

CIPET: CSTS – HAJIPUR

TENDERNO: CIPET: CSTS/HJP/MPS /24-25/02 dated 11.03.2025



“GEM-TENDER DOCUMENT”FOR MANPOWER SERVICES AT

CIPET: CSTS - HAJIPUR

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY

CENTER FOR SKILLING & TECHNICALSUPPORT (CIPET: CSTS)

(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

Hajipur, Bihar - 844102

Mobile No.: +91-8709870822

Email: Hajipur@cipet.gov.in

TENDERNO: **CIPET: CSTS/HJP/MPS /24-25/02 dated 11.03.2025**

Last Date &Time for Closing of Tender: As per GeM

PRICE OF THE TENDER DOCUMENT Rs.590/- inclusive Tax (NON-REFUNDABLE)

CIPET: CSTS – HAJIPUR**TENDERNO: CIPET: CSTS/HJP/MPS /24-25/02 dated 11.03.2025****1. IMPORTANT INFORMATION**

Sl.No	Description	Details
1.	Purchaser	CIPET:CSTS - Hajipur
2.	Tender No	GEM - Bid No: CIPET: CSTS/HJP/ MPS/ 24-25/02 dated 11.03.2025
3.	Online Tender submission of bid	On GEM Portal only.
4.	Online Tender information available at	GeM Portal & www.cipet.gov.in
5.	Service to be offered	Contract for Manpower Services
6.	Estimated cost of tender	Rs. 70,00,000 /- Approx.
7.	Date of GEM-Tender Publication	11.03.2025
8.	Date and Time of Issue or download Tender	As per GEM
9.	Last date & time for sale of Tender document	As per GEM
10.	Last date & time for submission of duly filled Tender document	As per GEM
11.	Date & Time of Opening of Technical Bids	As per GEM
12.	Time of Opening of Financial Bids	Intimation will be given to the Technically qualified bidders only.
13.	Venue for Opening of Technical & Financial Bids	CIPET:CSTS - Hajipur Industrial Area, Hajipur, Bihar - 844102
14.	Tender Fee	590/- Inclusive Tax
15.	EMD	Rs. 50,000.00 (Rupees Fifty Thousand Only)
16.	Performance Security Deposit	Rs. 1, 80,000.00(Rupees One Lakh Eighty Thousand Only)

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2. NOTICE FOR INVITING GEM-TENDER

CIPET: CSTS - Hajipur invites online GEM tender in two bid system (Technical Bid and Financial Bid) “Contract for Manpower Providing Services at **CIPET: CSTS - Hajipur**”. The Tender Documents duly completed in all respects have to be submitted online on GEM portal along with all necessary documents. Last date of submission of duly filled in Tender document will be as per GEM.

Principal Director & Head, CIPET-Hajipur reserves rights to accept or reject any/all tenders without assigning any reasons.

3. ABOUT THE INSTITUTE

OVERVIEW

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower indifferent disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

A PREMIER GOVT. OF INDIA INSTITUTE FOR HIGHER & TECHNICAL EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY

Post-independence, it became a matter of concern that Plastic Engineering & Technology was a growing science and yet there was not enough human resource to meet the demand. Imperative need was felt to establish CIPET -- the unique institute of its kind in the country and even today the institute holds a premier position. The primary objective of CIPET has been contributing towards the growth of the plastics industry through a combined program of education and research. The Institute has evolved through the years, creating closer ties with industries with the intent to create innovative plastic based solutions which are resource efficient and marketable. This has led to an exponential growth with activities and programs focusing on: Skill Training Technology Support Academics Research

4. SCHEDULE OF REQUIREMENT

Principal Director & Head, **CIPET: CSTS - Hajipur**, Industrial Area, Hajipur – 844101, Vaishali, Bihar invites online Tender through GeM 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-C” (Technical requirement of Manpower) Scope of Work of the tender document. The requirement of **CIPET: CSTS - Hajipur** 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: CSTS - 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.
 - d) Detailed proof of identity like driving license / 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**
3. The successful agency/bidder shall ensure that the personnel deployed are medically fit.

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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: CSTS - 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.

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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.

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. 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 – 844101, 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
01	Shop Floor /Work Shop Attendants (Testing/Processing/Tooling & CAD/CAM/Skill Training)	10	As per schedule - I				
02	Lab Instructor (PP/TR/CAD/CAM/Computer Science)	02					

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05	Data Entry Operator (Customer Relationship)	04	
06	Data Entry Operator (Skill Training)	04	
07	MTS/ Helper (processing/Tool Room/Testing/CAD/CAM/ Guest Room, Maintenance, PDI)	09	

Note:

- (1) The educational qualification can be relaxed with the approval of Principal Principal 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/fixed 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 **CIPET: 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.

