

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR



E-TENDER FOR HIRING OF OUTSOURCE MANPOWER PROVIDING AGENCY AT

**CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR
(Ministry of Chemicals & Fertilizers, Govt. of India)**

Office:Industrial Area,Hajipur-844102

E-mail:cipethzp@gmail.com, cipetpatna@gmail.com & cipetpatna@gov.in

Website: www.cipet.gov.in **Mob No.:** 7781020332; 9608368360

Ph. No.:+91 06224-277424

Email: cipethzp@gmail.com /cipetpatna@gmail.com

NO:CIPET/E-tender/HJP/Manpower Services/2020-21/04

Dated 10.10.2020

Central Institute of Petrochemicals Engineering & Technology
Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers,
Government of India

Notice Inviting E-Tender

Tender Title : Hiring of Manpower Services for CIPET: CSTS-Hajipur

Ref. No. : **CIPET/E-TENDER/HJP/MANPOWER/2020-21/04**

CIPET Hajipur invites E-Tender in two Bid systems (Technical and Commercial) from registered, authorized and reputed Manpower providing agencies for obtaining the services of Highly Skilled / Skilled / Unskilled manpower for various Technical / Academic services / Official/ Gardening & other works in office, campus buildings & hostel premises of CIPET:CSTS-Hajipur located at Industrial Area, Hajipur.

Sl. No.	E-Tender No. & Date	Name of the Item / Work	EMD in (Rs.)	Tender Fees in Rs.	Last Date & Time of online Bid
1.	CIPET/E-TENDER/HJP/MANPOWER/2020-21/-- dated:	Hiring of Manpower Providing Agency at CIPET:CSTS-Hajipur	Rs. 03.00 Lakhs (Rupees three Lakhs only)	Rs.2625/-	31.10.2020 till 14.00 Hrs

Note: Approximate tender value 90 Lakhs per annum.

Crucial Date & Fact Sheet

Date of Tender	10/10/2020
Bid submission start date	10/10/2020
Earnest Money Deposit (EMD) Value	Rupees 03.00 Lakhs
Bid Submission end date & time	31/10/2020 up to 02:00 P.M.
Technical Bid opening date & time	31/10/2020 at 03:00 P.M.
Validity of Bid	90 days
Tender Inviting Authority	Director & Head, CIPET:CSTS-Hajipur, Industrial Area, Hajipur, Vaishali, Bihar, PIN-844102

Interested and eligible bidders may view and download detail Tender documents from CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. However, Bidders are also requested to submit hard copy of the online uploaded Technical Bid duly signed by the Authorized person with seal on all pages of the tender documents and the documents attached thereto in support of their claim, packed in an Envelope addressed to Director & Head, CIPET:CSTS-Hajipur, Industrial Area, Hajipur on or before **01/11/2020 by 1700hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn from any Indian Nationalized/scheduled Bank in favour of "CIPET Hajipur " payable at Hajipur and shall be submitted at CIPET Hajipur on or before **01.11.2020 by 1700hrs** in a separate sealed cover written on top of the envelope as "DD related to Fee of the Tender Document and EMD", failing which bid of the Tenderer will be summarily rejected. However, soft copy of the Tender Fee and EMD shall also be uploaded while filling of the online Technical Bid.

Silent information about the E-Tender:

1. Mode of submission: ONLINE. No offline Tenders will be accepted. However, Bidders are required to submit the hard copy of the online uploaded Technical Bid duly signed by the Authorized person with seal on all pages of the tender documents & the documents attached thereto and DD of the Tender Fee & EMD in two separate envelop clearly mentioning on the top of the envelop as "Technical Bid" and "DD for Tender Fee & EMD" respectively, addressed to Director & Head, CIPET:CSTS-Hajipur, Industrial Area, Hajipur.

2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e- Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in .The registered vendors can download the Bids from these websites.

3. Who can participate for this e-Tender: The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.

4. How to register by a vendor:

(a) 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/- + Tax (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.

(b) Tender Documents Fees of Rs. 1050/- (Inc. GST) is Payable to CIPET, Hajipur in the form of Demand Draft from any Nationalize/schedule Bank. Not drawn before the Date of Releasing of NIT.

(c) Processing Fees is Rs. 750/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.

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
Local Representative of KEONICS (Hajipur)	Mobile: 7763816416 Email:	Vendor registration or any other issue regarding e-Tender Process, please contact KEONICS as the details given in the previous Columns.
KEONICS's Helpdesk:	Email: cipethelpdesk@gmail.com	

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 addendum/Corrigenda (if any) with regard to the e- Tender. For which separate paper advertisement will not be published.

11. Last date of online submission of Tender bid: **31/10/2020** up to **14.00 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 so as to reach at CIPET, Hajipur on or before 01/11/2020 upto 17.00 Hrs. CIPET will not be responsible for postal delay. Non-receipt of the same will liable for rejection of the Tender.

13. Date & Time of Technical Bid Opening: **31/10/2020** at 15.00 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, Industrial Area, Hajipur. Ph: 06224-277424, 273515.

16. Small Scale Industry, MSME registered with NSIC, Local Startup as per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order 2012 issued vide Gazette Notification dated 23-02-2012 by MoMSME of Govt. of India & subsequent amendment thereafter, are exempted from payment of EMD and Tender Fee. MSEs must be registered with any of the agency as mentioned in the said Gazette Notification. However, they will be required to pay the Registration Charges and Processing Fee to M/s Keonics Ltd.

For any clarifications / queries related to tender document, please contact Director & Head, CIPET:CSTS-Hajipur, Industrial Area, Hajipur, Vaishali, Bihar, PIN-844102

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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, Hajipur

SCHEDULE OF REQUIREMENT

Director & Head, CIPET, Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Government of India, Industrial Area, Hajipur – 844102, Vaishali, Bihar invites E-tender from the registered, reputed and financially sound agencies / bidders for providing outsource manpower services in CIPET:CSTS-Hajipur in a two bid system taking into account the following conditions:

1. CIPET:CSTS-Hajipur has initial requirement of manpower as detailed in “Section-A & A-1” (Technical requirement of Manpower) Scope of Work of the tender document. The requirement of CIPET:CSTS-Hajipur and VTC Bhagalpur is only indicative and may further increase or decrease during the period of contract depending upon the exigency of work.
2. The remuneration will be decided by CIPET depending upon the education qualification & experience of the candidates which will be exclusive of statutory provision to be made such as ESI, EPF and taxes etc. The contract will be initially for a period of one year and is likely to commence from the date of deployment of manpower after completing pre-deployment formalities listed in the tender document which may be extended for a further period of one year depending upon the requirement of manpower, administrative convenience of CIPET-Hajipur and performance of the agency.

