

**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY, FURSATGANJ, AMETHI**  
**(A Central University Established Under an Act of Parliament)**

Fursatganj, Amethi-229302 (U.P.)

Website: www.rgnau.ac.in

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**Tender No. RGNAU/5142/1/ADMIN/**

**TENDER DOCUMENT**

**FOR SUPPLY OF MANPOWER ON OUTSOURCE BASIS**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the job	Manpower supply of Administrative, Academic & Technical Staff on outsource basis
2	Date of Issue of Tender Document	06 July 2020
3	Last Date and time for submission of Tender	27 July 2020 by 1700 hrs
4	Date and time for Pre-bid meeting	14 July 2020 at 1500 hrs
5	Date and time for opening of Technical Bids	28 July 2020 at 1500 hrs
6	Date and time for opening of Financial Bids	29 July 2020 at 1500 hrs
7	Date for commencement of contract	01 August 2020
8	Tender Fee	Rs. 2,000/- (Non-Refundable)
9	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Refundable)
10	Period of contract	1 year (Extendable for similar or lesser period based on University's requirements and the performance of agency)
11	Name of the contact person at RGNAU for tender related enquiry	Mrs. Garima Singh, Registrar Contact Person on behalf of Registrar: Mr. K.R. Abhilash, Mobile: +91-8826986395 Mr. Sohan Lal, Mobile: +91-9871254174 (10.00 AM to 5.00 PM) Monday to Friday

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**TENDER NOTICE**

**FOR SUPPLY OF MANPOWER ON OUTSOURCE BASIS**

**Part- I (INTRODUCTION)**

1. Rajiv Gandhi National Aviation University (RGNAU) has been set up by Ministry of Civil Aviation, Government of India as a central University through an Act of Parliament in 2013 and operating its academic activities from Fursatganj, Amethi, Uttar Pradesh- 229302.
2. RGNAU invites sealed tenders under Two Bid Systems i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Service Providers for supplying manpower in various categories on outsourced basis for a period of 01 year from the date of contract. The contract can be extended further depending on performance of the agency and requirement of the University. The details about Manpower, their educational qualification, age, experience & emoluments etc. are provided at Annexure-VIII
3. The complete Tender Document with scope of work and terms & conditions may be downloaded from the University's website- [www.rgnau.ac.in](http://www.rgnau.ac.in). The last date of submission of tenders is 1700 hrs on 27 July 2020.
4. The interested and eligible agency will also deposit Rs. 1,00,000/- (Rupees One Lakh) as an Earnest Money Deposit (EMD) in the form of Bank Guarantee or Demand Draft drawn in favour of '**Rajiv Gandhi National Aviation University**' payable at Raebareli along with Tender Document complete in all aspects. They will also pay fee of Rs. 2,000/- (Rupees Two Thousand) towards tender fee by way of a Demand Draft drawn in favour of Rajiv Gandhi National Aviation University payable at Fursatganj.
5. The opening of tenders will take place at Rajiv Gandhi National Aviation University (RGNAU), Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh- 229302.
6. The Pre-Bid Meeting will be held on 14 July 2020 (Tuesday) at 1500 hrs in RGNAU, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh- 229302 and all participating agency can attend the meeting to understand the scope of work and familiarize themselves with local conditions at Fursatganj.
7. The Technical Bids shall be opened on 28 July 2020 at 1500 hrs in the presence of the bidders who wish to remain present. The representative(s) of bidder, who wish to attend the tender opening meeting, shall carry a letter of authority from their firm/agency.
8. RGNAU reserves the right to amend / cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or

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assigning any reason thereof. The decision of the RGNAU in this regard shall be final and binding on all.

9. Any kind of changes/corrigendum in Tender will be uploaded only on the University's website, therefore, all participating firms are advised to visit website regularly and submit the bid as per revised criterion.
10. The validity of Tenders will be 60 days from the last date of receipt of bids.

**PART- II**

**Scope of Work and General Instruction for Tenderers**

1. Rajiv Gandhi National Aviation University (RGNAU) intends to engage a reputed, well established and financially sound Manpower Supplying Agency, registered with appropriate authorities for providing manpower to perform jobs assigned to outsourced staff.
2. This University has tentative (initial) requirement of approximately 14-category of staff like- Engineer (IT), Engineer (Civil), Engineer (Electrical), Security officer, Administrative officer, Accounts Officer, Medical officer, Junior Faculty, Lady Helper cum Assistant Warden, Office Assistant, Consultant (Administration), Private Secretaries (PS), Receptionist and Multi-Tasking Staff (MTS). The actual requirement of the University will be submitted separately, in writing. Salary of outsourced staff shall be decided by RGNAU based on their educational qualification, experience and required skill sets. However, the number of staff may increase / decrease based on University's requirements.
3. The contract is likely to commence from 01 August 2020 and would continue for a period of 01 year. The period of the contract may be extended for similar or lesser period after the successful / satisfactory completion of initial contract and based on the manpower requirement of the University at that point of time. The contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Firm/Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving two-month notice to the selected service providing Firm/ Agency.
4. The University may select any of the willing agency(-ies), in case, the agency with lowest rate at any stage after award of contract fails to start the work or does not perform successfully / satisfactorily after starting the work.
5. The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
6. Previous experience and satisfactory performance of similar works done for any Government's department/ Statutory Bodies / PSUs/ Autonomous Educational Institutions like IITs, IISERs, IISc, IIMs, NIFTs, NISERs, etc for last five years. (A

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list of such organizations being served and a certificate of satisfactory performance from the concerned organizations to be provided). The reputation/track record of the bidder will also be verified by RGNAU.

7. Conditional bids shall not be considered and will be rejected out rightly at the very first instance. The bids should be clear regarding the profit margin and other allied charges.
8. Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.
9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. The authorized signatory in ink shall sign all the pages of the bid with rubber stamp of the Service Provider.
10. The envelope containing Technical Bids shall be opened first on 28 July 2020 at 1500 hrs (Tuesday) at Rajiv Gandhi National Aviation University (RGNAU), Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh- 229302 in the presence of the representatives of the Service Providers, who wish to be present on the spot at that time. A Technical Evaluation Committee shall evaluate the Technical Bids.
11. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on the 29 July 2020 at 1500 hrs in RGNAU, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh- 229302 in the presence of short listed contractors or their authorized representatives.
12. All the pages of the tender should be numbered and signed by the owner or authorized signatory of the firm. In case the Authorized signatory signs the tenders, a copy of the power of attorney may be enclosed along with tender.
13. The competent authority of RGNAU, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh- 229302 reserves the right to annul any or all bids without assigning any reason.
14. The successful bidder shall be liable for providing following within 1 month:
  - a. List of outsourced staff with photograph, present & permanent address
  - b. Police Verification Report
  - c. Medical Fitness Certificate
  - d. ID cards of staff
  - e. ESI cards (wherever applicable)
  - f. Appointment letters to outsourced staff
  - g. Undertaking from staff for not claiming any benefit/job from RGNAU
  - h. Maintenance of statutory registers under various Labour laws,
  - i. Deployment of one coordinator in RGNAU at contractor's cost

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- j. Any other things as required by RGNAU from time to time for the smooth and successful execution of contract, etc.
15. The bidder shall quote the Technical & Financial Bids as per the format enclosed at **Annexure I - VII**.