SCHEDULE -I :						
Sl. No.	Name of the proposed designations	Job responsibilities	Eligibility Criteria: (Educational qualification and experience)	Remuneration range / Consolidated Remuneration to be paid per month	Maximum Term of Engagement on contract	Remarks
1	2	3	4	5	6	7
1	Shop floor/ work shop Attendants (Testing/ Processing / Tooling & CAD/CAM/ Skill Training)	<ol style="list-style-type: none"> To execute production / job order as per the instructions of HOD's and as per ISO QMS. To operate relevant machinery / equipment and maintenance of equipment / computers/machines in the laboratory/ computer lab/shop floor. To mobilize and counsel Students. 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 impart practical training to students. To maintain and monitor attendance of students as per ISO QMS. To maintain and fill mandatory registers and formats as per ISO QMS. To assist in routine laboratory works/ computer labs/ shop floor works. 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. To ensure cleanliness of all machinery and shop floor/lab/workshop. To label / code properly and display of specifications in the machinery / equipment. Regular maintenance of m/c, equipment for –preventive and break down maintenance. To ensure availability of safety kits/ poster display/ brochure etc. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise. To ensure calibration of machinery / equipment and maintain record. 	Minimum qualifications & Experience Full time B.Sc / Diploma / ITI in the relevant discipline. Preference shall be given to the candidates with 1 year experience in the relevant discipline.	Rs. 15,000/ – to Rs.25,000/- p.m.	1 Year (Renewable up to 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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1	2	3	4	5	6	7
2	Lab Instructor (PP/TR/CAD/CAM/ Computer Sc.)	<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. To ensure confidentiality of test results. To ensure availability of all lab equipment/ machines/ spares as per syllabus / affiliating university norms. 	<p>Minimum qualifications & Experience</p> <p>Full time First Class Graduate in relevant discipline. OR Full time First Class Diploma in relevant discipline.</p> <p>01 year relevant post qualification experience.</p> <p>Practical workshop skills, as evident by knowledge of instruments and devices used within the laboratory, and other workshop tools and equipment.</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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1	2	3	4	5	6	7
03	Data Entry Operator (Customer Relationship)	<ol style="list-style-type: none">1. Distribution of pamphlet2. Interaction with candidates and customers.3. Explaining about skill development skill programme being run at centre4. 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 candidate8. Arranging appointment with CIPET officials9. Receiving and verifying documents Follow-up through phone calls.10. Proficiency in sending information through mail, message, SMS, social media11. Maintenance of records and filing documents12. 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)	

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1	2	3	4	5	6	7
04	Data Entry Operator (Skill Training)	<ol style="list-style-type: none"> Drafting and releasing advertisements in newspaper(s) for mobilization of candidates. Providing typing assistance to the Screening /Selection Committee. Documentation, record keeping w.r.t. distribution of training kits to the trainees. Assistance for organizing course inaugural / valedictory function. Assisting for placement activities. Documentation, record keeping w.r.t. distribution of certificates to the trainees on conclusion of training programme. Maintaining documents received from the candidates. Maintaining registration forms. Uploading candidate details in skill India, sponsor websites. Plan and preparing skill programme details. Programme schedule for theory and practical classes. Distribution of books as per NSQF syllabus. Implementation of Biometric attendance. Preparation of monthly progress report to H.O. Preparation of MPR to centre In-charge. Preparation of candidate attendance. Distribution of stipend to the eligible candidates. Preparation of course completion certificates. Maintaining of course certificate issue register. Preparation of proposals, Invoices, etc. Preparation of list of short-listed candidates after counseling. Compilation of report and onward submission. 	<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> <p>Good Communication skill in English and regional language of the State.</p> <p>Good presentation skills.</p> <p>Knowledge of English Typing, preferably supported by a certificate of proficiency.</p>	Rs. 15,000/- to Rs.20,000/- p.m.	1 Year (Renewable up to 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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Sl. No.	Name of the proposed designations	Job responsibilities	Eligibility Criteria: (Educational qualification and experience)	Remuneration range / Consolidated Remuneration to be paid per month	Maximum Term of Engagement on contract	Remarks
1	2	3	4	5	6	7
05	Helper / MTS (Processing/ Tool Room/ Testing/CAD/CAM/ Guest Room, Maintenance, PDI)	Multiple assistance / helping in the office / hostel / lab / workshop / classroom etc	Minimum qualifications & Experience Minimum 8 th Std. Pass	Rs. 10,000 /- To Rs. 15,000 /- PM	1 Year (Renewable up to 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 maybe.