A. LIABILITIES AND CONTROL, ETC. OF THE PERSONS DEPLOYED

1. The successful agency/ bidder shall ensure that the individual manpower deployed at CIPET:CSTS-Hajipur confirms to the technical specification of education and skill prescribed in Schedule-I of the tender document.
2. The successful agency/bidder shall furnish the list of persons to be deployed along with the following documents in respect of the individual manpower who will be deployed by them at CIPET:CSTS-Hajipur before the commencement of work:
 - a) Bio-data of each person along with self-attested copies of the certificates in respect of their educational / professional qualifications, etc.
 - b) Attested copy of matriculation certificate containing date of birth.
 - c) Certificate of verification of antecedents of person by local police authority.
3. Detailed proof of identity like driving licence/ bank account details, proof of residence, Aadhar Card, PAN Card and 2 recent passport size photographs of the personnel to be deployed by the agency in CIPET:CSTS-Hajipur The successful agency/bidder shall ensure that the personnel deployed are medically fit.

4. The successful agency/bidder shall be responsible for proper conduct of his/her/their personnel at CIPET:CSTS-Hajipur premises. In case of any damage/loss/theft etc., to the property of CIPET:CSTS-Hajipur, which is caused by the personnel deployed by the agency, the agency will either be liable to make good the loss on the basis of the value of the property as determined by CIPET:CSTS-Hajipur or the same could be recovered from the performance guarantee, monthly payments due to the agency.
5. The personnel deputed to CIPET:CSTS-Hajipur by the successful agency/bidder should be polite, cordial, positive and efficient while handling the assigned work. In case, the person employed by the successful agency/bidder commit any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the successful agency will liable to take disciplinary action against such persons, including their removal from the work, if required by CIPET:CSTS-Hajipur.
6. The personnel deputed to CIPET:CSTS-Hajipur shall not be changed by the agency under any circumstances unless there is a specific request from CIPET-Hajipur.
7. It will be the responsibility of the successful agency/bidder to meet transportation, medical and other requirements in respect of the persons deployed at CIPET:CSTS-Hajipur and CIPET:CSTS-Hajipur will have no liabilities in this regard.
8. For all intents and purposes, the successful agency/bidder shall be the 'employer' within the meaning of different labour legislations in respect of manpower so deployed at CIPET:CSTS-Hajipur. The persons deployed by the agency/bidder at CIPET:CSTS-Hajipur shall not have claims of any employer and employee relationship against CIPET:CSTS-Hajipur.
9. The successful agency/bidder shall be solely responsible for the redressal of grievance/ resolution of dispute relating to persons deployed. The CIPET:CSTS-Hajipur shall in no way be responsible for settlement of such issues whatsoever.
10. CIPET:CSTS-Hajipur shall not be responsible for any financial loss or any injury to any person deployed by service providing agency/bidder during the course of their performing the functions/duties or for payment towards any compensation.
11. The persons deployed by the successful agency/bidder neither have rights to claim nor entitled to pay, perks and other facilities admissible to the regular employees of CIPET:CSTS-Hajipur during the currency or after expiry of the contract.
12. In case of termination of the contract on its expiry or otherwise, the persons deployed by the successful agency/bidder shall not be entitled to and will have no claim for any absorption or engagement in any capacity in the CIPET:CSTS-Hajipur.

B. LEGAL

1. The successful agency/bidder shall be responsible for compliance of all statutory provisions relating to minimum Wages, Provident Fund and Employees State Insurance, payment of Bonus, etc., in respect of the persons deployed by them in the CIPET:CSTS-Hajipur.
2. CIPET:CSTS-Hajipur, apart from the remuneration, will reimburse to the agency all statutory charges towards ESI, EPF and Bonus, as applicable under prevailing law from time to time.
3. The successful agency/bidder shall also be liable for depositing all taxes, levies, cess etc., on account of services rendered by the bidder to CIPET:CSTS-Hajipur to concerned tax, ESI, EPF authorities from time to time as per extant rules and regulations on the matter. In case, the successful agency/bidder fails to comply with the statutory/taxation obligation under appropriate law, and as a result thereof, CIPET:CSTS-Hajipur is put to any loss/obligation, monetary or otherwise, the CIPET:CSTS-Hajipur will deduct the same from the monthly bills and/or the performance security deposit of the agency/bidder, to the extent of the loss or obligation in monetary terms.
4. The successful agency/bidder shall maintain all statutory registers under the law. The agency shall produce the same, on demand to the concerned authority of CIPET:CSTS-Hajipur or any other authority under law.
5. The tax deduction at source (TDS) shall be made as per the provisions of Income Tax Act and a certificate to this effect shall be provided to the agency by the CIPET:CSTS-Hajipur.
6. The remuneration of the deployed personnel must be credited to their bank account by the successful agency/bidder latest by 7th of every month. A penalty of Rs. 500/- per day shall be imposed on the agency for failure to meet this deadline.
7. The successful agency/bidder shall present the bills for reimbursement of the remuneration latest by 2nd of every month so that the same can be processed at the earliest. However, the deadline of payment of the persons deployed by the agency shall not be altered by the agency even if payment is not received or delayed from CIPET:CSTS-Hajipur.

C. SCOPE OF THE WORK

The number of the manpower required is tentative. The number of manpower may increase or decrease depending upon the requirement of the institute. The agency will not have any right to claim the fixed number of manpower during the currency of contract. Depending upon the need of the institute/centre, it will be decided and communicated to the Manpower Services Providing Agency.

a. Technical Requirement of Manpower to be Deployed at CIPET:CSTS-Hajipur

The eligibility criteria for personnel to be deployed by successful agency/bidder in CIPET:CSTS-Hajipur, Industrial Area, Hajipur-844102, Vaishali, Bihar shall be as per details mentioned at Schedule-I. The details of tentative requirement of services to be procured through successful Manpower Service Providing Agency/bidder are indicated below. Being the initial requirement, the number may vary as per exigencies:-

Sl. No.	Name of service to be procured (as per details of column – 2 of Schedule –I)	No of manpower required	Nature of the duty to be performed by the contractually engaged manpower (details at Column-3 of Schedule –I)	Minimum educational qualification with experience (details at Column-4 of Schedule –I)	Remuneration range / Consolidated Remuneration to be paid per month (details at Column-5 of Schedule –I)	Tenure (in years) (details at Column-6 of Schedule –I)	Remarks
As mentioned in Annexure “A”							

b. Technical Requirement of Manpower to be Deployed at CIPET:VTC-Bhagalpur

The eligibility criteria for personnel to be deployed by successful agency/bidder in CIPET:VTC Aliganj, Bhagalpur, Bihar shall be as per details mentioned at Schedule-I. The details of tentative requirement of services to be procured through successful Manpower Service Providing Agency/bidder are indicated below. Being the initial requirement, the number may vary as per exigencies:-