**PART- III**  
**TECHNICAL SPECIFICATIONS**

1. The Service Provider should fulfil the following technical specifications:
- (a) The Bidder should be either a Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
  - (b) The Service Provider should have at least five years' experience in providing trained manpower to Government Departments, Public Sector Companies, Government Autonomous organizations or reputed private companies. The Service Provider should have executed a minimum of two such contracts during last five years.
  - (c) The firm should have annual turnover of Rs. 40 lacs (Rupees Forty lakhs only) during last three consecutive years as per the audited statement of accounts. The Service Provider MUST have earned profit during the last 3 years.
  - (d) The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed/providing two such works where it has provided at least 08 persons in an organization during last five years. The name(s) of such organizations along with number of persons deployed will be submitted.
  - (e) There should be no case pending with the police against the Proprietor/ Firm/Partner or the Company as a whole (Service Provider) and the Service Provider shall not have been blacklisted by any Government Departments, Public Sector Companies, Banks and Government Autonomous organizations or private companies. An affidavit in this regard shall be submitted.
  - (f) The Service Provider should be duly registered with the relevant authorities for PAN, GST, EPF, ESI, Labour License, etc.
  - (g) The Service Provider should have its own Bank Account.
  - (h) All terms & conditions of tender are acceptable to agency/firm.
  - (i) The interested Service Provider shall submit the tender document, complete in all aspects, along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) in the form of Demand Draft (DD) and other requisite documents latest by 1700 hrs on 27 July 2020. The DD should be drawn in favour of 'Rajiv Gandhi National Aviation University' payable at Raebareli.

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2. The tendering Service Provider is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily /out rightly rejected and will not be considered any further:
- (a) PAN
  - (b) Registration number and Certificate of Agency/Firm Incorporation
  - (c) GST RegistrationNo
  - (d) E.P.F. RegistrationNo
  - (e) E.S.I. RegistrationNo
  
  - (f) A certificate stating that service provider has not defaulted from the payment of statutory dues like EPF/ESI/ GST and Income Tax etc.
  
  - (g) Financial worthiness and competence to be substantiated through Income Tax Returns/ PAN/EPF Registration/Audited Annual Report.
  
  - (h) Audited Balance Sheet and Profit & Loss A/c for the last 3 years along with audit report.
  
  - (i) Affidavit stating that the Service Provider is / has not been blacklisted by Central Government Departments / State Government/Statutory bodies/ Autonomous bodies/ PSUs /Private Sector at any point of time.
  
  - (j) The agency/firm should have been in business of manpower supply since last five years and have served reputed government as well private organizations.
  
  - (k) List of similar assignments and number of manpower provided to Central Government Departments / State Government / Statutory bodies / Autonomous bodies / PSUs / Private Sector during the last three years by the Service Provider (Attach attested copy) and a certificate of satisfactory performance from the concerned department of Central / State Government / Statutory bodies / PSU / Private Sector.
  
  - (l) Firm(s) registered with NSIC/MSME will be exempted from EMD submission. However, firm would be required to submit documentary evidence/ certificate to claim exemption.

**PART- IV**

**GENERALS TERMS AND CONDITIONS**

1. **Payment Terms:** The standard terms of payment are within 30 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in RGNAU. The contractor shall raise the bill only after releasing the salary of outsourced staff and thereafter reimbursement shall be made through Cheque / RTGS. The payment shall be made on conclusion of the calendar month only based on duties performed by each person during the month and payments made to staff towards their salaries, PF, ESI and other

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statutory obligations.

2. **Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so employed is made by 7<sup>th</sup> day of the succeeding month through ONLY bank transfer.
3. The Employee Provident Fund (EPF) and Employee State Insurance (ESI) contribution in respect of all employees (If applicable) shall be reimbursable basis on production of challan/receipt copy along with the monthly bill.
4. The salaries of all outsourced staff shall be as fixed by RGNAU and shall remain fixed during the contract period.
5. The service provider shall not claim any amount in the name of admin charges or any other charges from the selected candidates.
6. RGNAU shall decide the rules of Leave and Overtime shall be applicable on all outsourced manpower and contractor shall raise the bill accordingly in their monthly bill. However, RGNAU reserves right to bring amendment in these rules without any prior notification at any point of time.
7. **Income Tax:** The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by RGNAU.
8. **Termination of the Contract:** In case of any material violation of any of the terms and conditions by the Service Provider, the RGNAU reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority of the RGNAU will be final and binding.
9. **Statutory obligations:** The Service Provider is required to deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 30 days of the date of the award of the contract. If the Service Provider fails to provide license for any reason whatsoever or fails to deposit the license within the stipulated period of 30 days, the contract shall automatically stand terminated and earnest money/performance security deposited by the service provider will stand forfeited unless condoned by RGNAU. The University shall be at liberty to recover losses, if any, from the Service Provider.
10. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the University shall not be a party to any dispute arising out of such deployment by the contractor.
11. **Security Considerations:** The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make

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adequate enquiries about the character and antecedents of the persons whom they are recommending. Any person deployed by the service provider should not indulge in act of misconduct or otherwise. Service will be ceased with immediate effect, if any employee deployed by the service provider is found involved in such activities.