5. ELIGIBILITY CONDITIONS

BASIC ELIGIBILITY

- (a) The applicant should be in Manpower Providing Services for a minimum period of 03 years as on **11.03.2025**.
- (b) Experience of having successfully run the Manpower Providing Services during the last Three years ending **11.03.2025** as per following:
- ❖ 10 GEM Work orders (Any Service Sector) and 2 similar completed work orders each having not less than Rs. 25 Lakhs Per Annum.
 - ❖ Must have One experience of PSU/Govt. Sector.

CONTRACTOR SHOULD MEET ANY ONE OF THE ABOVE CRITERIA FOR ELIGIBILITY PURPOSE.

***Similar nature of work means the manpower services in institutions/autonomous organizations/MNC/State & Central Government Colleges and offices.**

(c) Financial Turn-Over(Gross)

The bidder's average annual financial turnover (gross) in Manpower Providing Services during the last two financial years, i.e., 2021-22, 2022-23 and 2023-24 duly certified by Chartered Accountant should not be less than **25Lakhs per year**.

(d) Performance Security Deposit/EMD Deposit

1. The Successful bidder has to submit Security Deposit of Rs. 1, 80,000.00 (One Lakh Eighty Thousand Only) on award of contract. The same shall be returned interest free on completion of the contract.
2. The EMD Deposit will be Rs. 50,000.00 (Fifty Thousand Only)
3. The EMD and Performance Deposit are to be submitted in favour of "CIPET Hajipur. The Bank detail is as follows :-

- | | |
|--------------------------|------------------------------|
| 1. Bank Name | : State Bank Of India |
| 2. Branch | : Hajipur |
| 3. Account Number | 11041919945 |
| 4. IFS Code | : SBIN0000088 |

The scan copy of Tender Fee and EMD is to be uploaded in Technical Bid.

(e) Performance Certification

The bidder's performance, for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization on their letter head with sign and stamp.

(f) Other Terms & Conditions

- The Tenderer should be registered with the Competent Authority .The tenderer shall have well established **office at Hajipur city. ONLY THOSE FIRMS WILL BE CONSIDERED WHO ARE HAVING ESTABLISHED OFFICE IN THE LOCATION (HAJIPUR, BIHAR) SINCE LAST 01 YEAR. ADDRESS PROOF SHOULD BE ISSUED BY GOVERNMENT OF BIHAR.**
 - The Tenderer should not have been **black listed** by any Govt. Deptt./Semi-Govt. Deptt. or any other organization and submit the undertaking for the same on letter head.
 - The Tenderer should be registered with the Competent Authority and should have PAN number, GST and the employees should be registered with PF & ESI department.
 - Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
 - Tender is liable to be rejected without EMD declaration.
 - In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
- (g)** Tenders received of incomplete nature or without proper documents, including demand draft, will be rejected.

6. NO OF REQUIRED STAFF

Total No of Manpower: **29** Nos.

(* Above no's of required staff may increase or decrease as according to scope of work).

7. ALL TERMS AND CONDITIONS

INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

I - GENERAL TERMS & CONDITIONS

1. Each page of the up-loaded GeM-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.
2. Technical Bid should be submitted by the bidder strictly as per Bidder eligibility criteria with documentary evidence prescribed.
3. 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.
4. **CIPET: CSTS - Hajipur** reserves the right to modify/relax any of the terms & conditions of the tender.
5. 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**.
6. 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 Principal Director & Head, **CIPET: CSTS - Hajipur** / the Competent Authority.
7. **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.
8. 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.
9. **Technical Bid** of the GeM-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.
10. **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.

