or financially, of Bidder. UBISL may award a Contract for a particular service to two or more Bidder if UBISL makes a determination that such an award is in the best interest of UBISL.

3 LIABILITY FOR ERRORS

While UBI Services Ltd (UBISL) has made considerable efforts to ensure an accurate representation of information in this RFP as per its current understanding of the requirements under the various activities in the scope of work, the information contained in this RFP is as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by UBI Services Ltd (UBISL), nor is it necessarily comprehensive or exhaustive. UBISL has prepared this RFP in good faith and to the extent UBISL is permitted by law, UBISL excludes any liability, whether in contract, negligence or otherwise for any incorrect or misleading information contained in this RFP.

Nothing in this RFP is intended to relieve Bidders from forming their own opinion and conclusions with respect to the matters addressed in this RFP. In the event UBI Services Ltd (UBISL) finds that the objectives of the intended activities is better achieved by processes/procedures other than those mentioned in this document, UBI Services Ltd (UBISL) shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.

5 APPLICABLE LAW & JURISDICTION OF COURT

This RFP shall be governed by, and construed in accordance with the Laws of India. Any disputes arising out of or under this RFP shall be subject to the jurisdiction of the courts in Mumbai only.

6 INDEMNIFICATION

The bidder assumes responsibility for and shall indemnify and keep UBISL harmless from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the bidder's obligation under these general conditions or for which the bidder has assumed responsibilities under the purchase contract including those imposed under any contract, local or national law or laws, or in

respect to all salaries, wages or other compensation to all persons employed by the bidder or bidders in connection with the performance of any system covered by the purchase contract. The bidder shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under to conform and effectuate the purchase contract and to protect the UBISL during the tenure of Contract. Where any patent, trade mark, registered design, copyrights and/ or intellectual property rights vest in a third party, the bidder shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation thereon. In the event of any third party raising claim or bringing action against UBISL including but not limited to action for injunction in connection with any rights affecting the machine supplied by the bidder covered under the purchase contract or the use thereof, the bidder agrees and undertakes to defend and / or to assist the UBISL in defending at the bidder's cost against such third party's claim and / or actions and against any law suits of any kind initiated against the UBISL.

7 LABOUR LAW COMPLIANCES

The engagement of Manpower and payment of wages / compensation to them as per existing provisions of various Labour Laws and regulations is the sole responsibility of the successful Bidder/ Vendor and any breach of such Laws & Regulations shall be deemed to be breach of the RFP. The successful Bidder/ Vendor shall be liable for any legal dispute / case / claims that arise during the currency of the contract due to non-compliances of Labour Laws or other related Laws.

The successful Bidder/ Vendor shall be responsible for compliances of all the laws, rules / regulations and Government instructions and shall ensure payment of all statutory dues / liabilities as may have arisen during the past or may arise during the course of the performance of the contract.

8 INSPECTION AND AUDIT

The Bidder/ vendor shall allow UBI Services Ltd (UBISL), its management, auditors, regulators and/or agents the opportunity for inspecting, examining, auditing and/or taking copies of the vendors operations and business recourse which are relevant to the RFP and/ or for carrying out the activities as /or financial arrangements/ agreements set forth in the Agreement. UBI Services Ltd (UBISL) shall have the right to do a Security Audit of the Bidder/ vendor's IT infrastructure. The Bidder/ vendor shall make necessary changes / upgrades to the IT systems as may be necessary or as required by UBI Services Ltd (UBISL) from time to time to ensure data safety.

9 CONTINUITY OF BUSINESS

In case UBI Services Ltd (UBISL) requires a Bidder/ vendor to present a plan that specifically addresses through what type of resources and how long will be available to ensure continued service in achieving given responsibility, Vendor/s shall provide details/Projections as Additional information in their offer.

10 NOTICES AND OTHER COMMUNICATION

If a notice has to be sent to either of the parties following the signing of the contract, it has to be in writing and shall be sent personally or by certified or registered post with acknowledgement due or reputed courier or email duly transmitted, addressed to the other party at the addresses, email given in the contract.

Notices shall be deemed given upon receipt, except that notices sent by registered post in a correctly

addressed envelope shall be deemed to be delivered within 5 working days (excluding Sundays and public holidays) after the date of mailing dispatch and in case the communication is made by email, on business date immediately after the date of successful email transmission (that is, the sender has a hard copy full to the correct email address).

