

टेंडर नं/Tender No. CIPET/CSTS/Murthal/MOA/2019-20/01

दिनांक/Dated: 05.03.2020



जनशक्ति आउट सोर्सिंग एजेंसी करने हेतु निविदा दस्तावेज़

TENDER DOCUMENT FOR “MANPOWER OUTSOURCING AGENCY”

सिपेट : सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस) मुरथल
रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), MURTHAL
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) - 131039

50 वां माइल स्टोन, डी सी आर यू एस टी कैम्पस, मुरथल , सोनीपत , हरियाणा -131039

दूरभाष संख्या /Telephone No. **0130-2203000**

टेलीफ़ैक्स /Fax No. **0130-2203010**

ईमेल-Email / cipetmurthal@gmail.com

वैबसाइट/Website : www.cipet.gov.in

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NOTICE INVITING E-TENDER

CIPET Murthal invites E-Tender in two Bid systems (Technical and Financial) from reputed firms registered with the Labour Department of Central/ State Government for the supply/engagement for High Skilled/Skilled/Semi-Skilled/Unskilled manpower for the work of Technical / Academic services / Office Work etc.

S. N	Nature of Work	Estimated Workers	EMD	Tender Fee	Last Date & Time of Submission of Bid
1	Manpower Outsourcing Agency	65	Rs.1,50,000/-	Rs.2,500/-	25.03.2020 upto 15:30 Hrs

Interested and eligible bidders may view and download detailed tender documents from CIPET's E-Tender portal www.tenderwizard.com/CIPET, www.cipet.gov.in, www.eprocure.gov.in. **All Bids must be submitted through the online portal www.tenderwizard.com/CIPET.** However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Principal Director & Head, CIPET:CSTS - Murthal, **DCRUST Campus, 50th Miles Stone, NH-1, Murthal, Distt: Sonipat, Haryana-131039 on 25.03.2020 up to 15.30 Hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favoring **"CIPET- Murthal"** payable at **Murthal** and shall be submitted at CIPET -Murthal as specified on or before **25.03.2020 up to 15.30 Hrs** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD instruments shall also be uploaded along with the Technical Bid to be submitted online.

Salient information about the E-Tender:

- Mode of submission: ONLINE.** No offline Tenders will be accepted.
- Availability of Tender Documents:** All Bid formats (Technical & Financial) are available ONLINE at CIPET's e-Tender portal www.tenderwizard.com/CIPET, www.cipet.gov.in, www.eprocure.gov.in . The registered vendors can download the Bids from these websites.
- Who can participate for this e-Tender:** The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.
- How to register by a vendor:**

The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Rs. 1,500/- + GST (As Applicable) to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

Tender Documents Fees of Rs. 2500/- is Payable to CIPET- Murthal in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

Processing Fees is Rs. 7,080/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.

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5. **Is there any device requirement for participation in e-Tender:** Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].
6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
KEONICS (Murthal) 1. Mr. Suraj	Mobile: +91-9599653865 Email: twhelpdesk800@gmail.com	For, Vendor registration/ DSC/any other issue regarding e-Tender Process, please contact KEONIS as the details.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.
10. Bidders are advised to **visit CIPET's e-Tender portal regularly for any Addenda/Corrigenda**, (if any) in respect of e- Tender, no separate paper advertisement will be published in this regard.
11. **Last date of online submission of Tender bid: 25.03.2020 up to 15.30 Hrs.**
12. **EMD and Tender Fee** must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 25.03.2020 up to 15.30 Hrs at CIPET:CSTS, Murthal. Non receipt of which the Tenders are liable for rejection.
13. **Date & Time of Technical Bid Opening: 25.03.2020 at 16.00 Hrs.**
14. **Date & Time of Financial Bid Opening:** Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.
15. **Venue for Opening Bids:** CIPET: CSTS- Murthal, 50th Miles Stone DCRUST Campus, NH-1, Murthal, Distt. Sonapat, Haryana-131039.

