

# **TENDER FOR PROVIDING MANPOWER**

TENDER NO: CIPET/TENDER/CSTS-MDU/MANPOWER/2018-19 DATED 11.10.2018



**CIPET सि पेट**  
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**at**

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (CIPET),  
CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), MADURAI  
Department of Chemicals & Petrochemicals  
Ministry of Chemicals & Fertilizers, Govt. of India  
Thiruvathavur, Madurai - 625 110  
Phone No.:+91-452-2424227, 277, 278, 229  
Email.: atpdc.cipetmdu@gmail.com Web.: www.cipet.gov.in**

## Notice Inviting Tender

**Tender No.:** CIPET/TENDER/CSTS-MDU/MANPOWER/2018-19

**DATED :** 11/10/2018

CIPET Madurai invites Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for providing of manpower agency for Supply of Manpower like semi-Skilled / Unskilled for Technical / Academic services / Office work/Gardening work for its office & hostel located at Thiruvathavur, Madurai.

| S. No. | Tender No. & Date  | Name of the Item / Work                             | Estimated Value(Rs) | EMD in (Rs.)                         | Tender Fees in Rs.   | Last Date & Time of Bid submission |
|--------|--|---|---------------------|--------------------------------------|--|------------------------------------|
| 1.     | CIPET/TENDER/CSTS - MDU/ MANPOWER/ 2018-19<br><br>Dated:<br>11/10/2018 | Supply of Manpower to CIPET, Thiruvathavur, Madurai | 48,00,000/-         | 1,00,000/-<br>(Rupees One Lacs Only) | 2240/-<br>(Rupees Two Thousand Two Hundred and Forty only) | <b>25/10/2018<br/>15.00 Hrs</b>    |

Interested person may obtain the tender document from Administrative Department of above office or downloaded from our website [www.cipet.gov.in](http://www.cipet.gov.in). However, Bidders are requested to submit a hard copy of the Tender Document duly sealed and signed to the Director & Head, CIPET:CSTS - Madurai, Thiruvathavur, Madurai on or before 25/10/2018 @ 15.00 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 - ATPDC" payable at Madurai and shall be submitted at CIPET Madurai as specified on or before **25/10/2018 @ 15.00 Hrs.** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid while submit online.

Mode of submission: OFFLINE

- 01 Tender Documents Fees of Rs. 2240/- (Inc. GST) is Payable to CIPET, Madurai in the form of Demand Draft in favour of "CIPET – ATPDC", Madurai from any Nationalize Bank not drawn before the Date of Releasing of NIT.
02. 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.
03. Last date of submission of Tender bid: 25/10/2018 upto 15.00 Hrs.

04. 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 25/10/2018 @ 15.00 Hrs. at CIPET, Madurai. Non receipt of which the Tenders are liable for rejection.
05. Date & Time of Technical Bid Opening: 25/10/2018 at 15.30 Hrs.
06. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the Tender portal.
07. Venue for Opening Bids: CIPET : CSTS, Thiruvathavur, Madurai Phone No.:+91-452-2424227, 277, 278,229.

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

**Director & Head  
CIPET, Madurai**

### **IMPORTANT DETAILS**

| <b>SR. NO.</b> | <b>DESCRIPTION</b>                   | <b>DATE</b> | <b>TIME</b> |
|----------------|--------------------------------------|-------------|-------------|
| 1.             | Start date/time of Tender            | 11/10/2018  |             |
| 2.             | Last date/time of submission of bid  | 25/10/2018  | 15.00 hrs   |
| 3.             | Date & Time of opening technical bid | 25/10/2018  | 15.30 hrs   |

- Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.
- Tender Fee – Rs. 2240/- (including GST) (should be submitted along with Technical bid)
- EMD – Rs. 1,00,000/- (should be submitted along with Technical bid).

## **ABOUT US**

Central Institute of Plastics Engineering and Technology (CIPET), Centre for Skilling and Technical Support (CSTS), Madurai is a Training Institute in the field of Plastics Engineering & Technology. It has Head Office at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals governed under the Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker section of the SC/ST/BC and Minority students and others including Industrialists courses for benefit of Unemployed and Underprivileged youths of Southern part of Tamil Nadu. Altogether, every year more than 1000 students are studying in the Institute.