12. **Place of Duty, Working Hours and Punctuality:** The University is located Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh- 229302. The personnel so deployed shall have to report for duty at the above place or any new location. No extra liability on this account will be borne by RGNAU.
13. The working hours of the University will be from 09.00 a.m. to 05.30 p.m. The personnel deployed shall work from 09.00 A.M. to 05.30 P.M. on all working days (Including half-an-hour lunch break).
14. The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
15. If need arises, the outsource staff shall have to sit late or come early or attend the Office even on Saturday/ Sunday/ Gazetted Holidays (as per work requirements). For working in the office, beyond office hours for period exceeding one hour or on Saturday/Sunday/Gazetted Holidays, payment will be on hourly basis as per wages/pay of the respective personnels deployed.
16. The responsibility of statutory/compulsory deductions like EPF/Income Tax/GST etc. will be of the service provider. The University shall make no extra payment.
17. The Service Provider will provide to the RGNAU a list of all personnel so deployed with their permanent and present address along with their latest photographs and Aadhar copies.
18. The copies of appointment letter issued to the personnel deployed in University shall be provided to the RGNAU.
19. The Service Provider shall provide pay slip duly indicating details of pay of all concerned deduction thereon should be given to each employee while disbursement of pay.
20. The Service Provider shall be responsible for all acts of commission and omission on the part of the work force engaged for the purpose. The RGNAU shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
21. The Service Provider shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) Act, 1970 for the welfare and health of the workers deployed with the University.
22. The University shall not be liable for any loss, damage, theft, burglary or robbery



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of any personal belongings, equipment or vehicles of the personnel of the Service Provider.

23. The Service Provider shall be responsible for any damages done to the property of the University by the personnel so employed. The RGNAU will be free to recover it from the security deposit given by Service Provider or from any other dues.
24. The Service Provider's personnel working in the RGNAU should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the University. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
25. The Service Provider shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
26. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/secret nature.
27. The Service Provider's personnel shall not have any right to claim any Benefit/ compensation/ absorption/regularization of services with the RGNAU under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
28. The Service Provider shall be contactable at all times and message sent by email/ Fax/ Special Messenger from the University to the Service Provider shall be acknowledged immediately on receipt on the same day.
29. The Service Provider shall nominate one coordinator, who would be responsible for immediate interaction with RGNAU so that optimal services of the persons deployed by the Service Provider could be availed without any disruption. He/she will be responsible to maintain Leave Record/ Service Record/ Wages/Overtime payments and other registers and works as required under various Labour laws.
30. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the RGNAU.
31. **Arbitration:** Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the Vice Chancellor, RGNAU or his/her nominee will be the Sole Arbitrator.

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32. The dispute between the parties shall be resolved through Arbitration by Arbitrator appointed by Vice Chancellor, RGNAU Fursatganj or Amethi within the jurisdiction of Amethi/Rae Bareli Court.
33. RGNAU reserves right to terminate the contract at any point of time without any prior notice to the Service Provider.
34. Essentially, the Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the RGNAU. The persons deployed by the Service Provider at RGNAU shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against Rajiv Gandhi National Aviation University (RGNAU) Fursatganj, Amethi.
35. The person deployed by the Service Provider shall not have any claim or entitled to pay, benefits and other facilities during the currency or after the expiry of the contract.
36. In case of the termination of the contract on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to any claim for absorption or for any relaxation. The person deployed by Service Provider shall be the employees of the Service Provider for all purposes.

**FRAUD AND CORRUPT PRACTICES**

37. The tenderer applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process.
38. Notwithstanding anything to the contrary contained herein, RGNAU may reject a tender without being liable in any manner whatsoever to the tenderer, if it determines that the tenderer has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
39. Without prejudice to the rights of the RGNAU under clause mentioned hereinabove, if, a tenderer is found by the RGNAU to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such tenderer shall not be eligible to participate in any tender floated by RGNAU.

**LEGAL**

40. The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in RGNAU. The Service Provider shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.

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41. In case the RGNAU is being made party to any litigation by the employee of the manpower agency for any reason whatsoever, the manpower agency shall bear/ indemnify any cost incurred by the RGNAU.
42. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to RGNAU to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
43. The Service provider shall maintain all statutory Registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of RGNAU or any other authority under law.
44. In case, the tendering Service Provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the RGNAU is put to any loss, obligation, monetary or otherwise, the RGNAU will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
45. The Service Provider will keep this office informed about any amendment in the concerned law/rules from time to time.

**PENALTY**

46. The Service Provider shall be responsible for the compliance of all kinds of Statutory Liabilities i.e. Payment of Minimum Wage, PF, ESI, Income Tax, GST, etc. If it is found that Service Provider has violated any law, strict action shall be taken against them and penalty shall be imposed as per the decision of Competent Authority of RGNAU.

**FINANCIAL**

47. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 1,00,000 (Rupees One Lakh) in the form of Demand Draft drawn in favour of 'Rajiv Gandhi National Aviation University' and payable at Raebareli failing which the tender shall be rejected out rightly.
48. The EMD in respect of the Service Provider, which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest after awarding the work to the successful bidder and entering into contract. Further, if the Service Provider fails to deploy manpower against the initial requirement within 1 month from date of placing the order, the EMD shall stand forfeited without giving any further notice.
49. Every bidder will pay Rs. 2,000/- (Rupees Two Thousand) towards the tender fee by way of a Demand Draft in favour of **Rajiv Gandhi National Aviation University** payable at Raebareli.

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50. The successful tenderers will have to deposit a Performance Security of Rs. 5,00,000/- (Rupees Five Lakhs) within 15 days of the receipt of the formal order/signing of agreement. The performance security will be furnished in the form of the Account Payee Demand Draft drawn payable at Raebareli or in the form of Bank Guarantee in favour of '**Rajiv Gandhi National Aviation University**' from a Nationalised / Scheduled Bank. The performance security should remain valid for a period of 90 days beyond the date of completion of all the contractual obligations of the supplier.
51. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Service Provider will be liable to be forfeited by the RGNAU besides annulment of the contract.
52. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the RGNAU's representative in respect of personnel deployed in the RGNAU in the first week of the succeeding month.
53. The claims in bills regarding wages paid to the outsourced manpower deployed, Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof (including copy of schedule of payment showing contribution towards ESI, PF etc. in respect of the outsourced manpower) pertaining to the concerned month's bill. A requisite amount/portion of the bill/whole of the bill shall be held until the proof is furnished, at the discretion of the RGNAU.
54. Any dispute or difference regarding the interpretation of the provisions of this agreement shall be resolved amicably between the parties. If the dispute is not resolved amicably, either party may refer the dispute or difference to the Registrar, Rajiv Gandhi National Aviation University (RGNAU) for arbitration, whose decision shall be final and binding on the parties.
55. RGNAU reserves the right to withdraw/ relax any of the terms and conditions mentioned above to overcome the problem encountered by the contracting parties.

**EVALUATION CRITERIA**

56. The evaluation committee will be constituted by the RGNAU to evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical Proposal.
57. Financial bids will remain unopened for those Agencies, which fail to meet the minimum technical criteria. Financial bids of those Service Providers qualifying the technical criteria shall only be opened. Thereafter, the total prices read aloud and recorded.