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Eligibility Criteria:

Age of the Firm/Agency	:	More than 03 years as on 29.02.2020
Turnover of the Firm/Agency	:	50 Lakhs & above in the last 03 financial years .along with Income Tax Return, Final Account (Balance Sheet, Profit & Loss A/c & Trading A/c)
Individual Experience	:	Similar Experience of Manpower Supply of High Skilled/ Skilled/Semi-Skilled/Unskilled in Government Sector/Multi National Company (MNC)/Government Institution Corporate Offices/Institutions/Central Autonomous Body/Central Public Sector Undertaking etc. Please enclose copy of similar work order of last 3 Financial years (2016-17 & 2017- 18, 2018-19).
Registration Certificate	:	Firm establishment, GST etc. Attach Photocopy of all Certificates.
PAN No.	:	The firm should have valid PAN No. Registration (Attach Photocopy)

Firm/Agency should not be blacklisted by any Government, Semi Government, Boards, and Corporations.

The bidders who are having only **SPECIALIZED EXPERTIZE** in providing manpower services will be given performance. **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 without any reasons.** CIPET: CSTS-Murthal is exclusively looking for experienced manpower agency/ company/ firm to fulfil the needs and having valid PF, ESI & statutory registrations.

THIS TENDER IS EXCLUSIVELY FOR FIRMS/COMPANIES/AGENCY PROVIDING MANPOWER SERVICES ONLY.

NOTE: THE DEPARTMENT RESERVES THE RIGHT TO RELAX ALL OR ANY OF THE AFORESAID MENTIONED CONDITIONS, IF ADEQUATE NUMBER OF BIDS ARE NOT RECEIVED.

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Principal Director & Head
प्रधान निदेशक एवं प्रमुख

CIPET: CSTS, Murthal
सिपेट : सीएसटीएस मुरथल

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SECTION: I

Introduction

Central Institute of Plastics Engineering & Technology, CIPET: CSTS, Murthal is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre of Haryana State is located in Murthal. CIPET: CSTS, Murthal invites sealed tenders in two bid system (Technical and Financial Bid) for the Item/work titled “Supply & Installation of Testing Equipments at CIPET: CSTS, Murthal”.

SECTION: II

Detailed of manpower required

Sr. No.	Positions
01	Faculty for Academics
02	Faculty for STC/VTC
03	Consultant (Hardware & Networking)
04	Machine Operator
05	Shop Floor Attendant (Testing)
06	Data Entry Operator (Admin/PDI/Store/VTC)
07	Asst. Hostel Supervisor cum Incharge Hostel In-Mates Affairs
08	Shop Floor Attendant
09	Others for various Positions

- ❖ Note: The manpower should have Essential qualification as per the position and post qualification experience in the relevant area.
- ❖ CIPET: CSTS-Murthal needs around 65 nos. of manpower in different departments. However the number may increase or decrease as per the need of the Institute.

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SECTION: III

Tender Terms & Conditions

1. Manpower for various Works should be made available. The Manpower shall be able to perform various Works as well as field duties.
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. The maximum duration of the contract will be 03 years, which will be renewable on yearly basis subject to providing satisfactory services.
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. The Agency has to execute the work/contract as per the requirement of the institute.
5. The contractor will provide the identity cards and uniform to each staff at their own cost (2 sets every year) after getting approval from CIPET: CSTS – Murthal management and the employee should wear the same during duty hours.
6. The personnel deployed by the Agency will be the employees of the agency/firm in all respects. The CIPET: CSTS, Murthal will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET:CSTS Murthal in this respect
7. The Agency shall ensure the payment of wages to the staff through Bank only on or before 7th of even every month.
8. The selected Agency has to enter into an Agreement on Non Judicial Stamp of Rs 100/- at his own cost with the CIPET Murthal for one year, which can further be extended twice each time for one year with the consent of both the Parties.
9. 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 Murthal as may be required by the Act / Rules and shall indemnify CIPET Murthal against any penalties / claims arising out of any event, accident or of any default on its part. A copy of the certificate of registration and Licenses of the agency to be verified by CIPET with Originals.
10. The CIPET 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 Principal Director & Head, CIPET-Murthal and shall indemnify CIPET against any such penalties / claims out of default on its part.