Sl. No.	Name of service to be procured (as per details of column – 2 of Schedule –I)	No. of manpower required	Nature of the duty to be performed by the contractually engaged manpower (details at Column-3 of Schedule –I)	Minimum educational qualification with experience (details at Column-4 of Schedule –I)	Remuneration range / Consolidated Remuneration to be paid per month (details at Column-5 of Schedule –I)	Tenure (in years) (details at Column-6 of Schedule –I)	Remarks
As mentioned in Annexure “A-1”							

Note:

- (1) The educational qualification can be relaxed with the approval of Director & Head, CIPET:CSTS-Hajipur.
- (2) Details of the manpower indicated above are tentative and will vary as per the actual requirement. Agency should not have any right to claim the specific/fix number of manpower and will provide the manpower as the requirement of CIPET:CSTS-Hajipur.
- (3) Manpower so indicated should have minimum age of 18 years. Institute reserves the right to limit the maximum age limit depending upon the physical work required for each operation.
- (4) Statutory charges like EPF and ESIC, as applicable from employer side, are excluded in the present remuneration. The remuneration is for deployment from 9:00 a.m to 5:30 p.m., including lunch of 30 minutes (working 6 days in week). However; depending upon exigency and requirement of work, engaged personnel may be required to work in shift duties also.
- (5) On receipt of the information from CIEPT:CSTS-Hajipur Agency shall provide the sufficient number of candidates with requisite qualification in the ratio of 1:3 within a period of 05 days. Suitability of the candidates for the required work will be decided by CIPET and same will be communicated to the Agency in writing.
- (6) On receipt of the communication regarding the suitability of the candidate for the required work/designation agency will complete all the formality with regard to Registration in EPF/ESI & others, Medical Fitness/Checkup and direct the candidate in writing to report at CIPET:CSTS-Hajipur.
- (7) Agency will not change the deployed candidate su-moto however, he will be bound to change the deployed staff on receipt of the information from CIPET:CSTS-Hajipur.
- (8) Monthly payment will be paid by the Agency and will submit the bill for reimbursement. No advance payment will be made.

Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
01.	Shop Floor/ Work Shop Attendants (Testing/ Processing / Tooling & CAD/CAM /Skill Training)	19	<ol style="list-style-type: none"> 1. To execute production / job order as per the instructions of HOD's and as per ISO QMS. 2. To operate relevant machinery / equipment and maintenance of equipment / computers/machines in the laboratory/ computer lab/shop floor. 3. To mobilize and counsel Students. 4. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. 5. To impart practical training to students. 6. To maintain and monitor attendance of students as per ISO QMS. 7. To maintain and fill mandatory registers and formats as per ISO QMS. 8. To assist in routine laboratory works/ computer labs/ shop floor works. 9. To assist in daily needs of CIPET Centre and management of general activities assigned in the department or section, maintenance of records as per the audit requirement. 10. To ensure cleanliness of all machinery 11. To label / code properly and display of specifications in the machinery / equipment. 12. Regular maintenance of m/c, equipment for – preventive and break down maintenance. 13. To ensure availability of safety kits/ poster display/ brochure etc. 14. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise. 15. To ensure calibration of machinery / equipment and maintain record. 	<p>Full time B.Sc / Diploma / ITI in the relevant discipline.</p> <p>Preference shall be given to the candidates with 1 year experience in the relevant discipline</p>	Rs. 15,000/ – to Rs.25,000/-p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
02.	Lab Instructor (PP/Tool Room/ CAD & CAM/Computer Science)	06	<ol style="list-style-type: none"> To ensure cleanliness of laboratory space and operational functioning of machine and equipment of laboratory. To conduct tests/ Practical as per standards/ SOP and to make entries test of results in required documents. To perform data entry on computer and prepare test reports. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. To demonstrate the Lab equipment. To conduct practical classes as per syllabus, schedule and ISO QMS. To maintain equipment in proper working conditions in laboratory/ workshop. To perform all other duties and responsibilities as per the instruction of HOD's and maintenance of records as per audit requirements. To maintain and updation the log sheets regularly. To report to I/C immediately about any defect or non-functioning of test equipment or machinery. To maintain records and registers pertaining to the assigned lab as per ISO and other applicable standards. To ensure safe-custody, documentation and disposal of test samples as per applicable norms and provisions. 	<p>Minimum qualifications & Experience</p> <p>Full time First Class Graduate in relevant discipline. OR</p> <p>Full time First Class Diploma in relevant discipline.</p> <p>01 year relevant post qualification ex</p> <p>Strong troubleshooting and technical problem-solving skills.</p> <p>Strong oral and written communication skills.</p> <p>A high degree of computer literacy and demonstrated ability to integrate technology in the workplace.</p> <p>Perform teaching assignments as</p>	Rs. 20,000/ – to Rs.30,000/-p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