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**INSTRUCTION FOR FINANCE BID FORM**

58. The Agency/Firm shall provide their supervisory charges/Profit margin in percentage (%) in the form as specified in **Annexure-VII**.
59. The Agency/Firm requires quoting only supervisory charges/Profit margin and taxation portion in Price Bid Form and sealed in separate envelope by superscribing 'Financial Bid for providing manpower on outsource basis'.
60. The supervisory charges/Profit margin will include the cost of providing Medical Fitness Certificates, Character Certificate, charges of Personal Accident Insurance Policy and other administrative charges.
61. The minimum capping for quoting supervisory charges/Profit margin is 3%.
62. If any Firm/Agency quotes below 3% in supervisory charges/Profit margin, their quote will be summarily rejected without any further consideration.

**63. REJECTION OF TENDERS**

The Registrar, RGNAU at her sole discretion shall reserve the right to reject or cancel any or all tenders in any of the cases as mentioned hereunder:

- (a) If the firm has failed to deposit EMD amount and tender fee of Rs. 2,000/-;
- (b) If a firm quotes supervisory charges/Profit margin below 3%;
- (c) If the requisite Earnest Money Deposit in the manner does not support the tender provided there in;
- (d) If the Bid Validity is less than the period prescribed (60 Days);
- (e) If the tender is not duly signed, or not found proper or complete to the satisfaction of RGNAU in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s);
- (f) If the tender submitted is not as per Annexure I-VII;
- (g) If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid;
- (h) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract;
- (i) If the Price Bid has been submitted in OPEN ENVELOPE.

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**Website:** www.rgnau.ac.in

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**64. Submission of Tender**

- a. The sealed tender completed in all respect shall be submitted by hand or by Speed Post/ Courier on following address:  
The Registrar  
Rajiv Gandhi National Aviation University (RGNAU)  
Near Fursatganj Airfield, Fursatganj,  
Amethi, (U.P.)- 229302
- b. The envelope containing tender documents in two parts (Technical Bid and Price Bid) should be super scribed 'Tender for Manpower Supply at RGNAU-2020'
- c. Technical bid and Price Bid should be kept in two separate sealed envelopes super-scribing 'Technical Bid for Manpower Supply-2020' and 'Price Bid for Manpower Supply-2020'

===== **End of Tender's Terms** =====

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**ANNEXURE- I**

**TECHNICAL BID FORM (For Manpower Supply Services-2020)**

*(Technical Bid should be kept in separate sealed cover without stating any price) – To be filled in BLUE ink.*

**From:**

.....  
.....

**To:**

The Registrar,  
Rajiv Gandhi National Aviation University (RGNAU)  
Near Fursatganj Airfield, Fursatganj,  
Amethi, (U.P.)- 229302

<b>S. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Agency/Firm</b>
1	Name of the Firm	
2	Registration No of the Firm (Attach copy)	
3	Date of incorporation of the Firm. State whether it is Partnership/ Proprietorship Firm (Attach copy)	
4	Registered Office of the firm/agency with Phone/Mobile No and e-mail id	
5	Name of contact person with Phone/ Mobile No and e-mail id	
6	PAN of the Firm/Agency (Attach copy)	
7	Goods & Service Tax (GST) Registration No (Attach Copy)	
8	Whether the Agency is an IT Assesse and have filed its income tax returns for the last three assessment years- YES/ NO (Attach copy of IT Returns)	

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9	EPF Registration Number (Attach copy)	
10	ESI Registration Number(Attach copy)	
11	Whether the Firm has minimum 3 years' experience in providing Manpower supply services to reputed organizations/ institutions (Yes/No)	
12	Banker of Service Provider with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')	

13. Financial turnover of the firm ONLY FROM MANPOWER SUPPLY SERVICES for the last 3 years (Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached)

Financial Years	Annual Turnover (In Rs)	Net Profit (In Rs.)
2019-20		
2018-19		
2017-18		

14. A certificate on firm letterhead that service provider has not been defaulted in payment of EPF/ESI/ GST /Income tax and all statutory dues etc.
15. Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government / Statutory bodies / Autonomous bodies/PSUs /Private Sector at any point of time.
16. Details of Earnest Money Deposit (EMD)

Amount	DD No	Date	Name of Bank
Rs. 1,00,000.00			



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17. List of Government Departments/ PSU/ reputed private companies/ Statutory or Autonomous bodies, agency/firm has supplied manpower during last 5 years. Attach copy of JOB COMPLETION CERTIFICATE in support of every claim. Please attach a certificate of satisfactory performance from the concerned Govt. Departments/ PSU/ Statuary bodies/ Autonomous bodies/ Private Sector.

Name of the organization	Category of manpower	Duration of contract		Amount of contract	No. of staff deployed
		From	To		

18. Furnish the details of officers of the Universities, agency / firm has provided manpower supply services during last 3 years

Name of the Organization	Officer-in-Charge with designation (Not below the rank of Assistant Registrar/ Manager)	Phone/Mobile No and e-mail id

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**DECLARATION**

1. I, ----- Son / Daughter / Wife of Shri -----  
Proprietor/Director, authorized signatory of the Service Provider, mentioned above, is competent to sign this declaration and execute this tender document;
2. I/we agree that the decision of RGNAU, Fursatganj, Amethi in selection of Bidder shall be final and binding on me/us.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
4. I/we agree that we have no objection, if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.
5. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGNAU, Fursatganj, Amethi.
6. The information / documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

Place : -----

Name & Signature of authorized  
person

Date : -----

(With Seal of the Company)

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**ANNEXURE-II**

**DECLARATION**

(To be executed by bidder on Rs. 10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I ----- Proprietor/ Director/ Partner of the firm

M/s ----- do hereby solemnly affirm that the firm

M/s ----- has never been black listed/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Tender.

We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.

Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

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**ANNEXURE-III**

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

(To be executed by the bidder on Rs. 10/- Stamp paper & attested by Public Notary/Executive Magistrate)

We certify that during the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- (a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State;
- (b) We have taken steps to ensure that in conformity with the provisions against Corrupt Practices and no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of the community.
- (d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- (e) We certify that, we are remitting statutory dues/ taxes regularly to Government and no default was made in this regard.
- (f) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature of authorized person

Name & Designation with office Seal

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**ANNEXURE- IV**

**TENDER CONDITIONS ACCEPTANCE CERTIFICATE**

(To be given on Company Letterhead)

1. I / We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the RGNAU website- **www.rgnau.ac.in** as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No.\_\_\_\_\_to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by RGNAU too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Seal

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**ANNEXURE - V**

**SOLVENCY CERTIFICATE**  
**(For Rs. 20.00 Lakhs)**  
**(On Bank's Letterhead)**

Ref. No:.....

