

09.05.2017

[CENTRAL INSTITUTE OF PLASTICS ENGINEERING &
TECHNOLOGY (CIPET)]

CIPET AHMEDABAD



TENDER FOR ENGAGEMENT OF MANPOWER AGENCY

TENDER NO: CIPET/AHD/MH/2017

LAST DATE FOR SUBMISSION OF OFFLINE BID: 31.05.2017 - 13:00 Hrs.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

**Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers
Govt. of India**

Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad - 382445

E-mail: cipetahmd@gmail.com

Website: www.cipet.gov.in

Ph. No.: +91-79-40103910/03 **Fax:** +91-79-40083906

Notice Inviting Tender (NIT)**Tender No: CIPET/AHD/MH/2017****Date: 09.05.2017**

CIPET Ahmedabad invites Tender in two bid for engagement of Manpower Agency for supply of manpower – High Skilled/Skilled/Semi-Skilled/Unskilled at CIPET Ahmedabad Centre for period of 12 months at the following address – Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad – 382445, Gujarat India.

Sr. No.	Tender No. & Date	Name of the Work	EMD Rs.	Duration	Tender Fees in Rs.	Last Date & Time of Offline Bid submission
1.	CIPET/AHD/MH/2017 Dated: 09.05.2017	Engagement of Manpower Agency at CIPET Ahmedabad	50,000	12 Months	1,000/- (Non-refundable)	31.05.2017 13.00 Hrs.

Interested and eligible bidders may view and download detailed tender documents from www.cipet.gov.in & www.eprocure.gov.in Bidders are requested to submit a hard copy of the Technical & Financial Bid duly sealed and signed to the Principal Director & Head, CIPET Ahmedabad, Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad – 382445 **on or before 31.05.2017 @ 13.00 Hrs.**

The Tender Fee can be paid through Cash/Demand Draft and EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring “CIPET” payable at Ahmedabad and shall be submitted at CIPET Ahmedabad as specified on or before **31.05.2017 up to 13.00 Hrs along with the tender documents.**

Salient information about the Tender:

1. **Mode of submission: OFFLINE**
2. **Who can participate for this Tender: Authorised & reputed Manpower Suppliers**
3. **Date & Time of Technical Bid Opening: 31.05.2017 at 15:00 Hrs.**
4. **Bid Opening Venue: CIPET Ahmedabad, Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad – 382445, Gujarat**
5. **Eligibility Criteria:-**
 - Age of the Firm : 05 Years as on 30.04.2017
 - Individual Work Order : Similar Experience of Manpower Supply of High Skilled/ Skilled/Semi-Skilled/Unskilled in Corporate Offices/Institutions/Central Autonomous Body/Central Public Sector Undertaking etc. Please enclose copy of work order of last 3 Financial years (2014-15, 2015-16 & 2016-17).

INTRODUCTION

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 28 locations - 5 High Learning Centres, 12 Other Learning Centres, 3 Specialized Centres, 2 R & D Wings, 5 Vocational Training Centre, 1 Petrochemical Data Services spread across the country catering to the needs of Polymer and allied industries. 11 more centres are in the process of establishment.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswar, Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Raipur, Valsad and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

CIPET renders Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, caliber and skill sets to meet the emerging and evolving needs of the industries.

CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been very well received by the industry.

The bidders who are having expertise in providing manpower services will only be considered. The bidders claiming experience of providing Security Services, Housekeeping Services and similar services as manpower experience will not be considered and their bids will be rejected.

The bidder has to provide the details of the services provided to the respective organizations as per the following format:

Name of organisation	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No.

Authorized Signature
(Person of Agency)

GENERAL CONDITIONS

1. Sealed tenders are invited from experienced, resourceful and reliable Agencies of repute for engagement for supply of manpower (High Skilled / Skilled /Semi-Skilled/Unskilled) who has provided manpower to various organizations having valid EPF and ESIC code number, Service Tax Registration may submit the Tender along with updated list of their clients.
2. The period of contract under the scope of work shall be normally be for 12 months, which can be further extended on mutually agreed terms & conditions.
3. If the contractor fails to provide requisite staff within stipulated time, penalty of Rs 500/- per day will be deducted from the monthly bill.
4. Agency has to give its phone/mobile no and execute the work as per needs.
5. The contractor will provide the identity cards and uniform to each worker at their own cost (2 sets every year) after getting approval from CIPET Ahmedabad management and the employee should wear the same during duty hours.
6. As per the need of the organization, the employee has to execute the work. The employee has to stay beyond the working hours as per the need of the organization.