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11. Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by CIPET: CSTS-Murthal.
12. All the statutory provisions shall to be observed / followed by the Agency during the running of Agreement.
13. Inspection report of Provident Fund, ESI & GST for the last 3 years must be submitted.
14. The Tenderer should attach copy of audited balance sheet for last three years.
15. The Agency shall have to provide facility for inspection of its office, Works and documents to the inspecting team of CIPET and shall cooperate / assist in providing any other details if necessary.
16. The tender will be opened in the presence of Tenderers or their authorized representative (maximum two in numbers) or in absence. No separate information would be given for attending the tender opening.
17. 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.
18. The CIPET 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 authority.
19. 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 / security deposit so deposited and terminates the contract without any notice.
20. The tender should be signed and stamped by the applicant on all pages.
21. Incomplete tender form without all relevant documents and efforts to conceal information will be summarily rejected.
22. The tender will be opened in the presence of Departmental Committee members.
23. 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: CSTS- Murthal will be final and acceptable to the contractor in this context.
24. There will a continuous supervision by the institute staff if it is not found satisfactory as per terms and conditions, the same will be cancelled by giving notice of one month.
25. The working hours shall be 9:00 A.M. to 5:30 P.M and as per management requirement with lunch off of 30 minutes. The workers shall be eligible for weekly rest on Sunday after continuous working of 6 days in a week as a paid day. The contractor shall be liable to comply all the provisions under labour act.

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26. The contract will only be awarded to the L1 Bidder, in case if there are two or more contractors with same rate the award of contract shall be done according to the highest qualification marks in technical evaluation and it must be acceptable to the contractors. The decision of the Principal Director & Head CIPET-Murthal will be final and acceptable to the contractor in this context.
27. The successful Tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
28. The DD for earnest money, copy of Registration Certificate, Labour License Certificate, EPF and ESIC code no., GST 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.
29. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
30. Security Deposit will be taken from the successful tenderer before the commencement of work.
31. Security Deposit will not carry any interest.
32. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
34. The Agency has to quote Service charge (In Rs. & words) only in the financial bid. The monthly wages will be paid as per the minimum wages notified by Government of Haryana from time to time.
35. The firm/company will pay the employer's contribution towards Employees Provident fund (EPF) (as applicable) and Employees State Insurance (ESIC) (as applicable), GST and all taxes/ charges levied under statutory provisions (subject to Govt. Revision) which will be reimbursed to the agency/firm/Company on submission of the actual bill payment copy.
36. CIPET: Murthal will deduct TDS on bills and 2% of Total Bill Amount as security deposit, said security deposit will be released after end of the contract (undisputed contract tenure). After that remaining payment shall be released within 20 days of submission of the Bills along with the following enclosures:
 - a. Proof of payment through Bank transfer/RTGS to each employee.
 - b. Proof of submission of EPF, ESIC and GST of last month.
 - c. Certificate in the register of wages.
 - d. Salary Slips
37. Copy of service satisfaction certificate/Performance certificate of existing clients served/serving must be attached.
38. The wage rates shall be paid as per Ministry of Labour and Employment Department, Government of Haryana applicable to Sonapat city. The wages shall be paid as per the existing rates including any change during the tenure of contract prescribed by the state government. EPF & ESIC contribution payable for each person and the contractor's service charge, as per format of the minimum wages for High Skilled,

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Skilled, Semi-Skilled and Unskilled person as per vide Ministry of Labour and Employment, Govt. of Haryana, issued by Chief Labour Commissioner from time to time shall be paid.

39. As per the need of the organization, the employee has to execute the work. The employee has to stay beyond the working hours in case of exigencies of work. Some jobs are subject to tenure basis, specifically as per the need of the organization.

40. The age of the deployed staff shall not be less than 18 years and not more than 52 years and should have fair knowledge of Reading and writing – English & Hindi.