Date: .....

**TO WHOMSOEVER IT MAY CONCERNED**

This is to certify that to the best of our knowledge and information, M/s -----  
-----

(Bidders name with complete address), a customer of our Bank, is respectable, and is  
capable of executing orders to the extent of Rs. ----- (Rupees -----  
-----) as disclosed by the information and records  
which are available with us.

M/s ----- have been our customer since -----

to date and has been granted the following limits, at present, against various facilities granted  
by the Bank:-----

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank  
or any of its officials. This certificate is issued at the specific request of the customer for the  
purpose of participating in **RGNAU Tender No- RGNAU / Fursatganj / Manpower\_**  
**Outsourcing / 24 / 2016.**

Signature of Authorized Person

Name: -----

Date: -----

Seal:

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**ANNEXURE- VI**

**CERTIFICATE OF TURNOVER**

*(On agency/firm letterhead)*

This is to certify that M/s ----- has registered following turnover and profit/loss during last three financial years:

<b>Financial Year</b>	<b>Annual Turnover (In Rs)</b>	<b>Net Profit (In Rs.)</b>
2018-19		
2017-18		
2016-17		

The information above information/figures are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

Seal & signature of Chartered Accountant

Date: -----

Signature (with date) & seal of Bidder/Tenderer

Date: -----

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**Annexure- VII**

**FINANCIAL/PRICE BID (Manpower Supply Services- 2020)**  
 (Should be kept in a separate sealed cover) – To be filled in BLUE ink

**Name of the Firm/Agency:** .....

S. No.	Overheads	Amount
1	Manpower salary	As decided by RGNAU <b>(Don't write anything in this column)</b>
2	EPF and ESI contribution	As per EPF Act and ESIC Act <b>(Don't write anything in this column)</b>
3	Profit margin of contractor (Quote profit in percentage % only) **	
4	GST or any other applicable tax rate	

\*\* The Firm shall not quote profit margin below 3%, failing which the Price Bid shall be rejected out rightly and no further correspondence shall be done.

**Declaration**

I ..... (Name & Designation) s/o .....  
 resident of..... do hereby declare as under:

1. That I am the authorized person to sign this tender form under a resolution no ..... dated .....*(The same is attached herewith)*.
2. That the bidder has read & understood all terms & conditions and the same are acceptable to us.
3. That all the information submitted herein is true and nothing material has been concealed.
4. That the bidder shall submit any evidence or document as requested by RGNAU.
5. That the bidder undertakes to render RGNAU, Fursatganj, Amethi free from all and any kind of liability and consequences resulting out of this present agreement.

Date: .....

Signature of authorized person:

Place:.....

Name:.....

Designation:.....

Seal:



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**Annexure- VIII**

**Educational Qualifications, Experience and duties for appointment of non-teaching staff on outsourced Basis**

1.	Name of post	Engineer (Civil)
2.	Number of post	01
3.	Consolidated pay	INR. 44000
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<b>Essential Qualifications:</b> Bachelor's Degree in Civil Engineering from a recognized University / Institution with at least 3 years' experience in supervision of erection / maintenance of civil works. OR 3 years Diploma in Civil Engineering from a recognized University / Institution with at least 5 years' experience in supervision of erection / maintenance of civil works.
6.	Duties	<ol style="list-style-type: none"><li>i. To facilitate smooth handover from AAI and coordinate during Defects Liability Period. As the handover is expected to start from April 2018, recruitment of Engineer (Civil) is immediately required to take charge of operations and maintenance.</li><li>ii. To ensure timely operation of installed systems and processes such as operations of the sewage treatment plant, pumps, heaters etc. across the campus.</li><li>iii. To maintain stores and inventory levels for carrying out maintenance and upgradation of civil works</li><li>iv. To inspect buildings structures and equipment periodically to ensure their functionality</li><li>v. To oversee and supervise the sub-contractors and verify bills etc. and to handle procurements, repairs, additions etc.</li><li>vi. To supervise and execute works according to the laid norms and standards and to ensure successful achievement of targets fixed by the department for completion of each project with due consideration to speed and economy etc.</li><li>vii. To record measurements of all works whether done through a contractor or departmentally and to check that the initial records are written up neatly in accordance, with the prescribed rules.</li></ol>

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		<p>viii. To prepare bills for works done and supplies received and to carry out proper maintenance of Muster Rolls for works executed departmentally</p> <p>ix. To facilitate maintenance of initial works accounts and stores and to preserve stores and their proper accounts numerical and value</p> <p>x. To prepare estimates for maintenance, minor works and additions and alterations</p> <p>xi. To extend full corporation to all his/her colleagues and supervisions and to perform such other duties as may be assigned to him/her from time to time</p> <p>xii. To perform such other duties as may be assigned to him/her from time to time</p>
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1.	Name of post	Engineer (Electrical)
2.	Number of post	01
3.	Consolidated pay	INR. 44000
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electrical Engineering from a recognized University / Institution with at least 3 years' experience in supervision of erection / maintenance of Electrical Work.</p> <p style="text-align: center;"><b>OR</b></p> <p>3 year Diploma in Electrical Engineering with at least 5 years' experience in supervision of erection/ maintenance of Electrical works.</p> <p>ii. Good working knowledge of computer applications.</p>
6.	Duties	<p>i. To facilitate smooth handover from AAI and coordinate during Defects Liability Period. As the handover is expected to start from April 2018, recruitment of Engineer (Electrical) is immediately required to take charge of operations and maintenance.</p> <p>ii. To ensure timely operation of installed systems and processes such as operations of air-conditioners, pumps, heaters etc. across the campus.</p> <p>iii. To maintain stores and inventory levels for carrying out maintenance and upgradation of electrical works</p> <p>iv. To inspect electrical equipment and installations periodically to ensure their functionality</p> <p>v. To oversee and supervise the sub-contractors and verify bills etc. and to handle procurements, repairs, additions etc.</p> <p>vi. To supervise and execute works according to the laid norms and standards and to ensure successful achievement of targets fixed by the department for completion of each project with due consideration to speed and economy</p> <p>vii. To supervise and plan electrical works in original and its maintenance thereafter</p> <p>viii. To take care of store with regard to maintenance of Air Conditioners, Water Coolers, Refrigerators etc.</p> <p>ix. To perform such other duties as may be assigned to him/her from time to time</p>