Also, CIPET : CSTS, Madurai rendering Technology support Services in the fields of CAD/CAM, Design, Tool Room, Processing, Testing, Inspection and Plastics Waste Recycling Services to the growth of Polymer & allied Industries.

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## **TENDER DOCUMENT**

Central Institute of Plastics Engineering & Technology (CIPET) invites tender in two bid system for supply of manpower to CIPET:CSTS, Thiruvathavur, Madurai.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer shall submit the prescribed tender document on or before 25/10/2018 @ 15.00 Hrs. at CIPET Madurai in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TENDER DOCUMENT FOR MANPOWER SUPPLY TO CIPET MADURAI" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 1,00,000/- (Rupees One Lacs Only) shall be paid in the form of Demand Draft (D.D) drawn in favor of "CIPET - ATPDC" payable at Madurai.
6. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender.
7. In case two or more agencies are found to have quoted the same rates, the Director & Head, CIPET Madurai shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.
8. The Director & Head, CIPET Madurai, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily
9. The successful tenderer has to furnish a Performance Security Deposit of Rs.1,50,000/- (Rs. One Lakh Fifty Thousand only) and execute an agreement on the non-judicial stamp paper of Rs. 100/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.

## **SCOPE OF CONTRACT**

10. Actual number of manpower will be finalized after award of work in consultation with concerned sections of CIPET, Madurai. The number of manpower may increase or decrease later as per requirements.

**11. Detailed of manpower required-**

About 25 persons on various categories of skilled/semi skilled & unskilled workers for various services viz. technical asst., Clerical asst., Office Asst., sweeping/cleaning, grass cutting and maintenance

12. The Agency may quote their Management/Service charges, in percentage only both in figure and words. Other than service charges, all other tax/charges will be levied as per the Govt. Norms only.

13. The CIPET 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.

14. The CIPET will deduct income tax on bills and payment shall be released within 07 days of submission of the Bills in order along with the requisite documents like;

- a. Proof of payment through Bank to each worker through a scheduled bank or other sources.
- b. Proof of submission of EPF, ESIC, GST upto current month.
- c. Certificate in the register of wages.

## **SPECIAL TERMS AND CONDITIONS**

15. Manpower for various Works should be made available. The Manpower shall be able to perform various Works as well as field duties.
16. The personnel deployed by the Agency will be the employees of the Agency in all respects. The CIPET will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET, Madurai in this respect.
17. The Agency shall ensure the payment of wages to the staff through Bank only.
18. The selected Agency has to enter into an Agreement on Non Judicial Stamp of Rs 100/- at his own cost with the CIPET, Madurai for one year, which can further be extended on the basis of service rendered. Draft Agreement format is available with the office CIPET, Madurai.
19. 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 Director & Head, CIPET as may be required by the Act / Rules and shall indemnify CIPET 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.
20. 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 Director & Head, CIPET and shall indemnify CIPET against any such penalties / claims out of default on its part.
21. Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by CIPET specifically inconsideration cases and prior submission of request by the firm.
22. All the statutory provisions shall to be observed / followed by the Agency during the running of Agreement.
23. Inspection report of EPF and ESIC for the last three years must be submitted.



24. The Tenderer should attach copy of audited balance sheet for last three years.
25. 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.
26. All pages of tender Technical form along with all enclosures are to be numbered and signed by the applicant.
27. Incomplete tender form without all relevant documents and efforts to conceal information and will be summarily rejected.
28. 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 deposits so deposited and terminate the contract. 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 Director & Head, CIPET Madurai will be final and acceptable to the contractor in this context.
29. There will a continuous supervision by the institute staff if it is not found satisfaction as per terms and conditions, the same will be cancelled by giving notice of one month.
30. 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 off 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
31. The contract will only be awarded to the lowest technically and commercially accepted contractor and 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 Director CIPET will be final and acceptable to the contractor in this context.
32. The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
33. The DD for earnest money, Tender Fees, 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.