Any Party may change the address, email address and fax number to which notices are to be sent to it, by providing written notice to the other Party in one of the manners provided in this section.

11 TERMINATION

UBI Services Ltd (UBISL) may terminate the RFP process at any time or stage and without assigning any prior notice or reason. UBISL makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by UBISL. The Bidder's participation in this process may result in UBISL selecting the Bidder to engage in discussion and negotiation toward execution of a contract. The commencement of such negotiation does not, however, signify a commitment by UBISL to execute a contract or to continue negotiation. UBISL may terminate at any time without assigning any reason.

The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Empanelment Agreement that are expressly or by implication intended to come into or continue in force on or after such termination.

UBISL may terminate the Empanelment Agreement in full or in parts by giving a written notice of 30 days or such other time period as may be set out in the Empanelment Agreement to the other party against acknowledgement. Similarly, UBISL may terminate the Work Order in full or in parts by giving a written notice of 7 days to the other party against acknowledgement.

Annexure-I**RFP Response Covering Letter
(On Bidders Letterhead)**

Date:

To,
RFP Co-ordinator,
UBI Services Limited
504-506, Centrum,
S.G. Barve Road,
Wagle Estate (MIDC)
Thanve-400607

SUB: Empanelment of agencies for supply of Off Roll manpower on contractual basis and recruitment of On Roll Staff

Ref : Your RFP: UBISL/RFP/2023-24/HR/001

(The Bidder to read the terms and conditions as provided in the RFP document and accordingly fill in the details for specific bid evaluation criteria. Bidders not meeting the requirements or not demonstrating that they do not meet the eligibility criteria may not receive further consideration during the evaluation process.)

Confirmation of Eligibility Criteria**(A) Bidder's Profile :**

Sr. No.	Particulars	Response from the bidder
1	Name of the bidder	
2	Year of establishment and constitution Certified copy of "Partnership Deed" or "Certificate of Incorporation" should be submitted as the case may be.	
3	Registered /Corporate office and address	
4	Mailing address of the bidder	
5	Names and designations of the authorized persons.	
6	Telephone/Mobile Nos.of contact persons	
7	E-mail addresses of contact persons	
8	Background of business and service Profile	

Sr. No.	Particulars	Response from the bidder
9	Gross revenue of the bidder (Document to be enclosed) Year 2019-20 Year 2020-21 Year 2021-22	
10	Net Profit (after all taxes etc) of the bidder (Document to be enclosed) Year 2019-20 Year 2020-21 Year 2021-22 Documentary proofs- Audited / Unaudited are to be enclosed	
11	NetWorth of the bidder (Document to be enclosed) Year 2019-20 Year 2020-21 Year 2021-22	

(B) Document to be attached

S. No	Particulars	Eligibility Criteria	Documents to be submitted (Duly attested)	Bidder's response
1	Type of Company	The bidder must be an Indian firm; a private Limited, Limited firm, registered under Companies Act Or , a proprietorship firm, or a partnership firm Or an LLP. (Consortium of companies not permitted)	Certificates of Registration, as required	
2	Period of Business	The Bidder should have been in existence for a minimum period of 3 years in India in same business.	Copy of work orders and or certificate of completion of work	
4	Type of Clients handled	Bidder should have provided outsourced manpower in at least 3 commercial banks/FI/Corporate	PO copies / Engagement Letter / Contract copy	
5	Type of Manpower supplied	Bidder should give details of the manpower supplied to their clients, viz. specify the position and the number of manpower		
6	No. of Office	Number of Offices PAN India with address	Self Declaration	

7	Blacklisting/ Litigation	The bidder company should not currently have been blacklisted by any Government Department/PSU/ or under any declaration of ineligibility for fraudulent/corrupt practices of inefficient/ineffective performance	Self-declaration on the bidder's letter head	
8	Taxation Registration	The bidder must have a valid: PAN GST Registration No.	Attested copies of all certificates & KYC of Company	
9	Ownership	The bidder should not be owned or controlled by any of the Directors or present employees (or relatives) of UBISL	Self-declaration on the bidder's letter head	
10	Turnover	Copies of Annual Reports in case of listed companies and copies of audited / un-audited balance sheets and P&L statements in case of others		

Based on the information provided, the company will shortlist vendors/ companies which prima facie come up to its requirement. Preference will be assigned to bidders who do not further outsource/ sub-contract. The criteria detailed above are indicative and the company reserves the right to revise them at its discretion.