11. Once the rates are finalized, no increase will be considered in the rates quoted by the agency in any case during the period of contract.
12. **CIPET: CSTS - Hajipur** reserves the right to reject any or all the tenders or accept them in part or to reject lowest tender.
13. 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.
14. 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.
15. 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 three years' experience of deployment of different categories of manpower in Ministry/Departments of Govt. of India/Central PSUs / Nationalized 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 Hajipur 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/Nationalized 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 ALONG WITH 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 Work Satisfactory Completion/Performance Certificate/Work Order.
5. Copy of the latest IT Returns filed with the Income Tax Department.
6. Copy of EPF & ESI Registration Certificate.
7. Copy of ESI Registration certificate.
8. Copy of the GST Registration certificate.
9. Copy of the Turnover Statement for the last three years.
10. 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 Contract Labour (Regulation & Abolition) Act, 1970.
3. Copy of ISO (Occupational Health and Safety Management System & Quality Management System)
4. Tender document duly signed and stamped. (Except Financial Bid).
5. A self-attested copy of PAN card.
6. A self-attested copy of the latest IT Returns filed preceding two financial years with the Income Tax Department.
7. A self-attested copy of EPFO & ESIC Registration certificate.
8. Copy of Work Satisfactory Completion/ Performance Certificate/ Work Order.
9. A self-attested copy of the GST Registration certificate.
10. A self-attested bank account statement for the last six months.
11. The bidder should have 10 GEM contract (any Service sector) at least 02 GEM contract not less than 25 Lakh.
12. Must have 03 years' experience of deployment of different category of manpower in Ministry/Departments of Govt. of India/Central PSUs/Nationalized Banks/State Govt.

Departments/Autonomous /Statutory Bodies/Corporations. A copy of the experience certificate/work order issued by the respective offices should be provided.

13. List of at least 200 employee enrolled in EPF & ESI in prescribed format duly signed by authorized Signatory on the letter head of the bidder. (Nil certificate in case of start up

Sl. No.	Name of Employee	Designation	ESIC No.	EPF No.	Qualification

14. The average annual turnover of the company/firm/agency should not be less than rupees 25 (Twenty Five) Lakhs during the last three 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 amounting to 2% or Rs. 1,80,000.00 in the form of FDR issued by a nationalized bank in favour of CIPET –Hajipur. Performance security should remain valid for a period of 18 Months.

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.
 - (c) Bank statement showing debits from awarding agency's bank account towards payment of wages to its personnel deployed at **CIPET: CSTS - Hajipur**.
2. 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.
3. First payment shall be released after furnishing performance bank guarantee/ security deposit.
4. 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.
5. 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.
6. 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.
7. Proof of Taxes as applicable from time to time deposited with the concerned Government agencies shall be submitted with the bill.
8. 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. 50,000.00 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 Organization, 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 Rs. 1,80,000.00 in the form of fixed deposit of a nationalized bank in favour of “CIPET Hajipur” which should be valid for a period of 18 months. 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, 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 Principal 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 GeM Portal.
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 **Hajipur, Bihar**.

XVII. FORCE MAJEURE

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either partly 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.

(Principal Director & Head)

CIPET:CSTS-Hajipur,
Industrial Area,
Hajipur, Bihar -
844102

Profile of Manpower Staff

- | | |
|-----------------------------------|---|
| 1. Preferred Age Group | : 21 – 50 years |
| 2. Nationality | : Indian |
| 3. Min. Educational Qualification | : As per Schedule - 1 |
| 4. Language Knowledge | : English & Hindi. |
| 5. Physical condition/Health | : Should be of good health with Medical Fitness |
| 6. Skill and ability | : Hard working and able to work under difficult situation and proactive under any exigencies. |
| 7. Character & Conduct | : Should be honest, disciplined and progress good
Character certificate soft wore owned Persons. |
| 8. Work Experience | : Should have 0-3 years' experience. |

CIPET: CSTS – HAJIPUR**TENDERNO: CIPET: CSTS/HJP/MPS /24-25/02 dated 11.03.2025****ANNEXURE – I****TECHNICAL BID –MANPOWER SERVICES**

(To be submitted in a separate sealed envelope)

FOR MANPOWER SERVICES TO CIPET: CSTS - HAJIPUR.

Please submit attested copies of the following documents

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.	GST 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)	
	10 GEM contract (any Service sector) at least 02 GEM contract not less than 25 Lakh.	
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).	
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	

CIPET: CSTS – HAJIPUR**TENDERNO: CIPET: CSTS/HJP/MPS /24-25/02 dated 11.03.2025**

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
1.					
2.					
3.					
4.					
5.					
6.					
7.					

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

DECLARATION

I _____ son/daughter/wife of Shri/Smt. _____
Proprietor/Director/Authorized 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)

Office seal

Name _____

Date _____

Place _____

CIPET: CSTS – HAJIPUR

TENDERNO: CIPET: CSTS/HJP/MPS /24-25/02 dated 11.03.2025

ANNEXURE – II

FINANCIAL BID –MANPOWER SERVICES

(To be submitted in a separate sealed envelope)

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, Bihar - 844102.

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, Bihar - 844102 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, Industrial Area, Hajipur, Bihar - 844102]	

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

.....X.....