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1.	Name of post	Engineer (IT)
2.	Number of post	01
3.	Consolidated pay	INR. 44000
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering.</p> <p style="text-align: center;">OR</p> <p>M.Sc. with PGDCA / MCA.</p> <p>(All degrees/ diplomas shall be from recognized university / institution with minimum 55% marks.)</p> <p>ii. Relevant experience of 3 years' in Government / autonomous bodies/ Universities / educational institutions or any other reputed organizations.</p> <p><b>Desirable Qualification with any one of the following:</b></p> <p>Ph.D. in Computer Science and Adequate experience in Computer software &amp; other comparable experience in office automation / e-governance / ERP / Networking.</p>
6.	Duties	<p>i. To facilitate smooth handover and coordinate with AAI during the Defects Liability Period. As the handover is expected to start from April 2018, recruitment of Engineer (IT) is immediately required to take charge of operations and maintenance of the IT systems.</p> <p>ii. To act as the single point of contact for all IT related needs of the students and the staff and to provide timely rectification and service support.</p> <p>iii. To ensure timely operation of installed systems and processes and to maintain stores and inventory levels for carrying out maintenance and upgradation of IT works</p> <p>iv. To oversee and supervise the sub-contractors and verify bills etc. and to handle procurements, repairs, additions etc.</p>

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	<ul style="list-style-type: none"><li>v. To admin and monitor network usage on daily basis and to oversee security of all the systems and anti- virus installation process and to ensure no safety breaches</li><li>vi. To identify, when required, causes of system malfunctions by troubleshooting and testing of the system components and to ensure installation of new software and new hardware (servers, printers, computer work stations etc.) as and when required</li><li>vii. To manage information technology and computer systems and to plan, organise, control and evaluate information technology and electronic data operations</li><li>viii. To design, develop, implement and coordinate for IT related systems, policies and procedures</li><li>ix. To supervise network protocols and firewall technologies</li><li>x. To extend full corporation to all his/her colleagues and supervisions and to perform such other duties as may be assigned to him/her from time to time</li><li>xi. To perform such other duties as may be assigned to him/her from time to time.</li></ul>
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1.	Name of post	Medical Officer
2.	Number of post	01
3.	Consolidated pay	INR. 44000
4.	Age limit	Maximum 40 years
5.	Educational and other qualifications required	<b>Essential Qualifications:</b>  i. MBBS from be from recognized university / institution ii. 5 years' experience in hospitals / dispensaries / Government / autonomous bodies / Universities / educational institutions or any other reputed organizations.
6.	Duties	  i. To provide medical consultation to students and employees of the University, as the University begins its operations from Fursatganj. He / She also be the first point of contact to tend to any medical emergencies ii. To issue medical certificate for sickness or fitness as per prescribed procedures iii. To verify the medical bills for payments and send them to accounts department iv. To issue office orders and circulars pertaining to medical issues v. To prepare annual budget, revised budget, planned expenditure and non-planned expenditure for medical expenses vi. To prepare inventory requirements and requisite quantities based on general requirements and consumption pattern vii. To maintain a list of blacklisted firms and ensure that indents are not placed on any of them viii. To attend work with punctuality and dedication, so as to ensure no complaints from the students and officials of the University

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1.	Name of post	Security Officer
2.	Number of post	01
3.	Consolidated pay	INR. 44000
4.	Age limit	Maximum 45 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree with at least 50% of the marks or its equivalent from recognized university / institution.</li> <li style="text-align: center;">ii. OR</li> <li>Bachelor's Degree with at least 60% of the marks or its equivalent from recognized university / institution</li> <li>iii. 20 years of experience as Sergeant in air force / Havildar in army / Petty Officer in Navy.</li> </ul> <p><b>Desirable Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Experience in handling small arms, automatic weapons etc.</li> <li>ii. Experience in firefighting drills and handling of various firefighting appliances</li> </ul>
6.	Duties	<ul style="list-style-type: none"> <li>i. To ensure security of the created infrastructure, installed equipment and furniture during and post hand over of the campus by AAI. Since the University shall not be fully occupied in the initial months, it is very important to secure against theft, sabotage, vandalism, illegal activities etc.</li> <li>ii. To supervise and coordinate with the security agency for ensuring adequate security arrangements for the campus. Security Officer shall be the nodal contact point for overseeing the contracted security agency.</li> <li>iii. To maintain liaison with the police and district authorities regarding law and order problems affecting the University and reporting of any untoward incident</li> <li>iv. To secure residential and academic blocks and to ensure the security and safety of students and staff is of prime concern. Providing for safety of women students is one of the key responsibility of the University</li> <li>v. To look after all the security arrangements in the campus and to supervise and control the work of security personnel(s). He shall be the first point of contact in case of any untoward incident both internal and external.</li> </ul>

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		<ul style="list-style-type: none"><li>vi. To ensure effective deployment of security guards at various security points and ensuring patrolling /checking in the campus</li><li>vii. To ensure that the rooms/ halls are closed after usage and no property belonging to the University is removed by an unauthorized person</li><li>viii. To carry out occasional supervisory visits as required during day and night and to investigate the cases of thefts, sabotage, pilferage etc. and to make special inquiries instructed by the University authorities</li><li>ix. To attend to fire incidents and other calamities and incidents on the campus and to ensure that the records are maintained properly and cases are addressed without undue delay</li><li>x. To extend full corporation to all his/her colleagues and supervisions and perform such other duties as may be assigned to him/her from time to time</li><li>xi. To perform such other duties as may be assigned to him/her from time to time.</li></ul>
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1.	Name of post	Accounts Officer
2.	Number of post	01
3.	Consolidated pay	INR. 38500
4.	Age limit	Maximum 38 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Commerce with at least 50% of the marks or its equivalent from recognized university / institution.</li> <li>ii. Experience of 8 years in handling accounts / finance / statutory compliances / filing of return etc. in Government / autonomous bodies / Universities / educational institutions or any other reputed organizations.</li> <li>iii. Possess knowledge of accounting software such as Tally etc.</li> </ul> <p><b>Desirable Qualifications:</b> Master's in Business Admin. / Commerce</p>
6.	Duties	<ul style="list-style-type: none"> <li>i. To prepare salary bills, TA bills, LTC bills, purchase bill involving payment in foreign currencies and other important bills. As the University is in initial years of operation, there are multiple vendors to be paid and processed, thereby necessitating the immediate need for an Assistant (Accounts).</li> <li>ii. To work with journals, sales and purchase ledgers and spreadsheets and to manage petty cash transactions. Assistant (Accounts) would enhance the efficiency of the Finance Officer by enabling him to focus on financial planning and strategic interests of the University</li> <li>iii. To prepare income tax returns and comply with important financial dates under the directions and supervision of the Finance Officer.</li> <li>iv. To prepare financial estimate and annual accounts of the University and to assist in conduct internal audit of the records maintained in the various Sections/ Departments of the University</li> <li>v. To maintain projects accounts and preparation of various bills relating to the projects</li> <li>vi. To maintain broad sheets under various heads of figures appearing in the various heads of account</li> <li>vii. To scrutinize and pass work bills and to extend full cooperation to all his/her colleagues and supervisions and to perform such other duties as may be assigned to him/her from time to time</li> <li>viii. To perform such other duties as may be assigned to him/her from time to time</li> </ul>