SCOPE OF CONTRACT

1. Actual number of manpower will be finalized after award of work in consultation with concerned Section Head's of CIPET Ahmedabad. The number of manpower may increase or decrease as per requirement.

2 Details of manpower required:

Sr. No	Particular	Qualification
1.	<u>Skilled</u> A. Technical Assistant B. Office Asst C. Cook / Care Taker	A) Diploma/ITI/BE(Fresher)- 3 & above years experience. B) BA / B.Com/MA/M.Com\ 3 & above years experience. Typing (Hindi/English) C) 5 years and above of similar work experience
2.	<u>Semi - Skilled</u> A. Tech Asst B. Office Asst / Lib Asst C. Cook / Care Taker	A) Diploma/ITI 3 Years exp/ Electrician work exp.- 5 Years. B) 10+2/Graduate/BCA/BBA/PGDCA/DCA/ with typing (Hindi/English) C) 2 years and above work experience.
3.	<u>Unskilled</u> Office Attendent / Helper / Gardener / Sweeper etc.	5th / 8th Pass- Work Knowledge.

3. The Agency has to quote Service charge only in the financial bid.
4. CIPET Ahmedabad will pay the employer's contribution towards Employees Provident fund (EPF) (as applicable) and Employees State Insurance (ESIC) (as applicable) and all taxes/ charges levied under statutory provisions (subject to Govt. Revision). Difference of wages will be paid as and when required as per the Department of Labour, Govt. of India.
5. CIPET Ahmedabad will deduct TDS on bills and payment shall be released within 07 days of submission of the Bills on 1st of every month along with the following enclosures:
- Proof of payment through Bank to each employee.
 - Proof of submission of EPF, ESIC, service tax of last month.
 - Certificate in the register of wages.
6. Manpower for various works should be made available. The Manpower shall be able to perform various works as well as field duties as and when required.

7. The personnel deployed by the Agency will be the employee of the Agency in all respects. CIPET Ahmedabad will not take any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET Ahmedabad in this respect.
8. The Agency shall ensure the payment of wages to the staff through Bank only.
9. The selected Agency has to enter into an agreement on Non Judicial Stamp of Rs 100/- at his own cost with the CIPET Ahmedabad for one year, which can further be extended for one year with the consent of both the parties.
10. The agency has to provide Bank Guarantee of Rs. 10,00,000/- (Rupees Ten Lakhs Only) valid for period of one year from the date of issue of Letter of Intent (LOI).
11. The Agency shall be responsible to register itself and obtain a valid licenses under the contract Labour (Regulation and Abolition) Act, 1970 and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Principal Director & Head, CIPET Ahmedabad as required by the Act / Rules and shall indemnify CIPET Ahmedabad against any penalties / claims arising out of any event, accident or of any default on its part.
12. CIPET Ahmedabad will not be responsible financially or otherwise for any causality / disablement / death caused to any staff of the Agency, while providing the services under this agreement. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury /disablement / death at work site and carry out complete obligations under the said Act/ Rules and furnish all information to the Principal Director & Head, CIPET Ahmedabad and shall indemnify CIPET Ahmedabad against such penalties / claims.
13. Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by CIPET Ahmedabad concerned official.
14. All the statutory provisions should be observed / followed by the Agency during the tenure of the agreement.
15. Inspection report of EPF, ESI and Service Tax for the last three years must be submitted.
16. The Tenderer should attach copy of audited balance sheet for last three years.
17. The Agency shall have to provide facility for inspection of its office, works and documents to the inspecting team of CIPET Ahmedabad and shall cooperate / assist in providing any other details if required.
18. The tender should be signed by the applicant on all pages.