			<ol style="list-style-type: none">13. To ensure confidentiality of test results.15. To label / code properly and display of specifications in the machinery / equipment.16. Regular maintenance of m/c, equipment for – preventive and break down maintenance17. To assist/ impart practical training to students.18. To ensure availability of safety kits/ poster display/ brochure etc.19. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise as per Govt norms.20. To ensure calibration of machinery / equipment and maintain records.21. To maintain practical record note with regular updation.	required.			
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Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
03.	Data Entry Operator (Customer Relationship)	04	<ol style="list-style-type: none"> 1. Distribution of pamphlet 2. Interaction with candidates and customers. 3. Explaining about skill development skill programme being run at centre 4. Attending all queries of the candidates. 5. Attending all queries of the customer. 6. Receiving complaint, succession, information, letters, requests etc. 7. Collecting KYC from the candidate 8. Arranging appointment with CIPET officials 9. Receiving and verifying documents Follow-up through phone calls. 10. Proficiency in sending information through mail, message, SMS, social media 11. Maintenance of records and filing documents 12. Placement tracking. 	<p>Minimum qualifications & Experience</p> <p>Full time Graduation with basic knowledge of computer.</p> <p>Should be capable to speak/read/write in the regional language besides English language.</p> <p>Proficiency in typing work and sending information through SMS, E-mail, Social media and using mail merge, etc.</p> <p>Proficiency in customer service skills.</p>	Rs. 12,000/- to Rs.20,000/- p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.
04.	Data Entry Operator (Skill Training)	05	<ol style="list-style-type: none"> 1. Drafting and releasing advertisements in newspaper(s) for mobilization of candidates. 2. Providing typing assistance to the Screening /Selection Committee. 3. Documentation, record keeping w.r.t. distribution of training kits to the trainees. 4. Assistance for organising course inaugural / valedictory function. 5. Assisting for placement activities. 6. Documentation, record keeping w.r.t. distribution of certificates to the trainees on conclusion of training programme. 7. Maintaining documents received from the candidates. 8. Maintaining registration forms. 	<p>Minimum qualifications & Experience</p> <p>At least senior secondary pass out; preferably a full time graduate in any discipline from recognized University/ Institute.</p> <p>Should be well versed with MS-Office (word, excel, power- point).</p> <p>Sufficient knowledge of Mail wizard.</p>	Rs. 15,000/- to Rs.20,000/- p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
05.	Consultant : IT & Networking	01	Day-to-day activities pertaining to installation, functioning and maintenance of IT & networking infrastructure of the Centre	Full time Degree or Diploma in IT and Networking or allied fields with minimum two years' experience in installation, functioning and maintenance of IT & Networking infrastructure at any reputed organisation.	Rs. 20,000/ – to Rs.30,000/-p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.
06.	Instructor (Skill Development: Soft Skills)	01	To conduct spoke English & personality development classes for VTC Students	Full time Graduate in English (Hons) with 1 year experience in the relevant area.	Rs. 20,000/ – to Rs.30,000/-p.m.		
07.	Data Entry Operator (Hindi)	00	To assist with all official correspondence and documentation in Hindi and Hindi Typing. Any other task as assigned by the Centre Head / In- charge of the concerned Department.	Full time Graduate in Hindi (Hons) Proficiency in Hindi typing 1 year experience	Rs. 15,000/- to Rs.20,000/- pm.		
08.	MTS/Helper (Processing /Tool Room/Testing/ CAD&CAM, Guest Room, Maintenance, PDI)	21	Multiple assistance/helping in the office/ hostel/lab/ workshop/class room etc.	Minimum qualifications & Experience Minimum 8 th Std. pass	Rs. 10,000/- to Rs.15,000/- pm.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

							Annexure "A"
Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
09.	Asst. Hostel Supervisor cum I/C Hostel hostellers affairs	00	<ol style="list-style-type: none"> 1. To assist daily Hostel needs and manage general activities. 2. To make and obtain approval of Hostel Discipline Rules from Centre Head. 3. To ensure discipline of hostellers and anti-ragging prohibition act. 4. To ensure timely serving of hygienic and nourishing food to hostellers and ensure food safety rules. 5. To form various hostel committees including food committee, from amongst hostellers for smooth functioning of hostel activities. 6. To allot room to students. 7. To monitor student activities and communicate to their parents for irregular students. 8. To monitor housekeeping and security services of the hostel premises. 10. To provide support to Admin-in-charge for maintenance of required registers and document. To mark attendance of student etc. 11. To maintain database of hostellers. To monitor cleanliness, hygiene and sanitation of hostel premises including cooking and dining area of students mess, and activities related to electricity and water. 12. To monitor cleanliness, hygiene and sanitation of hostel premises including cooking and dining area of students mess, and activities related to electricity and water. 13. Maintenance of facilities and provisions of the students' Hostel, welfare of hostellers. 14. To monitor smooth functioning of Mess / Canteen facility and general activities related thereto. 15. To maintain indoor/outdoor game materials. 16. To arrange medical check-up in the hostel premises. 17. To ensure safety norms in the hostel premise. 18. To maintain inward/ outward registers for visitors/ parents/guests. 19. To ensure ISO QMS in the hostel and maintain records. 	<p>Full time First Class Graduate in any discipline with working knowledge in computer.</p> <p>Minimum 5 years post qualification experience in any students Hostel activities. Preference will be given to the Ex. Service Man.</p> <p>Should have good oral and written communication skills.</p>	Rs. 20,000/- to Rs.30,000/ p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

			<p>20. To display circulars, notifications of CIPET / Govt. of India on various matters, properly.</p> <p>21. Students disciplinary proceeding etc.</p>				
10.	Caretaker (for VTC hostel)	00	<ol style="list-style-type: none"> 1. To assist daily hostel needs and manage general activities. 2. To make and obtain approval of Hostel Discipline Rules from Centre Head. 3. To ensure discipline of hostellers. 4. To ensure timely serving of hygienic and nourishing food to hostellers. 5. To form various hostel committees including food committee, from amongst hostellers for smooth functioning of hostel activities. 6. To allot room to students 7. To monitor student activities. 8. To monitor housekeeping and security services for the Hostel premises. 9. To provide support to Admin-in charge for maintenance of required registers and documents. 10. To mark attendance of student etc. 11. To maintain database of Hostellers. 12. To monitor cleanliness, hygiene and sanitation of hostel premises including cooking and dining area of students mess, and activities related to electricity and water. 13. To maintain facilities and provisions of the students' hostel, welfare of hostellers. 14. To monitor smooth functioning of mess / canteen facility and general activities related thereto. 15. To maintain indoor/outdoor game materials. 16. To arrange medical check-up in the hostel premises 	<p>Full time Degree/ Diploma in any discipline.</p> <p>(preferably able to speak/read/write in the regional language)</p>	<p>Rs. 15,000/- to Rs.25,000/- p.m.</p>	<p>1 Year (Renewable upto 3 years based on performance and requirement)</p>	<p>Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.</p>

Note: 1. The Remuneration range / Consolidated Remuneration as mentioned against each position is indicative and is subject to provisions of Minimum Wages Act as applicable to CIPET.

2. Engagement may be made initially for a period of one year and renewed for a maximum period up to three years depending upon the performance and recommendations of the Centre Head/Principal/Vice-Principal, as the case may be.