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

Note:

1. All self-certificates shall be signed by Authorized
2. In case the same document is provided for more than one criterial, separate document should be provide for each clause.

Dated this _____ day of _____, 20

Signature: _____

(Signature and seal of company on all the pages of Annexure)

List of incomplete /dropped contracts

(On Bidders Letterhead)

Details of the contracts which was legally contracted but were dropped without completion.

1	Name of the client	
2	Brief Description of the contract	
3	Duration/tenor of the contract as per the agreement:	
4	Start date:	
5	End date/Date on which the project/program was dropped:	
6	Contact details of the client	
7	Reasons for non-completion/dropping	
8	Any other relevant information	

Name:

Designation:

Date:

Sign & stamp

Annexure IV**Undertaking**

(On the letter head of the Bidder duly signed by an authorized signatory)

The RFP Co-ordinator

Empanelment of agencies for supply of Off Roll manpower on contractual basis and recruitment of On Roll Staff

Madam /Sir,

Sub : **RFP for Empanelment of agencies for supply of Off Roll manpower on contractual basis and recruitment of On Roll Staff**

Having examined the RFPs including all Annexures and Appendices, the receipt of which is hereby duly acknowledged, we, the undersigned offer to undertake Empanelment of Agencies for supply Off-Roll manpower and Recruitment of On-Roll Staff in full conformity with the said tender document and in accordance with our proposal.

1. If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the RFP.
2. We confirm that this offer is valid and open for evaluation according to their terms and conditions for a period of 90 days from the last date for submission of tender document to the UBISL.
3. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
4. We have never been barred/black-listed by any regulatory /statutory authority in India or abroad.
5. We undertake that in competing for and if the award is made to us, in executing the subject contract, we shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".
6. We certify that we have provided all the information requested by the UBISL in the format requested for. We also understand that the UBISL has the exclusive right to reject this offer in case the UBISL is of the opinion that the required information is not provided or is provided in a different format.
7. We hereby covenant, warrant and confirm that the soft-copies of the proposal submitted by us in response to the RFP and the related addendums/ corrigendum and other documents including the changes made to the original RFP issued by the UBISL, conform to and are identical with the hard-copies of aforesaid proposal submitted by us, in all respects.

Dated this.....by 2023

Yours sincerely,

Signature of the Authorized Signatory

Name:

Designation:

(On the letter head of the Bidder duly signed by an authorized signatory)

Annexure V

Credentials Details

The expertise of the organization in recruitment of Manpower both On-Roll & Off-Roll, at various positions in other organizations should be exhibited in detail. The Credentials should be arranged as below:

Sl. No.	Name of Organization along with the industry and country where The intervention was undertaken	Scope of the Assignment	Duration of the Assignment	Project Team
1				
2				

All Credentials should be backed by references, which must include the following details:

- Contact Person's Name
- Name of Organization and Designation
- E-mail Address
- Mobile Number

The Company reserves the right to approach the references for further background checks.

Yours sincerely,

Signature of the Authorized Signatory Name:

Designation:

(Sample Format –To be executed on a non-judicial stamp paper of requisite value in event of selection of Agency – NOT TO BE SUBMITTED NOW)

Annexure VI

Non-Disclosure Agreement

WHEREAS, We, _____, having Registered Office at _____, hereinafter referred to as the COMPANY, are agreeable to execute“...<service name>” as per scope defined in the **Request For Proposal (RFP)No.....dated...../...../2023** for UBI Services Ltd, having its office at 504-506, Centrum, S.G. Barve Road, Wagle Estate MIDC, Thane-400604 (hereinafter referred to as UBISL) and;

WHEREAS, the COMPANY understands that the information shared by UBISL in their Request for Proposal is confidential and/or proprietary to UBISL, and;

WHEREAS, the COMPANY understands that in the course of submission of the offer for these a id RFP and/or in the aftermath thereof, it may be necessary that the COMPANY may perform certain jobs/duties on the UBISL’s properties and/or have access to certain plans, documents, approvals, data or information of the UBISL;