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**Website:** www.rgnau.ac.in

1.	Name of post	Administrative Officer
2.	Number of post	01
3.	Consolidated pay	INR. 38500
4.	Age limit	Maximum 38 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <p>i. Master's Degree with at least 50% of marks from a recognized University / Institution.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree with at least 60 % of marks from a recognized University / Institution.</p> <p>ii. 8 years' experience in Administration / Secretarial work in Government autonomous bodies / Universities / educational institutions or any other reputed organizations.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>i. The incumbent should possess an aptitude / knowledge / skill for drafting and noting.</p> <p>ii. Adequate exposure in handling one or more functions related to general administration / house-keeping / purchase / service matters / office management / establishment / HR legal in a computerized environment.</p> <p>iii. IT exposure</p>
6.	Duties	<p>i. To communicate with the MoCA and other stakeholders of the University on various administrative and financial matters. The recruitment of Administrative Officer is critical to enable the Registrar to effectively attend to the administrative and HR needs of the University's staff and students as the University's grows in operations.</p> <p>ii. To handle increments and fixations of the employee's salary and to maintain personal records of the employees so as to facilitate orderly documentation, as the University recruits administrative and academic staff</p> <p>iii. To generate leads for various programs of the University to ensure adequate enrolments and program subscription, ensuring viability of program</p>

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	<ul style="list-style-type: none"><li>iv. To maintain leave records of the employees and to compile APARs (Annual Performance Appraisal Report) of the faculty</li><li>v. To assist in the recruitment process of University's teachers and staff</li><li>vi. To carry out collaboration with the industry, non-governmental agencies, academic institutes</li><li>vii. To cultivate a sustainable supply of highly qualified leads</li><li>viii. To record the fees collected by the University</li><li>ix. To issue notices, keep minutes of the meetings, and conduct the official correspondence for convening meetings of the Court, EC, AC, BAR and of any Committees appointed by the University</li><li>x. To arrange for and superintend the examinations of the University</li><li>xi. To ensure schemes such as medical facilities, insurance for the students and employees</li><li>xii. To assess business development opportunities and to build and leverage relationships to facilitate opportunities</li><li>xiii. To present progress reports to university authorities and to perform such other duties as may be assigned to him/her from time to time.</li><li>xiv. To perform such other duties as may be assigned to him/her from time to time</li></ul>
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1.	Name of post	Assistant
2.	Number of post	01
3.	Consolidated pay	INR. 33000
4.	Age limit	Maximum 30 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"><li>i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application.</li><li>ii. A minimum of 5 years' experience as Data Entry Operator or equivalent in Government / autonomous bodies / Universities / Educational institutions or any other reputed organizations.</li><li>iii. Possess knowledge on computer applications and have a minimum typing speed of 40 wpm in English / 30 wpm in Hindi.</li></ol> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"><li>i. Certification from NSDC on Domestic Data Entry Operator or equivalent.</li><li>ii. Certificate / Diploma in Computer Applications.</li><li>iii. Hindi Typing Speed of 25 WPM.</li></ol>
6.	Duties	<ol style="list-style-type: none"><li>i. To keep record of incoming/outgoing dak, files, registers etc. for maintaining filing</li><li>ii. To see whether all facts open to check have been correctly states while putting up a note</li><li>iii. To keep track of the progress of cases / matters till these are finally disposed off</li><li>iv. To ensure that the records are maintained properly and cases are addressed without undue delay</li><li>v. To distribute the receipts / files marked to the concerned officers</li><li>vi. To prepare a database for receipt / issue / reply of the letter received from MoCA</li><li>vii. To take dictation and to transcribe it directly on computer</li><li>viii. To facilitate necessary arrangement during meeting, events, programmes, conferences etc. at the University</li><li>ix. To extend full cooperation to all his/her colleagues and supervisions</li><li>x. To perform such other duties as may be assigned to him/her from time to time</li></ol>

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1.	Name of post	Consultant- Administration
2.	Number of post	01
3.	Consolidated pay	Consolidated Pay of INR 80,000.
4.	Age limit	Below 62 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"><li>i. Master's Degree in any discipline from a recognized University with at least 55% of the marks or Grade B in the University Grant Commission seven-point scale or its equivalent.</li><li>ii. At least twelve years' experience in administration of Central/State Government Departments / PSUs / Autonomous Bodies / Educational Institutes.</li></ul> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment or other institutions of higher education.</p> <p><b>Desirable Qualifications:</b></p> <ul style="list-style-type: none"><li>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities or Research and Development institutions.</li><li>ii. Experience of handling legal matters financial matters or Exams Matters.</li><li>iii. Experience of Information technology applications in administrative matters.</li><li>iv. The incumbent should possess good communication, managerial and leadership skills to head a division or branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</li><li>v. To perform such other duties as may be assigned to him/her from time to time</li></ul>

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1.	Name of post	Junior Faculty
2.	Number of post	01
3.	Consolidated pay	Consolidated Pay of INR 60,000
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"><li>i. MBA in Aviation with minimum 60% marks or equivalent Grade.</li><li>ii. 5 years' experience in the area of aviation management or teaching in the area of aviation.</li></ul> <p><b>Desirable Qualification:</b></p> <ul style="list-style-type: none"><li>i. Experience of Information Technology</li><li>ii. The incumbent should possess good the communication managerial and leadership skills to head a division or branch.</li></ul>