							Annexure "A-1"
Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
01.	Shop Floor/ Work Shop Attendants (Testing/ Processing / Tooling & CAD/CAM /Skill Training)	02	<ol style="list-style-type: none"> 01. To execute production / job order as per the instructions of HOD's and as per ISO QMS. 02. To operate relevant machinery / equipment and maintenance of equipment / computers/machines in the laboratory/ computer lab/shop floor. 03. To mobilize and counsel Students. 04. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. 05. To impart practical training to students. 06. To maintain and monitor attendance of students as per ISO QMS. 07. To maintain and fill mandatory registers and formats as per ISO QMS. 08. To assist in routine laboratory works/ computer labs/ shop floor works. 09. To assist in daily needs of CIPET Centre and management of general activities assigned in the department or section, maintenance of records as per the audit requirement. 10. To ensure cleanliness of all machinery 11. To label / code properly and display of specifications in the machinery / equipment. 12. Regular maintenance of m/c, equipment for – preventive and break down maintenance. 13. To ensure availability of safety kits/ poster display/ brochure etc. 14. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise. 15. To ensure calibration of machinery / equipment and maintain record. 	<p>Full time B.Sc / Diploma / ITI in the relevant discipline.</p> <p>Preference shall be given to the candidates with 1 year experience in the relevant discipline</p>	Rs. 15,000/ – to Rs.25,000/-p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

02.	Lab Instructor (PP/Tool Room/ CAD & CAM/Computer Science)	01	<p>01. To ensure cleanliness of laboratory space and operational functioning of machine and equipment of laboratory.</p> <p>02. To conduct tests/ Practical as per standards/ SOP and to make entries test of results in required documents.</p> <p>03. To perform data entry on computer and prepare test reports.</p> <p>04. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</p> <p>05. To demonstrate the Lab equipment.</p> <p>06. To conduct practical classes as per syllabus, schedule and ISO QMS.</p> <p>07. To maintain equipment in proper working conditions in laboratory/ workshop.</p> <p>08. To perform all other duties and responsibilities as per the instruction of HOD's and maintenance of records as per audit requirements.</p> <p>09. To maintain and updation the log sheets regularly.</p> <p>10. To report to I/C immediately about any defect or non-functioning of test equipment or machinery.</p> <p>11. To maintain records and registers pertaining to the assigned lab as per ISO and other applicable standards.</p> <p>12. To ensure safe-custody, documentation and disposal of test samples as per applicable norms and provisions.</p> <p>13. To ensure confidentiality of test results.</p> <p>14. To label / code properly and display of specifications in the machinery / equipment.</p> <p>15. Regular maintenance of m/c, equipment for –</p>	<p>Minimum qualifications & Experience</p> <p>Full time First Class Graduate in relevant discipline. OR</p> <p>Full time First Class Diploma in relevant discipline.</p> <p>01 year relevant post qualification ex</p> <p>Strong troubleshooting and technical problem-solving skills.</p> <p>Strong oral and written communication skills.</p> <p>A high degree of computer literacy and demonstrated ability to integrate technology in the workplace.</p> <p>Perform teaching assignments as required.</p>	Rs. 20,000/ – to Rs.30,000/-p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.
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			<p>preventive and break down maintenance</p> <p>16. To assist/ impart practical training to students.</p> <p>17. To ensure availability of safety kits/ poster display/ brochure etc.</p> <p>18. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise as per Govt norms.</p> <p>19. To ensure calibration of machinery / equipment and maintain records.</p> <p>20. To maintain practical record note with regular updation.</p>				
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Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
03.	Data Entry Operator (Customer Relationship)	01	01. Distribution of pamphlet 02. Interaction with candidates and customers. 03. Explaining about skill development skill programme being run at centre 04. Attending all queries of the candidates. 05. Attending all queries of the customer. 06. Receiving complaint, succession, information, letters, requests etc. 07. Collecting KYC from the candidate 08. Arranging appointment with CIPET officials 09. Receiving and verifying documents Follow-up through phone calls. 10. Proficiency in sending information through mail, message, SMS, social media 11. Maintenance of records and filing documents 12. Placement tracking.	Minimum qualifications & Experience Full time Graduation with basic knowledge of computer. Should be capable to speak/read/write in the regional language besides English language. Proficiency in typing work and sending information through SMS, E-mail, Social media and using mail merge, etc. Proficiency in customer service skills.	Rs. 12,000/- to Rs.20,000/- p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.
04.	Data Entry Operator (Skill Training)	01	01. Drafting and releasing advertisements in newspaper(s) for mobilization of candidates. 02. Providing typing assistance to the Screening /Selection Committee. 03. Documentation, record keeping w.r.t. distribution of training kits to the trainees. 04. Assistance for organising course inaugural / valedictory function. 05. Assisting for placement activities. 06. Documentation, record keeping w.r.t. distribution of certificates to the trainees on conclusion of training programme. 07. Maintaining documents received from the candidates. 08. Maintaining registration forms.	Minimum qualifications & Experience At least senior secondary pass out; preferably a full time graduate in any discipline from recognized University/ Institute. Should be well versed with MS-Office (word, excel, power- point). Sufficient knowledge of Mail wizard.	Rs. 15,000/- to Rs.20,000/- p.m.		

Sl. No.	Name of the Service to be procured	No. of Manpower required	Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification with Experience	Remuneration range/consolidated Remuneration to be paid per month	Tenure (in years)	Remarks
05.	MTS/Helper (Processing/Tool Room/Testing/ CAD&CAM, Guest Room, Maintenance, PDI)	03	Multiple assistance/helping in the office/ hostel/lab/ workshop/class room etc.	Minimum qualifications & Experience Minimum 8 th Std. pass	Rs. 10,000/- to Rs.15,000/- pm.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.

Note: 1. The Remuneration range / Consolidated Remuneration as mentioned against each position is indicative and is subject to provisions of Minimum Wages Act as applicable to CIPET.

2. Engagement may be made initially for a period of one year and renewed for a maximum period up to three years depending upon the performance and recommendations of the Centre Head/Principal/Vice-Principal, as the case may be.

INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

I- GENERAL TERMS & CONDITIONS

1. Sealed copy of the On-line uploaded documents of the Technical Bid along with DD of Tender Fee/cost & EMD issued in favour of “CIPET Hajipur” payable at “Hajipur” addressed to Director & Head, CIPET:CSTS-Hajipur, Industrial Area Hajipur, Vaishali, Bihar, PIN – 844102 should reach on or before 0500 P.M. of 01/11/2020 by Registered Post or by hand at Dak Counter at the above mentioned address duly super-scribed on the top of the envelope as “Technical Bid for Hiring of Outsourced Manpower Services in CIPET:CSTS-Hajipur.
2. CIPET:CSTS-Hajipur shall not be responsible for postal or any other delay.
3. Each page of the up-loaded E-tender documents should be signed and stamped by the authorized signatory of the agency/bidder to ensure the compliance of scope, services and general terms and conditions of the tender under reference.
4. Technical Bid should be submitted by the bidder strictly as per Bidder eligibility criteria with documentary evidence prescribed.
5. Service Charges/rates should be quoted, both in figures & words, inclusive of all taxes. In case of variation between the rates quoted in figures and words, one in words shall be taken as final.
6. CIPET:CSTS-Hajipur reserves the right to modify/relax any of the terms & conditions of the tender.
7. Pre-Bid inspection/Survey: The bidder may visit CIPET:CSTS-Hajipur to have an understanding of the requirements during working hours of CIPET:CSTS-Hajipur.
8. The selected bidder shall undertake to abide by all rules, regulations and laws and shall agree to keep itself liable and responsible for any such violation directly before Director & Head, CIPET:CSTS-Hajipur / the Competent Authority.
9. CIPET:CSTS-Hajipur may renew the contract for a further period on the same terms and conditions depending upon the requirement of manpower, administrative convenience of CIPET:CSTS-Hajipur and performance of the agency.
10. Bids once submitted shall not be allowed to be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance of the terms of contract and would be liable to forfeiture of EMD deposit and cancellation of contract.
11. **Technical Bid** of the on-line received E-tender from the Bidders/Tenderer will be opened on the specified date as mentioned in the Tender Notice. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time. However, date of opening of the Financial Bid shall be intimated to the Technically Successful Bidder/Tenderer only.

12. CIPET:CSTS-Hajipur, however, reserves the right to terminate/curtail/cancel the contract at any time after giving one week's notice to the Agency owing to deficiency of service, sub- standard quality of manpower deployed, breach of contract, etc. In such case, successful bidder will not be entitled to any kind of compensation.
13. Once the rates are finalised, no increase will be considered in the rates quoted by the agency in any case during the period of contract.
14. CIPET:CSTS-Hajipur reserves the right to reject any or all the tenders or accept them in part or to reject lowest tender.
15. DD in favour of CIPET -Hajipur payable at "Hajipur" shall be submitted for Tender EMD & Tender From Fee/cost, failing which, the bid will be rejected.
16. The successful bidder may also opt for premature cancellation of the contract by giving one months' notice in writing. If contract is cancelled without any notice, CIPET:CSTS-Hajipur reserves the right to forfeit the EMD/PG of the successful bidder.
17. The successful agency/bidder shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under the contract to any other agency.
18. The bidder will be bound by the details furnished by him to CIPET:CSTS-Hajipur while submitting the tender/bid or at subsequent stage. In case such documents furnished by the bidder or successful bidder are found to be false or incorrect at any stage, it would be deemed to be a breach of terms of contract making him liable for legal action besides termination of contract.

II. ELIGIBILITY OF BIDDERS

1. The bidders should be a company, registered under Indian Companies Act, 1956/2013 or a partnership firm registered under the Indian Partnership Act or a proprietary concern. Self –attested documentary proof should be provided.
2. The bidder should have at least two years experience of deployment of different categories of manpower in Ministry/Departments of Govt. of India/Central PSUs/Nationalised Banks/State Govt. Departments/Autonomous /Statutory Bodies/Corporations. The copy of the experience certificate /work order issued by the respective office should be provided.
3. The bidder should have its own bank account. A self-attested bank account statement for the last six months should be provided.
4. The bidder should have office of the company/firm/agency in the CIPET:CSTS-Hajipur/Patna or nearby locality. A self-attested documentary proof should be provided for the same. Preference will be given to the firm/company/agency having office/located in Hajipur.

5. The bidder should furnish a signed declaration that they have carefully read the terms and conditions of the tender and accepted all the provisions of the tender document.
6. The bidder should furnish signed declaration indicating that they have not been blacklisted/debarred by the Ministry/Departments of Govt. of India/Central PSUs/Nationalised Banks/State Govt. Departments/Autonomous /Statutory Bodies/Corporations and there is no litigation continuing with any Government Department is pending on account of similar services.
7. The tenderer/bidders are required to upload the attested photocopies of the documents listed below in this tender document, along with the "Technical Bid" failing which the bids shall be summarily rejected and will not be considered any further.

SELF ATTESTED DOCUMENTS TO BE SUBMITTED ALONGWITH THE TECHNICAL BID

1. Registration Certificate under the Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act or Proprietary concern.
2. Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
3. Copy of PAN Card.
4. Copy of the latest IT Returns filed with the Income Tax Department.
5. Copy of EPF Registration certificate.
6. Copy of ESI Registration certificate.
7. Copy of the Service Tax Registration certificate.
8. Copy of the Turnover Statement for the last two years.
9. A self-attested bank account statement for the last six months.

TECHNICAL EVALUATION CRITERIA

The bidder must fulfill the following technical criteria/attach the following required certificates in order to be eligible for financial evaluation and compliance of bid described in the tender document.

1. A self-attested Registration Certificate under the Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act of Proprietary Concern.
2. A self-attested Registration Certificate under Contact Labour (Regulation & Abolition) Act, 1970.
3. A self-attested copy of PAN card.
4. A self-attested copy of the latest IT Returns filed preceding two financial year with the Income Tax Department.
5. A self-attested copy of EPF Registration certificate.

6. A self-attested copy of ESI Registration certificate.
7. A self-attested copy of the Service Tax/GST Registration certificate.
8. A self-attested bank account statement for the last six months.
9. The bidder should have at least 2 years experience of deployment of different category of manpower in Ministry/Departments of Govt. of India/Central PSUs/Nationalised Banks/State Govt. Departments/Autonomous /Statutory Bodies/Corporations. A copy of the experience certificate/work order issued by the respective offices should be provided.
10. The average annual turnover of the company/firm/agency should not be less than rupees 25 (Twenty Five) Lakhs during the last two financial years. Copies of self-attested audited profit & loss account /income & expenditure account and balance sheets for the past two financial years should be provided.

III. AWARD OF BIDDERS

Financial Evaluation Criteria

1. The financial bid of only those bidders/tenderers whose Technical Bids are found in order will be opened. The financial bid shall be opened at a later stage. The scheduled time and venue for opening the on-line received Financial bids will be communicated to only those bidder/tenderers whose Technical bids are found in order.
2. The evaluation of technical bid will be done by considering the parameters listed in section "Technical Evaluation Criteria" and in Annexure-1 (Technical Bid Document).
3. After evaluation of technical bids, the financial bids of only technically qualified bidders will be opened.
4. The bidders score will be determined on the basis of lowest service/agency charges, excluding ESI, EPF as applicable (arrived on the basis of comparison of financial quote of all the bidders).
5. The bidders, who quote unrealistic rate of service charges i.e. 0% shall be debarred for further consideration. If the percentage with more than 2 decimal points, then up to two decimal points only be considered without rounding up.
6. In case two or more bidders offer same percentage of service charges, then the bidder having highest turnover will be considered as L1.
7. The rates in the financial bid should be strictly as per Annexure-II.