NOW THEREFORE, in consideration of the foregoing, the COMPANY agrees to all of the following conditions, in order to induce the UBISL to grant the COMPANY specific access to the UBISL’s property/information, etc.;

Interpretation

In this Agreement “**Confidential Information**” means all information belonging to a Party that is or has been disclosed to one Party (the “UBISL”) by the other Party (the “Company”) in connection with the business transacted/ to be transacted between the Parties. Confidential information shall also include any copy, abstract, extract, sample, note or module thereof. The Company may use the Confidential Information solely for and in connection with the business transacted/ to be transacted between the Parties.

Notwithstanding the foregoing, “Confidential Information” shall not include any information which the Company can show: (a) is now or subsequently becomes or is in possession of the Company, legally and publicly available without breach of this Agreement by the Company, (b) was rightfully in the possession of the Company without any obligation of confidentiality prior to receiving it from the UBISL, (c) was rightfully obtained by the Company from a source other than the UBISL without any obligation of confidentiality, (d) was developed by or for the Company independently and without reference to any Confidential Information and such independent development can be shown by documentary evidence, or (e) is disclosed pursuant to an order of a court or governmental agency as so required by such order, provided that the Company shall, unless prohibited by law or regulation, promptly notify UBISL of such order and afford UBISL the opportunity to seek appropriate protective order relating to such disclosure.

The COMPANY will not publish or disclose to others, nor, use in any services that the COMPANY performs for others, any confidential or proprietary information belonging to the TRUS, unless the COMPANY has first obtained UBISL’s written authorization to do so;

The COMPANY agrees that information and other data shared by UBISL or, prepared or

produced by the COMPANY for the purpose of submitting the offer to UBISL in response to the said RFP, will not be disclosed to during or subsequent to submission of the offer to UBISL, to any one outside the UBISL;

The COMPANY shall not, without UBISL's written consent, disclose the contents of this Request For Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the UBISL in connection therewith, to any person(s) other than those employed/engaged by the COMPANY for the purpose of submitting the offer to the UBISL and/or for the performance of the Contract in the aftermath.

Exclusions

This Agreement imposes no obligation upon the Company with respect to Confidential Information which: (i) is a part of or enters into the public domain; (ii) was already in the Company's possession prior to the date of disclosure; (iii) is rightfully received by the Company from a third party without any duty of confidentiality; (iv); is independently developed by the Company without use of the Confidential Information; (v) is approved for release (and only to the extent so approved) by UBISL or (vi) is required to be disclosed by operation of law or governmental authority.

Term-

This Agreement shall commence from the Effective Date of this Agreement and shall be valid for a period of 3 years unless renewed. Confidentiality obligations under this Agreement shall continue to be binding and applicable without limit in point in time except and until such information enters the public domain, without breach of the agreement.

Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Yours sincerely,

Date	Signature of Authorised Signatory...
Place	Name of the Authorised Signatory... Designation... Name of the Organization... Seal...

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED
BY THEIR AUTHORIZED REPRESENTATIVES ON THIS _____ DAY OF
_____, 2023.

Signed and delivered by

M/s _____

Signed by:

Name

Title.....

Signed and delivered by

UBI Services Ltd

Signed by:

Name

Title.....

In the presence of

.....

In the presence of

ANNEXURE VII

(On the letter head of the Bidder duly signed by an authorized signatory)

Declaration for Clean Track Record

The RFP CO-ORDINATOR,
UBI Services Ltd.
504-506, Centrum IT Park,
S.G. Barve Road,
Wagle Estate (MIDC)
Thane (West), 400604

Dear Sir,

RFP–HR Agency for providing off-roll/ On-Roll manpower Services

(RFP No.....dated...../...../2023)

I have carefully gone through the Terms & Conditions contained in the RFP No.....dated**,2023** regarding selection of the vendor for providing captioned services as stated in RFP to UBISL. We undertake that our company has not been debarred/ black listed by any Public Sector Bank, RBI, IBA or any other Government / Semi Government organizations in India, as on date of this RFP. We also undertake that we are not involved in any legal case that may affect the solvency/ existence of our firm or in any other way that may affect our capability to provide/ continue to provide the services to t.