19. Incomplete tender form without all relevant documents and efforts to conceal information will be summarily rejected.
20. The tender will be opened in the presence of Tenderers or their authorized representative.
21. The successful tenderer should have an office at Ahmedabad location during the period of contract.
22. The personnel deployed by the agency should bear moral character duly verified by the police authority and of sound Physical and Mental health to carry out the work.
23. CIPET Ahmedabad reserves the right to declare any person deployed by the agency as unfit for any work on account of not having proper efficiency, sound physical, mental health or creating nuisance and or any other valid reason and its decision shall be final and binding on the service provider. Any deployment / change of the contract employee should be with the consent of CIPET Ahmedabad authority.
24. If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, CIPET reserves the right to forfeit the earnest money deposit/ encash bank guarantee so deposited and terminate the contract without any notice.
25. The contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of the Principal Director & Head, CIPET Ahmedabad will be final in all matters.
26. The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
27. The DD for earnest money, copy of Registration Certificate, Labour License Certificate, EPF and ESIC code no., Service Tax registration and Documentary evidence regarding experience must be submitted with the tender. Service rendered at Govt./Semi Govt./ Private organizations with number of personnel provided and duration of services may be mentioned separately.
28. Copy of service satisfaction certificate/Performance certificate of existing clients served/serving must be attached.
29. The wage rates shall be paid as per Ministry of Labour and Employment, Government of India applicable to Ahmedabad. The wages shall be paid as per the existing rates including any change during the tenure of contract prescribed by the government. EPF & ESIC contribution payable for each person and the contractor's service charge, as per format of the minimum wages for High Skilled, Skilled, Semi-Skilled and Unskilled person as per vide Ministry of Labour and Employment, Govt. of India, issued by Chief Labour Commissioner from time to time shall be paid.

TECHNICAL BID**TENDER No: CIPET/AHD/MH/2017****DESCRIPTION: Supply of Manpower High-Skilled/Skilled/Semi-Skilled/Un-Skilled**

Sr. No.	PARTICULARS	
1.	Name of the contractor	
2.	Postal address	
3.	Telephone No. with STD code	
4.	Identity of the firm	
5.	Name of Contact person	
6.	Registration No.	
7.	Provident Fund No.	
8.	ESIC No.	
9.	PAN (Permanent Account Number)	
10.	Service Tax No.	
11.	Similar Experience of Manpower Supply to Corporate Offices/Institutions/Central Autonomous Body/Central Public sector undertaking etc. Please enclosed copy of work order of last 3 financial years (2014-15, 2015-16 & 2016-17)	
12.	Cash Receipt No/Demand Draft No of Tender Fee of Rs. 1,000	
13.	Demand Draft No. & Date of E.M.D of Rs. 50,000	
14.	Validity of offer	

Date:**Seal & Sign. of bidder**

CHECK LIST**E-TENDER No.: CIPET/AHD/MH/2017**

1. Tender Fee Cash Receipt/Demand Draft
2. EMD Demand Draft
3. Registration certificate of the firm
4. PAN No
5. Service Tax
6. Similar work Order (Last 3 Years)
7. Performance Certificates
8. ESIC Certificate
9. EFP Certificate
10. Income Tax Returns (Last 3 Years)

FINANCIAL BID**[To be submitted in a separate sealed cover on Letter Head]**

Date:.....

Tender No.: CIPET/AHD/MH/2017

To,
M/s. Central Institute of Plastics Engineering & Technology (CIPET)
 Plot No 630, Phase IV,
 G.I.D.C Vatva,
 Ahmedabad – 382 445
 Gujarat India

Dear Sir,**Subject: Financial Bid for Supply of Manpower at CIPET Ahmedabad.**

In response to tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

Sr. No.	PARTICULARS	RATES
1.	Minimum wages as notified by Central Government	As per Government of India notification
2.	ESIC	
3.	EPF	
4.	Service Tax	
5.	SERVICE CHARGE OF THE MONTHLY BILL AMOUNT. (In % only)	

***The bidder has to quote minimum 2% as Service Charge. Bids below 2% will not be considered.**

Place:**Sign. of Bidder with Stamp**