IV. ISSUE OF LETTER OF INTENT

1. The issue of letter of intent / work order shall constitute the intention of CIPET:CSTS-Hajipur to award the work as specified in the tender document with the successful agency / bidder.
2. The bidder shall within two weeks of issue of letter of intent / work order should give his acceptance along with security deposit/ performance guarantee (PG) as mentioned in bid document.
3. The bidder shall also have to sign an agreement on Rs.100 non judicial stamp paper in the prescribed format to safeguard the interest of CIPET:CSTS-Hajipur.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY/ BIDDER BEFORE DEPLOYMENT OF MANPOWER

1. List of manpower shortlisted by the agency for deployment containing full details i.e., name, father's name, mother's name, date of birth, residential and permanent address.
2. Bio-data of all persons along with the supporting documents in respect of age, qualification, professional qualification and experience etc.
3. Detailed proof of identity like driving license, bank account details, proof of residence and recent passport size photograph of the personnel proposed to be deployed in CIPET:CSTS-Hajipur by the agency.
4. Performance security deposit equivalent to 10% of the amount of annual contract value in the form of FDR issued by a nationalized bank in favour of CIPET –Hajipur. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.

V. VALIDITY OF QUOTATION:

Bid validity should be 90 days from the specified date of closing.

VI. PAYMENT TERMS

1. The successful bidder shall submit the monthly bills in triplicate enclosing the certificate as mentioned in succeeding Para for payment.
 - (a) Acknowledgement of receipt of wages by personnel deployed duly indicating the earnings, deductions towards PF, ESI, etc.
 - (b) Copies of deposit of PF, ESI, Taxes as applicable from time to time. CIPET:CSTS-Hajipur may ask for producing the originals of any documents for verification.
2. Bank statement showing debits from awarding agency's bank account towards payment of wages to its personnel deployed at CIPET:CSTS-Hajipur.

3. The TDS shall be made as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided by CIPET:CSTS-Hajipur to the agency.
4. First payment shall be released after furnishing performance bank guarantee/ security deposit.
5. The successful bidder shall make regular and full payment of remuneration as due to its personnel under service contract with salary slips as per Annexure-III and furnish necessary proof whenever required. The payment of personnel by the agency should be made on or before 7th day of every month.
6. The successful bidder will ensure the remittance of remuneration to the personnel deployed by them in CIPET:CSTS-Hajipur by directly transferring into their respective bank accounts.
7. The proof of challan/receipt deposited with the PF Commissioner and ESI office for the payment made towards applicable PF, ESIC for the previous month shall be submitted while claiming the bill for the current month. In the absence of the proof, the bills will not be processed.
8. Proof of Taxes as applicable from time to time deposited with the concerned Government agencies shall be submitted with the bill.
9. In case CIPET:CSTS-Hajipur receives any complaint(s) regarding non-payment of salaries to the personnel deployed by them, the amount to the personnel will be deducted from the bills of agency and paid to such personnel.

VII. BID SECURITY (EMD)/SECURITY DEPOSIT/PERFORMANCE GUARANTEE

EMD of Rs. 03.00 Lakhs in the form of Demand Draft in favour of CIPET-Hajipur from any nationalized commercial bank should be submitted (except those who are registered with the Central Purchase Organisation, National Small Industries Corporation or the concerned Ministry or Department) along with "Technical Bid". Demand Draft should be drawn on/after the date of publication of the tender.

EMD of unsuccessful bidders will be refunded after finalization of bids.

Successful bidder has to submit Performance Guarantee / Security deposit equivalent to 10% of the amount of annual contract value in the form of fixed deposit of a nationalized bank in favour of "CIPET Hajipur" which should be valid for a period of 60 days beyond the completion of the contractual obligations by the bidder. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the agency. The same will be returned after the completion of contract without interest.

The EMD of successful bidder will be returned only after deposit of Performance Security.

VIII. The successful bidder will be required to execute an agreement as per Appendix "B4" with CIPET:CSTS-Hajipur, Industrial Area Hajipur, Vaishali, Bihar - 844102 within the period specified in the Letter of Intent/ work order on Rs.100/- non-judicial stamp paper.

IX. FORFEITURE OF EMD/SECURITY DEPOSIT/PERFORMANCE GUARANTEE

1. If the successful bidder/agency refuses/fails to accept the Letter of Intent (LOI)/Work Order issued by CIPET:CSTS-Hajipur or the work assigned to the agency/bidder are not done as per the scope of work/schedule of requirement, EMD/Security Deposit will be forfeited and the bidder will not be entertained for any tenders that may be published in future by CIPET:CSTS-Hajipur.
2. If the bidder withdraws bids before/after finalization of the tender, EMD will be forfeited.
3. If the contract is terminated by CIPET:CSTS-Hajipur due to poor performance/violation(s) of any clause(s) of the agreement or for any bad acts considered prejudicial by CIPET Centre of the selected bidder, security deposit/PG will be forfeited.
4. In case of quoting unreasonable price by way of disrupting the tender process, EMD of such bidder will be forfeited.
5. In case the successful bidder /agency fails to enter into the agreement with CIPET:CSTS-Hajipur within the specified date mentioned in the letter of intent/work order, the EMD/security deposited by such bidder/agency shall stand forfeited without giving any further notice.

X. REJECTION OF THE BID

1. The bidder is expected to examine all instructions, formats, terms and conditions, and scope of work in the bid documents. Failure to furnish complete information or false information/documents shall result in rejection of bid.
2. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of Director & Head, CIPET:CSTS-Hajipur shall be final and binding.
3. The bidder will have to furnish the required documents as specified in the bid document, failing which the bid is liable to be rejected.
4. No price is to be indicated in the technical bid and if the price is mentioned in the "Technical Bid" it may lead to rejection of the bid.
5. Bids without proper cost and EMD will summarily be rejected.

6. Only On-line Bid on the
7. The bids received through fax/email or any other mode other than those specified in the tender document shall not be considered.
8. Conditional bids shall not be considered and will be out-rightly rejected at the first instance.

XI. SERVICE DELIVERY

Service Commencement shall be within 15 days from the date of letter of intent/work order issued. If any of the conditions, as per the tender/contract, are not met, the successful bidder / agency /contractor will be blacklisted and will not be considered for future proposals.

