

Expression of Interest (EOI)

This EOI is for Empanelment of Vendors for Manpower Outsourcing Services under Multiple Categories (Based on QCBS Methodology)

1. Introduction

This Expression of Interest (EOI) is issued by Hindustan Urvarak and Rasayan Limited (HURL) to invite eligible and qualified vendors for empanelment in the Approved Vendor List for providing manpower outsourcing services. The empanelment will be carried out separately under three categories through the Quality and Cost Based Selection (QCBS) methodology.

Category A – Technical & Administrative Staff

Scope of Work

- Supply of skilled technical manpower (e.g. engineers, IT staff, operators, supervisors).
- Supply of administrative/clerical staff.
- Ensure minimum qualifications and certifications as required by HURL.

Eligibility Criteria

- Minimum 3 years of experience in supplying technical/administrative manpower.
- Average annual turnover of at least 2.00 Crores in last 3 financial years.
- Valid registrations: EPF, ESI, GST, Labour License.
- Experience with Govt./PSU/ Fertilizer/Listed Companies.

Evaluation Methodology – QCBS

EOI responses for this category will be evaluated using QCBS.

Criteria	Weightage	Evaluation Basis
Experience in relevant manpower outsourcing	This criterion assesses the compliance of the bidder with Relevant Experience. The scoring is as follows (Max marks-20)	Number of work orders
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Minimum qualifying score: 60 out of 100 (45 marks from Technical and 15 marks from Finance are mandatory to qualify).

Category B – Housekeeping Services

Scope of Work

- Cleaning and sanitation staff for offices, workshops, facilities.
- Waste management, pest control, gardening services.
- Use of eco-friendly consumables and cleaning equipment.

Eligibility Criteria

- Minimum 3 years of experience in providing housekeeping/manpower services.
- Average annual turnover of at least **1Cr** in last 3 financial years.
- Valid registrations: EPF, ESI, GST, Labour License.
- Experience with Govt./PSU/Fertilizer/Listed Companies.

Evaluation Methodology – QCBS

EOI responses for this category will be evaluated using QCBS.

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Minimum qualifying score: 60 out of 100 (45 marks from Technical and 15 marks from Finance are mandatory to qualify)

Category C – Low-Value Contracts (Unskilled/Semi-skilled Manpower)

Scope of Work

- Supply of manpower for loading/unloading, helpers, drivers, attendants, etc. (Highly Skilled, Skilled, Semi-Skilled and Unskilled workers)
- Engagement for short-term and low-value assignments.
- Ensure compliance with minimum wages and statutory requirements.

Eligibility Criteria

- Minimum 3 years of experience in supplying unskilled/semi-skilled manpower.
- Valid registrations: EPF, ESI, GST, Labour License.
- Average annual turnover of at least 50 Lacks in last 3 financial years.
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Minimum qualifying score: 60 out of 100 (45 marks from Technical and 15 marks from Finance are mandatory to qualify)

2. Submission Requirements

Vendors must submit the following documents separately for each category applied for:

- Company profile with registration certificates.
- Audited financial statements/Balance Sheet for the last 3 years.

- Copy of Work Orders of manpower contracts executed in relevant category.

A) Copy of Work Order/ PO/ rate contract/ agreement with following details:

- Work order/ PO/ rate contract/ agreement with number, date and value.
- Name of the client,
- Period of contract
- Scope of work mentioning Similar category.

B) Execution certificate issued client highlighting below-

- Reference work order/ PO/ rate contract/ agreement with number, date and value.
- Name of the client,
- Period of Contract

- Statutory registrations (EPF, ESI, GST, Labour License).
- Client references with contact details.

3. Important Dates

- Issue of EOI: [02-09-2025]
- Last date for queries: [09-09-2025]
- Last date for submission: [11-09-2025]
- Extended last date for submission: **[27-09-2025]**
- Presentation / Technical evaluation: [28-09-2025]
- Result publication: [30-09-2025]

4. General Instructions

- Vendors may apply for one or more categories but must submit documents separately for each.
- HURL reserves the right to accept or reject any/all EOIs without assigning reasons.
- Submission of EOI does not guarantee award of contract.
- Empaneled vendors will be invited to participate in subsequent RFQs/tenders.

5. Address for Communication.

Sh Durgesh Kumar Singh Sr. Manager (Contracts & Material) Hindustan Urvarak & Rasayan Limited (A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL) Admin Building, HURL Campus, PO-HURL Fertilizer Plant Gorakhpur-273007 Email ID: durgeshkrsingh@hurl.net.in Phone: 0551-2263021	Sh. Prashant Samanway Sr. Officer (Contracts & Material) Hindustan Urvarak & Rasayan Limited (A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL) Admin Building, HURL Campus, PO-HURL Fertilizer Plant Gorakhpur-273007 Email ID: prashantsamanway@hurl.net.in Phone: 0551-2263026
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