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1.	Name of post	Lady Helper cum Assistant Warden
2.	Number of post	01
3.	Consolidated pay	Consolidated Pay of INR 22,000.
4.	Age limit	30- 40 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree with least 55% of the marks from a recognized University / Institution and Experience in working knowledge of Hostel Administration and duties.</li> <li>ii. Should know to read, write &amp; speak Hindi &amp; English.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>i. Ability to maintain the overall discipline in the hostel and mess.</li> <li>ii. Should be willing to stay inside the Girls Hostel Accommodation. Food and accommodation will be provided.</li> </ul>
6.	Duties	<ul style="list-style-type: none"> <li>i. Allotment of rooms to the students as per the guidelines issued by the University;</li> <li>ii. Periodically check the working, discipline, cleanliness and all other aspects of general administration of the hostel;</li> <li>iii. Monitor sufficient availability of drinking water, electricity, lighting and other basic amenities to the students;</li> <li>iv. To redress the grievances related to students and functioning of the hostel;</li> <li>v. Regular visit to hostel for better interaction with the students;</li> <li>vi. To give permission to the Guests for residing in the hostel on the request of the students. Prior taking approval from head of Administration. Proper entries and procedures shall be followed in this regard;</li> <li>vii. To solve the day to day problems of the students;</li> <li>viii. To deal with the acts of indiscipline of the students;</li> <li>ix. To ensure proper maintenance of the rooms and hostel premises;</li> <li>x. Reporting the cases of serious indiscipline/ragging to the Proctorial committee for further action at the University level.</li> <li>xi. To check &amp; maintain the various registers maintained for keeping records of Hostel Administration;</li> <li>xii. To maintain overall ambiance of the hostel premises;</li> <li>xiii. To do other assigned work as discussed and decided by University.</li> </ul>

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1.	Name of post	Private Secretaries
2.	Number of post	03
3.	Consolidated pay	As per minimum wages of Delhi for Skilled Category
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. A Graduate with least 55% of the marks from a Recognized University with Proficiency in English &amp; Hindi and should be able to manage Secretarial duties independently.</li> <li>ii. Must possess a minimum typing speed of 40 wpm in English / 30 wpm in Hindi.</li> </ul> <p><b>Desirable Qualification/ Requirements:</b></p> <ul style="list-style-type: none"> <li>i. Working knowledge in Computer Applications.</li> <li>ii. Certificate / Diploma in Computer Applications.</li> <li>iii. Hindi Typing Speed of 25 WPM.</li> <li>iv. Good Drafting and Noting Skills.</li> </ul>
6.	Duties	<ul style="list-style-type: none"> <li>i. To act as first point of contact, dealing with correspondences and phone calls and emails;</li> <li>ii. To schedule and coordinate meetings and appointments for the Boss, organizing events &amp; conferences;</li> <li>iii. Booking and arranging travel, transportation and accommodation for the Boss as per the Govt. guidelines;</li> <li>iv. To ensure that the records are maintained properly and cases are addressed without undue delay</li> <li>v. Reminding the boss of important task and deadlines.</li> <li>vi. To distribute the receipts / files marked to the concerned officers</li> <li>vii. To prepare a database for receipt / issue / reply of the letter received from MoCA</li> <li>viii. To take dictation and to transcribe it directly on computer</li> <li>ix. To facilitate necessary arrangement during meeting, events, programmes, conferences etc. at the University</li> <li>x. To perform such other duties as may be assigned to him/her from time to time</li> </ul>



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1.	Name of post	Receptionist
2.	Number of post	01
3.	Consolidated pay	As per minimum wages for Delhi for Skilled category
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"><li>i. Bachelor's Degree with least 55% of the marks from a recognized University / Institution and good working knowledge of computer application.</li><li>ii. Possess knowledge on computer applications and have a minimum typing speed of 40 wpm in English / 30 wpm in Hindi.</li></ol> <p><b>Desirable Qualification / Requirement:</b></p> <ol style="list-style-type: none"><li>i. Certificate / Diploma in Computer Applications.</li><li>ii. Professional attitude and appearance.</li><li>iii. Concrete written, verbal communication skills.</li></ol>
6.	Duties	<ol style="list-style-type: none"><li>i. Greet and welcome guests as they arrive in the University Campus;</li><li>ii. To guide visitors to the appropriate personnel/ Sections in the University;</li><li>iii. To Answer, screen and forward incoming phone calls;</li><li>iv. To keep record and movement of incoming/outgoing Daks, registers etc.</li><li>v. To ensure the reception area is tidy and presentable of the University.</li><li>vi. To provide basic and accurate information to the personnel and via phone/email;</li><li>vii. To maintain office security by following safety procedures and controlling access via the reception desk</li><li>viii. To facilitate necessary arrangement during meeting, events, programmes, conferences etc. at the University</li><li>ix. To perform such other duties as may be assigned to him/her from time to time.</li></ol>

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1.	Name of post	Multi-Tasking Staff (MTS)
2.	Number of post	02
3.	Consolidated pay	As per minimum wages of Uttar Pradesh for Semi-Skilled Category
4.	Age limit	Maximum 35 years
5.	Educational and other qualifications required	<b>Essential Qualifications:</b> i. The candidates must have passed Matriculation (10 <sup>th</sup> Pass) or equivalent or ITI in the trade from a any government recognized institution/ board.
6.	Duties	i. General cleanliness & upkeep of the Section/ Unit. ii. Carrying of files & other papers within the building. iii. Photocopying Scanning, Printing. (in the presence of assignee) iv. Other non-clerical work in the Section/ Unit. v. Delivering of Dak (outside the University). vi. Opening & closing of rooms. vii. Dusting of furnitures, machinery etc. viii. Assisting in routine office work like- Tea breaks, etc. ix. Any other work assigned by the superior authority.

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**General terms and conditions for the posts mentioned in Annexure-VII**

1. Appointment to the posts will be purely on contract basis. Persons appointed will not have any right to be absorbed in any permanent post in the University nor will they be conferred any seniority in any grade of the University.
2. The appointment may be terminated giving 30 days' notice by University.
3. The place of Posting will be at Fursatganj, Dist. – Amethi (U.P).
4. The appointee will be entitled to 12 days CL in a calendar year on pro-rata basis. Any absence beyond 12 days in a year will entail deduction of salary.
5. The appointee may be given suitable accommodation in University campus as per allotment rules of RGNAU as amended from time to time. Such allotment will be totally ad-hoc and will be co-terminus with the period of appointment.
6. The appointee will not be entitled to get any other allowances other than the fixed emoluments as mentioned above.
7. No LTC, Medical claim, Education allowances etc. are admissible for contractual appointment under the University.
8. Registrar, RGNAU may relax any criteria for those candidates who have experience more than the prescribed for the post and essentially meet the Educational Qualifications.