

24th July 2026

REQUEST FOR PROPOSAL FOR APPOINTMENT OF THIRD PARTY AGENCIES FOR MANPOWER MANAGEMENT

Bid Reference: SEPC/HR/2026-27/001

DISCLAIMER

This request for RFP is not an offer by SEPC, but an invitation to receive responses from eligible interested Professional Agencies for providing Manpower.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between SEPC and the bidder concerned. This RFP is being issued with no financial commitment. SEPC reserves the right, at its sole discretion, to cancel, withdraw, or terminate the proposal at any time without assigning any reason whatsoever, and no claim or liability shall arise against SEPC on account of such cancellation, withdrawal, or termination.

Schedule for Submission of RFP for appointment of Third-party agency for Professional Manpower Management Services.

1. Availability of RFP Document at SEPC website on 24.07.2026
2. Last date and time for submission of completed RFP document 05.08.2026-17:00 hrs

The RFP document can be downloaded from the website: <https://www.servicesepec.org>
The completed application (response document), containing Technical and Financial Bid (printed, signed and bound copies) should be submitted in a sealed cover super scribed with the title "Request for Proposal for appointment of Third-party agency for Manpower Management Services" to Services Export Promotion Council before the last date and time at the following address:

Services Export Promotion Council
DPT -417, 4th Floor, Prime Towers, Plot No-79& 80
Pocket -F, Okhla Industrial Area, Ph-1
New Delhi -110020

Late Applications: Any application received after the last date and time for submission for the same, (i.e., 05.08.2026 - 1700 hours), shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

1. SCOPE OF WORK

SEPC requires short term deployment of resources/manpower with varied skills and experiences. The manpower requirement could be for specified project or duration, on a case-to-case basis.

The scope of work under the present arrangement shall cover:

- Understanding manpower/resource requirements from SEPC including qualifications, experience, skills, location and expected joining timelines
- Sourcing suitable candidates through its own database, advertisements, job portals, employee referrals or any other lawful means. Based on past interactions, SEPC may also suggest some candidates.
- Screening, shortlisting and conducting preliminary interviews of the candidates.
- Coordinating and finalizing interview/interaction with SEPC
- Obtaining necessary documents/information from the candidate as may be required by SEPC
- Issuing appointment/contractual letters to selected personnel
- Deployment of selected personnel at SEPC
- Processing of monthly/periodic payment to the resource.
- Complying with any labour law, tax law or any other law as may be required
- Maintaining leave record of the resources.
- Processing of reimbursements based on approval from SEPC
- Replacement of manpower in case of resignation, absenteeism or non-performance
- Any other incidental services as may be required necessary for smooth deployment of manpower

2. VALIDITY OF RFP RESPONSE

The RFP response submitted by the applicants shall remain valid for a period of 1 month after the date of RFP response opening prescribed in this document. An RFP response valid for shorter period may be rejected as non-responsive. SEPC may solicit applicants' consent to an extension of RFP response validity.

3. TECHNICAL QUALIFICATION OF THE AGENCY

Requirements	Supporting documents
The Agency should have office in Delhi NCR	Ownership proof or lease deed
The Agency should be a registered entity in the form of a company or LLP	Certificate of incorporation
The Agency would be required to make a presentation to SEPC on the approach & methodology of handling the project.	Power point presentation
The Agency should have at least two full time qualified professionals (CA/CS/ICWA/LLB) who has understanding of the new labour codes and income tax laws.	Self-attested copies of membership certificate
The Agency should not be blacklisted by any service receiver in the past	Self—attested undertaking

4. Financial Bid

The Financial Proposal shall contain only the Agency's service charges as a **percentage of Gross Monthly payout** on account of deployment of the identified resources. The financial quote/bid shall be based on the following:

Agency service fee = XX% of Gross Monthly payout

Gross Monthly payout shall include any amount paid or payable directly or indirectly to the deputed resources or to any statutory authority or agency on behalf of or on account of the deputed resources.

The statutory dues based on period of assignment (such as bonus, gratuity, leave encashment or any other payment) shall be accrued and factored in on a monthly basis and included in the Gross Monthly payout.

The Agency shall in that case be liable to all statutory dues/payments to the employees, as and when it becomes due.

In preparing the financial bid, the Agency shall take into account the requirements of different events, man power required, all administrative charges, travels, etc. as per the scope of work.

The service fee quoted by a bidder should cover all the requirements as per this tender document. GST as applicable will be payable extra.

All the rates must be quoted in figures as well as in words without any cutting or overwriting. In case any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic.

Evaluation of Financial Bid will be done based on total % of cost quoted.

Contract will be awarded to the bidder in case the bid has been determined as the lowest evaluated bid, economically feasible and responsive subject to approval of the competent authority. Negotiations will be held with qualified and selected bidder.

5. MODE OF SUBMISSION OF TECHNICAL & FINANCIAL BIDS

The Agencies will be required to submit the technical bid and the financial bid in two separate and sealed envelopes, technical proposal shall be marked “**Technical Proposal**”. Financial Proposal shall be marked “**Financial Proposal**”.

Both the proposals should be put up in a bigger envelope and marked as “**Request for Proposal for appointment of Third-party agency for Manpower Management for SEPC**” and submitted before the last date and time at the following address:

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6. EVALUATION OF BID

Financial bids shall be evaluated on the basis of the quoted Agency Service Charges only.

Compensation/salary of deployed personnel, statutory dues and reimbursements shall not form part of financial comparison.

The bidder quoting the lowest evaluated Agency Service Charges (L1), subject to technical qualification, shall be considered for award.

During technical bid evaluation, the Agency may be called for creative presentation for duration of 15 minutes each to present their proposals and approach. The presentation will be judged by a committee of SEPC based on the proposals submitted and the presentation.

Only such Agencies who meets the requirement as envisaged in the RFP in terms of items and numbers would be invited for financial bid opening.

7. Terms and Conditions

- **Contract Duration:** 2 years, which can be extended by 2 additional years based on satisfactory performance.

- **Payment Terms:** Payment released on a monthly basis upon submission of verified attendance records and proof of payments to deployed resource.

8. QUERIES

Any queries relating to this RFP can be addressed to:

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