I further certify that I am the competent officer in my company to make this declaration that our bid is binding on us and persons claiming through us and that you are not bound to accept a bid you receive.

Thanking you,

Yours sincerely,

Date	Signature of Authorised Signatory...
Place	Name of the Authorised Signatory
	Designation...
	Name of the Organisation & Seal...

Annexure VIII**Power of Attorney**

(To be executed on a non judicial stamp paper of Rs. 500 if other than Proprietor / Partner / Director is signing tender documents)

(RFP No.....dated...../...../2023)

BY THIS POWER OF ATTORNEY executed at _____ on _____,2023, We, _____, a Company incorporated under the Companies Act, 1956, having its Registered Office at

_____ (hereinafter referred to as "the Company") doth hereby nominate, constitute and appoint <Name>, <Employee no.>, <Designation> of the Company, as its duly constituted Attorney, in the name and on behalf of the Company to do and execute any or all of the following acts, deeds, matters and things, namely:-

- Execute and submit on behalf of the Company a Proposal and other papers /documents with 'UBI Services Ltd(UBISL)' relating to' **Request for proposal No. RFP No.....dated.....,2023 for** 'and to attend meetings and hold discussions on behalf of the Company with UBISL in this regard.

THE COMPANY DO hereby agree to certify and confirm all what so ever the attorney shall lawfully do or cause to be done under or by virtue of these presents including anything done after revocation hereof but prior to actual or express notice there of being received by the person or persons for the time being dealing with the attorney hereunder.

IN WITNESS WHEREOF, _____ has caused these presents to be executed by _____ on the day, month and year mentioned here in above.

For and on behalf of the Board of Directors of

WITNESS:

Signature of _____

Attested _____

Annexure IX

Commercial Bid -I

(Shall be printed on the letterhead of the bidder)

The RFP Co-ordinator,
UBI Services Ltd.
504-506, Centrum IT Park,
S.G. Barve Road,
Wagle Estate (MIDC)
Thane (West), 400604

Dear Sir,

We offer the rates for Recruitment services as under:

Sr. No	Description	Service charges per month per person
1	Off-roll manpower required as per	Monthly % of billed CTC
2	On-roll	Absorption fee % of Annual CTC

CTC, for the purpose of calculating % of service charges as mentioned above, shall include basic salary, HRA, Special Allowance, PF, ESIC, Leave Salary etc. but should exclude GST and agency's administrative and any other charges not indicated above.

Note:

- (i) We understand that the CTC shall be fixed by UBISL.
- (ii) The %age quoted herein shall remain firm and unchanged throughout the contract period. Any request for change of rates during the tenure of the contract would not be entertained by the Company..
- (iii) The above rates are exclusive of applicable taxes which would be charged at actual.
- (iv) We are aware that all the payments shall be subject to TDS, as applicable at the time of payment.

I/We agree to undertake the work subject to terms and conditions stipulated by UBISL at the rates quoted above.

Date:

Check list of Documents to be submitted

(After covering letter you can add this sheet)

Envelope	Documents to be submitted	Format as per	Attached in Bid Yes / NO
Envelope 1 TECHNICAL BID	RFP Response Covering Letter by Bidder	Annexure I	
	List of incomplete / dropped contracts if any	Annexure II	
	Letter of Authorization for Submission of Response	Annexure III	
	Undertaking	Annexure IV	
	Credentials	Annexure V	
	Non-Disclosure Agreement (given for information , To be submitted in event of selection)	Annexure VI	NOT REQUIRED
	Declaration for Clean Track Record	Annexure VII	
	Copy of Power of Attorney (if employee of Company is signing tender documents)	Annexure VIII	
Envelope 2 PRICE BID	Price Bid Form	Annexure IX	
OUTER BIG ENVELOPE containing Envelope 1 & 2 combined	In OUTER ENVELOPE TECHNICAL BID & PRICE BID with AUTHORISATION LETTER COPY for attending BID OPENING to be kept		

IMPORTANT NOTE:

- Supporting documents must be attached wherever applicable.
- All pages of bid documents must be signed by authorized person
- All pages of bid documents should be numbered in serial order i.e.1,2,3 and soon.
- The technical bid should be properly banded and numbered to find out the documents with annexure in starting explaining positioning of documents in bid.

Signature of Authorized Person