XII. LIQUIDATED DAMAGES

1. The successful agency/bidder shall replace immediately any of their personnel who are found unacceptable to CIPET:CSTS-Hajipur due to security risks, incompetence, conflict of interest, improper conduct etc. upon receiving notice from the CIPET:CSTS-Hajipur. The delay in providing a substitute beyond five working days would attract a penalty @Rs.3000/- per day on the service providing agency. In case of delay of more than 15 days, CIPET:CSTS-Hajipur may, at its discretion, terminate the contract.
2. The successful agency/bidder shall immediately provide substitute(s) in the event of any person(s) leaving the job due to his/her personal reasons. The delay in providing a substitute beyond five working days would attract a penalty @Rs.1000/- per day on the service providing agency. In case of delay of more than 15 days, CIPET:CSTS-Hajipur may, at its discretion, terminate the contract.

XIII. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, CIPET:CSTS-Hajipur may, at its discretion, ask the bidder for any clarification(s) of their bid. The request for clarification and the response shall be by email and no change in the price or substance of the bid shall be sought, offered or permitted. However, no post bid clarification at the initiative of the bidder shall be entertained.

XIV. CANCELLATION BY DEFAULT

CIPET:CSTS-Hajipur may, without prejudice to any other remedy for breach of the work order, cancel the work order in whole or part after serving a notice in writing.

- (i) If the bidder/agency fails to provide services within the time period specified in the work order.
- (ii) If the bidders/agency fails to perform any other obligations as mentioned in the work order /contract.

XV. BLACKLISTING

A Company / firm which has been blacklisted /debarred by; or is engaged in any continuing litigation on account of similar services with; any of the Government Departments - as mentioned at sub-clause no. 6 of clause II of "Instruction to Bidders and General Terms & Conditions" of this document, is not eligible to participate in the bidding process. If at any stage of bidding process or during the currency of the work order, such information comes to the knowledge of CIPET:CSTS-Hajipur, CIPET:CSTS-Hajipur shall have the right to reject the bid or cancel the work order, as the case may be, without any compensation to the bidder. Bidders/agencies have to submit an undertaking to this effect that they have not been blacklisted /debarred by any of the above mentioned Government Departments.

XVI. JURISDICTION FOR DISPUTE REDRESSAL

All disputes or differences whatsoever arising between the parties out of or relating to the meaning and operation of effect of the work order or the breach thereof shall be subject to courts at CIPET:CSTS-Hajipur

XVII. FORCE MAJEURE

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, fire, floods, earthquakes, explosions, epidemics, strikers and quarantine restrictions by acts of God, (herein after referred to as eventualities) then, provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

(Director & Head)
CIPET:CSTS-Hajipur,
Industrial Area Hajipur,
Vaishali, Bihar - 844102

**ANNEXURE- I
TECHNICAL BID DOCUMENT**

1.	Name of Agency / Firm	
2.	Profile of the Agency / Firm	
3.	Name of Proprietor/Director of the agency	
4.	Full address of registered office	
	(a) Telephone No.	
	(b) Fax No.	
	(c) Mobile No.	
	(d) e-mail address	
5.	Correspondence address of office	
6.	Full address of branch	
7.	Banker of Agency with its full address (Attach self- attested copy of Bank A/c for the last six months issued by the banker and telephone no. of banker).	
8.	Registration No. of the Agency (as per (a) in Technical Evaluation Criteria)	
9.	PAN/TIN No. of the agency (Attach attested copy of PAN/TIN card of the Agency)	
10.	Service Tax Registration No. (Attach attested copy of the Registration Certificate)	
11.	EPF Registration No. (Attach self- attested copy of the Registration Certificate)	
12.	ESI Registration No. (Attach self-attested copy of the Registration Certificate)	
13.	Financial turnover of the agency for the past two financial years (copy of the IT returns filled in respect thereof and a copy of the turnover statement for the above two financial years separately, duly certified by the Chartered Accountant, to be attached in the following format):	
	Financial Year	Amount (Rs. in lakhs)
		Remarks, if any
14.	Details of major contracts with Central Government / State Government/PSU/ Reputed Private Firms handled by the tendering agency/bidder for providing manpower during the last two years in the following format (attested copies of the last two years experience certificate/work award may be enclosed).	

Sl. No.	Details of clients along with address telephone and fax no. & email address	Amount of contract (monthly/Rs. In lakhs)	Duration of contract	Name of contract/ type of manpower provided	No. of persons deployed
i.					
ii.					
iii.					
iv.					
v.					
vi.					
vii.					
15.	Bidders to submit signed declaration regarding Non-blacklisting of the Firm on their letter head as mentioned in Clause-II (6) of INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS				

(If the space provided is insufficient, a separate sheet may be attached)

DECLARATION

I _____ son/daughter/wife of Shri/Smt. _____
Proprietor/Director/Authorised signatory of the agency mentioned above is competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions laid down in the tender and undertake to abide by them.

The information/documents furnished along with the above bid/application are true and authenticate to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/bid at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the authorized person)

Name _____

Date _____

Place _____

Office seal

ANNEXURE – II

FINANCIAL BID DOCUMENT

CIPET:CSTS-Hajipur has worked out the requirement (in Section 'C' of the tender document) to be deployed in its office at CIPET:CSTS-Hajipur, Industrial Area Hajipur, Vaishali, Bihar – 844102 & CIPET:CSTS-Bhagalpur, Bhagalpur Cotton Spinning Mill Ltd, Aliganj, Bhagalpur.

The successful bidder is required to pay the remuneration, as fixed by CIPET:CSTS-Hajipur, on monthly basis to each of the personnel, after deduction of employee share of contribution towards ESI, EPF etc., wherever applicable, deployed in CIPET:CSTS-Hajipur, Industrial Area Hajipur, Vaishali, Bihar - 844102 & CIPET:CSTS-Bhagalpur, Bhagalpur Cotton Spinning Mill Ltd, Aliganj, Bhagalpur during the contract period.

CIPET:CSTS-Hajipur will bear the expense towards employer contribution in respect of ESI, EPF and taxes, as per the Rules applicable from time to time.

The agency is required to submit the financial bid in the following format only:

Description of services	Rates of services/Agency charges in percentage (%) (up to two decimal point only) to be charged on total remuneration excluding ESI, EPF and taxes as applicable from time to time
Providing manpower of various categories based on the requirement of tender document on monthly remuneration fixed by [CIPET:CSTS-Hajipur, Hajipur Industrial Area, Hajipur, Vaishali, Bihar - 844102 with location]	

The bidders who quote unrealistic rate of service charges i.e. '0%' shall be debarred for further consideration. If the bidders quote percentage with more than two decimal points, then up to two decimal points only be considered without rounding up.

The bidders are required to quote only service/agency charge which represents administrative/management charges/other costs.

Signature & Seal of the bidder with date