41. The persons deployed shall be punctual and shall promptly and meticulously complete the work assigned to them.

42. The Principal Director & Head, CIPET Murthal reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

42. Penalty: in case, any lapse is noted or services provided are not upto the mark or there is any contravention of the terms and conditions of the contract. It will result in levy of penalty upon the contractor by the department. The decision of the CIPET: CSTS - Murthal shall be final and binding on the firm/agency. The department shall have the liberty to recover the amount of penalty levied from the pending bills/Security deposit of the firm/agency.

Sr. No.	Nature of Default	Penalty (In Rs.)
1.	Late reporting for work	Rs. 100 per day per person
2.	Non attendance to work	Rs. 200 per day per person
3.	Not wearing of uniform/identity card	RS. 100 per day per person
4	Non satisfactory attitude towards work reported by an officer/official	Rs. 100 per day per person
5.	Any other complaints	Rs. 100 to Rs. 5,000 depending upon the severity of complaints.

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Section-IV

GENERAL TERMS & CONDITIONS

1. The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.

2. In case the firm/agency fails in fulfilling the obligations fully and in time, the CIPET: CSTS -Murthal shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including EMD. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill and/or EMD.

3. The firm/agency will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor should meet the claims. The Contractor shall indemnify the CIPET: CSTS - Murthal, from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify CIPET: CSTS- Murthal against all claims in this regard.

4. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the CIPET: CSTS - Murthal from any claims in this regard.

5. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- Employment of Children Act
- Workmen compensation Act
- Registration under shops & Establishment act 1953.
- Contract Labour (Regulation & Abolition) Act 1970.
- Minimum Wages Act
- Employee Provident Fund Act & Misc. Provisions Act
- ESI Act
- Any other act or legislation as may be in force from time to time.

6. The firm/agency shall comply with all the statutes and will be responsible for any prosecution or liability arising from breach of any of these laws.

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7. Any liability arising on the CIPET: CSTS – Murthal due to the contractor shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the EMD of the contractor.
8. In case of items/fixtures stolen/broken due to the fault of the contract personnel, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer appointed by CIPET: CSTS - Murthal.
9. Modification of specification of work: CIPET: CSTS – Murthal through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
10. The Contractor is required to comply the instructions received by the CIPET: CSTS - Murthal.
11. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the CIPET: CSTS – Murthal totally at the cost & risk of contractor besides any suitable fine /penalty.
12. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the CIPET: CSTS – Murthal or its Staff Members/Students/Visitors by the contractor or his staff members.
13. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the staff.
14. Resolution of disputes: In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Principal Director & Head, CIPET: CSTS – Murthal or any other officer nominated for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
15. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
16. The contractor should not be employee of CIPET: CSTS – Murthal, Central or State Government, Autonomous Body, or PSU. He should submit a declaration to this effect.
18. Prohibition of leasing or sub-contracting: The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.
19. That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, any tax only by the appropriate Govt. (Central/State) from time to time shall be payable by the CIPET: CSTS - Murthal to the contractor. No escalation of Service Charges of Contractor's shall be admissible during the term of the contract.

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B. MODIFICATION OF TERMS AND CONDITIONS:

The CIPET: CSTS - Murthal with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract post award of contract.

UNDERTAKING BY THE CONTRACTOR

1. I/We have made the site visit in order to evaluate the work to be performed, have clearly understood the work to be performed and have quoted accordingly.
2. I/We agree that, under no circumstances, payment of wages in cash shall be made by me/us.
3. I/We have read the Tender Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.
4. I/We will provide extra manpower if any called during conference/meetings, etc. on 24 hours' notice.
5. I/We agree that the payment will not be made for the work not carried out in accordance with the contract.
6. I/We agree to pay minimum wages as per State Government, EPF, ESI and other statutory payments on or before 7th day of every calendar month. Further, I/We agree to submit proof of payment of wages i.e. ESI and EPF contributions along with the bill for processing of the payment.
7. I/We understand that my/our "Earnest Money Deposit" submitted along with the tender will be liable for forfeited in case of non-compliance of any of the tender terms & conditions.
8. I/We also hereby agree to abide by the rules and regulations of CIPET: CSTS – Murthal general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract.
9. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if, I/We do not execute the contract documents within 7 (seven) days after getting information/Letter of Intent (LOI) from CIPET: CSTS – Murthal.