## **EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT**

34. The earnest money deposited by the tenderer will be forfeited if
  - a. After opening the Tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
  - b. The EMD will The tenderer does not commence the work within the period as provided in the letter of intent / contract.
35. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
36. EMD of the successful tenderer shall be returned after the deposit of Security deposit.
37. The selected Agency shall have to deposit Security Deposit of minimum one month billing amount (Amount shall be informed by CIPET at the time of contract agreement) permanently as performance security with CIPET, during the running of agreement in form of FDR (issued by Nationalized Bank / Scheduled Banks) pledged in f/o CIPET Madurai.
38. Security Deposit will be taken from the successful tenderer before the commencement of work.
39. Security Deposit will not carry any interest.
40. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
41. The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited every month.
42. The Director & Head, CIPET Madurai 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.

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## **TECHNICAL BID**

- Name of the Company:
- Name of the Proprietor:
- Address:
- Telephone No. / Fax No. / E-mail:
- Banker's detail (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers (enclose copy):
- Latest LOI / Work Order from 3 clients (enclose copy):
- Whether registered with EPF commissioner  
If so Registration No. ....
- Performance certificates (enclose copy):
- PAN No (enclose copy):
- Income Tax Returns for last three years (enclose copy):
- Audited Profit & Loss Statement for Last 3 years (enclose copy):
- Audited Balance Sheet for Last 3 years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 years (enclose copy):
- GST (enclose copy):
- Provident Fund No (enclose copy):
- Copy of Inspection report of EPF(Not older than 2 years):
- Court Case Declaration:
- ESIC No (enclose copy):
- Copy of Inspection report of ESIC (Not older than 2 years) :

- D.D. No, Date and amount of E.M.D (enclose copy):
- Copy of Bank Solvency Certificate:
- Credential Documents:
- (If any, enclose copies)
- Other information, if any:

**CERTIFICATE**

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET, Madurai. I / We shall also intimate the name of the person(s),who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

("Near Relative" means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....  
Date:.....

Seal & signature of Bidder  
Name:.....  
  
Address:.....  
.....  
.....

**PRICE BID**

Name of the Agency :

Address :

Contact No :

E-mail ID :

Name of the Proprietor :

| Sr. No. | Component of work   | Current  | Basic rates to be given per day as per minimum wages as notified by Govt. from time to time | Remarks |
|---------|---|--|---|---------|
| 1.      | Various categories of skilled/semi skilled & unskilled workers for various services viz. sweeping/cleaning, grass cutting and maintenance | (as per schedule)<br><b>No need to mention</b> | Rs.____ Per Day <b>No need to mention</b>   |         |
| 2.      | EPF   | <b>No need to mention</b>                      | As per provision contained in EPF Act 1952  |         |
| 3.      | Service Charges (%)   | 25 person (Appx)                               |   |         |

**Note: -**

1. GST to be paid extra as applicable.
2. The tenderer should only quote service charges as percentage of serial No. 1

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

Signature  
Name and Seal of the company

**DOCUMENTS TO BE ATTACHED WITH THE TENDER FORM**

| <b>Sr. No.</b> | <b>Particulars</b>   | <b>Attached</b> |
|----------------|--|-----------------|
| 1.             | Earnest Money Deposit of Rs. 1,00,000/-  | Yes/No          |
| 2.             | Experience Certificate last five years, ESI / PF certificates  | Yes/No          |
| 3.             | Terms & conditions duly signed by contractor on each page  | Yes/No          |
| 4.             | If the tender is submitted on downloaded form, Bank Draft for Rs.2240/- (including GST) CIPET, Madurai should be attached. | Yes/No          |
| 5.             | Whether Registered with Government Department for supply of manpower   | Yes/No          |
| 6.             | Attested copy of PAN for deduction of Income-tax at source   | Yes/No          |
| 7.             | Attested copy of Service Tax Registration No.  | Yes/No          |

**Note: In absence of above document(s), tender shall be rejected.**

**Place:**

**Date:**

**Signature of tenderer with stamp**