Signature of Tenderer (s) with Stamp

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SECTION: V

DOCUMENTS TO BE SUBMITTED IN TECHNICAL DETAILS

Whether registered with EPF if so Registration No.	Please furnished copy
Whether registered with ESIC If so Registration No.	Please furnished copy
GST Registration No.	Please furnished copy
Income Tax PAN No.	Please furnished copy
Registration of Firm/Agency No.	Please furnished copy
Labour License Certificate No.	Please furnished copy
Copy of Balance Sheet of the Firm Duly audited by chartered Accountant for last 3 years	Please furnished copy
Copy of GST Returns (Recently Filed)	Please furnished copy
Copy of Inspection report of ESI for last 3 years	Please furnished copy
Copy of Inspection report of EPF for last 3 years	Please furnished copy
Copy of Bank Solvency Certificate	Please furnished copy
Details of clients and their address provided During last 3 years. Including details of supply of Labours	Please furnished copy

(Copy of contract and satisfactory performance certificate on the companies letter head.)

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SECTION: VI

PRICE BID

Name of the Agency :

Address :

Contact No. :

E-mail ID :

Name of the Proprietor :

Having read, understood and accepted the tender no.dated..... issued by CIPET, Murthal for the supply of Manpower. We hereby offer our most competitive rates.

Services charges (In Percentage) :.....(in figures)

(The bidder should include a minimum service charge of 2%.Service charge below 2% shall be deemed unfit and untenable shall be disqualified)

(In Words).....

Signature/ हस्ताक्षर
Name and Seal of the company/ कम्पनी का नाम एवं मुहर

(The service charges will be on the current prevailing statutory requirements of GOI which is as follows:

Basic Wages + ESIC (as applicable) + EPF (as applicable) as and when these rates are revised by the Government and notified the service charges shall be calculated thereon.)

This should be provided on the Agency Letter Head.

: **Seal & Sign. Of bidder/ बोलीदाता का मुहर एवं हस्ताक्षर**

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CHECK LIST

1. Have you deposited requisite Tender Fees?
2. Have you enclosed valid Registration Certificate of Establishment of Firm?
3. Have you enclosed your PAN Certificate?
4. Have you enclosed Income Tax Return Certificate for last 3 years?
5. Have you enclosed Registration Certificate of GST
6. Have you sealed & signed all the pages of Tender document?
7. Have you enclosed experience certificate/work orders copies?
8. Have you enclosed Annual Turnover Certificate?

Signature/ हस्ताक्षर
Name and Seal of the company/कम्पनी का मुहर एवं हस्ताक्षर

टेंडर नं./Tender No. CIPET/CSTS/Murthal/MOA/2019-20/01

दिनांक / Dated: 05.03.2020

ANNEXURE-I

CERTIFICATION OF VERIFICATION BY THE CHARTERED ACCOUNTANT

This is to certify that the total annual turnover –overall from business furnished by M/s.....
For the last three years i.e. 2016-17, 2017-18 & 2018-19 is as detailed below and as furnished in enclosed statement of accounts is verified by us and found correct.

S.no	Financial Year	Annual Turnover (In Lakhs
1.	2016-17	
2.	2017-18	
3.	2018-19	

CHARTERED ACCOUNTANT:

SIGNATURE WITH SEAL:

MY MEMBERSHIP NO. _____

ADDRESS:

Annexure-II

टेंडर नं./Tender No. CIPET/CSTS/Murthal/MOA/2019-20/01

दिनांक / Dated: 05.03.2020

CLIENT DETAILS

The bidder has to provide the details of the manpower outsourcing services provided to the list of organizations for last 03 years as per the following format:

Name of organization	Nature of work	Work order No. and Date	Value of work done	No. of Workers	Period (Duration)	Date of Completion	Annexure Page No.

मुहर एवं हस्ताक्षरकर्ता
Authorized Signatory