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**TENDER FOR**

**PROVIDING OF MANFPOWER**

**fufonk Ø-@TENDER No. CIPET/BPL/ADMN/2018-19/03**

**fufonk tek djus dh vfUre frfFk % 22-05-2018 le; lka;% 5%00 cts rd**

***LAST DATE FOR SUBMISSION OF BID: 22.05.2018 AT 17:00 HRS***

**foKkiu@Advertisement**

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dzekad% flisV@Hkksiky@iz’kklu@**2018-19/03** fnukad% 14@05@2018

Ref No: **CIPET/BPL/ADMN/2018-19/03** Date: 14 / 05 / 2017

**ekuo 'kfDr iznk; djus gsrq fufonk vkea=.k**

**NOTICE INVITING TENDER FOR PROVIDING OF MANPOWER**

The offers from the reputed firms registered with the Labour Department of Central/ State Government for the supply/engagement for High Skilled/Skilled/Unskilled manpower for the work of Technical / Academic services / Office Work / etc are invited up to **22/05/2018** up to 5**:00** **PM**. The Tender forms can be dropped in a box kept at the entrance of reception counter of Institute’s main building.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Øa-**  **S. no.** | **dk;Z dk uke**  **Name of Work** | **vuqekfur eSu ikoj**  **Estimated Workers** | **/kjksgj jkf’k**  **¼:½**  **EMD (in Rs)** | **dk;Z vof/k**  **Completion Period** | **fufonk izi= ewY;**  **Cost of Tender Form** | **fufonk [kksyus dh frfFk**  **Date of opening of Bid** | |
| **rduhdh fcM**  **Technical Bid +** | **ewY; fcM**  **Price Bid**  **+** |
| 1. | [rduhdh@’kS{kf.kd@](mailto:rduhdh@'kS%7bkf.kd@) dk;kZy;hu dk;Z@ ekuo'kfDr iznk; djukA  Providing and engagement of Man Power agency for Technical / Academic services / Office work / work areas. | 50  ¼ipkl½  (Fifty) | 1,00,000/-  ¼:- ,d yk[k ½  (Rs. One Lakh ) | 12  ¼ckjg eghus½  (Twelve Months) | 2,000/- | 23.5.2018  AT  3:00 pm | rduhdh ewY;kadu ds mijkar i`Fkd lwpuk nh tk;sxhA  Intimation after evaluation of technical bid. |

The tender documents giving full details terms and conditions can be downloaded from the Institute Web Site [**www.cipet.gov.in**](http://www.cipet.gov.in) after next days of publishing. The offers will be submitted in one envelope showing the name of the work on the top of the envelope which will contain three envelopes as follows:

**izFke fyQkQk Envelope 1**: **%** Separate two demand draft for cost of tender (non refundable) and Earnest Money deposit. (refundable) as per above from any nationalized Bank in the favor of “**CIPET, Bhopal**” payble at Bhopal.

**f}fr; fyQkQk%** Technical Details- As per Annexture I

**Envelope 2**: Technicla Details -As per Annexture-I

**r`rh; fyQkQk%** A Price Bid.

**Envelope 3**:

Price bid of the tenderers whose Tender cost, EMD and Technical bid found in order, shall be opened. Director & Head, CIPET reserves all right regarding enhance or reduce the work and to cancel all the tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

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Director & Head

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🕿% **0755&4028610] 4028613] eksckbZy u** 7470784302, 7389927430

bZ&esy % cipet.bhopal@gmail.com, osclkbZV % [www.cipet.gov.in](http://www.cipet.gov.in)

Øekad% flisV@Hkksiky@iz’kklu@**2018-19/03** fnukad% 14@05@2018

Tender No: **CIPET/BPL/ADMN/2018-19/03** Dated : 14/05/2018

**fufonk izi= TENDER FORM**

1. General Conditions : Page No. 6-8
2. Scope of Contract : Page No. 9-10
3. The Special Terms and Conditions : Page No. 11-13
4. Earnest Money Deposit & Security Deposit : Page No. 14-15
5. Instructions to Bidders : Page No. 16-20
6. Documents to be submitted in technical(Annex-I) : Page No. 21-23
7. Certificate (Annex-II) : Page No. 24
8. Authorization to attend tender opening(Annex-III) : Page No. 25
9. Format for Price Bid (Annex-IV) : Page No. 26
10. Technical Bids only will be opened on 23/05/2018 at 3:00 pm in the Institute Conference Hall, CIPET, Bhopal, before those bidders who wish to be present at the time of opening with authorization letter.
11. The Technical Bid must include the following (In Separate Envelope)
    1. The Technical compliance Statement related to document required as per Annexure I.
    2. The EMD Amount of Rs1,00,000/- (Rs One Lakh only) and a separate DD for the sum Rs 2,000/- (Rs Two thousand) in favor of CIPET, Bhopal if the tender documents are downloaded.
    3. Other document as stated in the Instruction to Bidders must be enclosed.
    4. One set of the complete tender document duly signed and sealed as a token of acceptance of the terms and conditions of this tender.
12. The Price Bid must have the details of the Price on the contractors letter head as per format at Annexure-IV.

**Ekkuo’kfDr iznk; djus ds fy;s fu;e ,oa 'krsZa**

**Terms and Conditions for Providing of Manpower**

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

**lkekU; 'krsZ@GENERAL CONDITIONS**

1. Sealed tenders are invited from experienced, resourceful and reliable Agencies of repute to supply and engagement of manpower ( High Skilled / Skilled /Semi Skilled/ Unskilled) who had executed prestigious Jobs having current and valid EPF and ESIC code number, GST Registration may submit the Tender along with updated list of their clients.
2. The firm should also have a varied experience of supplying manpower to National Level Institutions or their Local Organization/Institutions of high repute such as Banks, Govt. Of India’s Autonomous Organization/Public undertaking etc.
3. The period of contract under the scope of work shall be normally for 12 months, which can be further extended by mutual agreement on the same terms and conditions for another 12 months.
4. If the contractor fails to provide requisite staff within stipulated time, a penalty of Rs 500/- per day will be deducted from the monthly bill.
5. Agency has to give its phone/mobile no. to execute the work as per needs.
6. The contractor will provide the identity cards to the assigned manpower .
7. As per the needs, the work is to be executed.
8. Each page of the Tender document is required to be signed by the tenderer. The Tender document must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
9. No further discussion/interface will be held with the bidders whose bids would be Rejected/Disqualified/Technically Disqualified.
10. Tendering authority is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
11. Applicable taxes, if any, shall be paid extra and TDS will be deducted from the billed amount as per rules.
12. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
13. Bids shall remain valid for 30 days from the last date of bid submission.
14. The received bids will be evaluated by the Committee of CIPET on the basis of requisite documents. There after a team of CIPET will visit the site for physical inspection of the site and if found suitable and meeting the requirements of CIPET as indicated in these terms & conditions the price bid will be open for technically qualified bidder.
15. CIPET reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
16. Successful bidder will have to execute an agreement within a week in the form of lease with CIPET on a non-judicial stamp paper as per the Stamp Act.
17. The offers of the contractor who do not fulfil the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
18. Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.
19. **Latest Minimum wages as notified by State Government (M.P.).revised from time to time shall be paid**
20. Bidder register under Micro & Small enterpreise (MSEs) as defined in MSE precurement policy issued by department of MSME or register with central purchase organisation can submit bid but they shall deposit the tender fee , & EMD for initial process.
21. No refund of Tender fees in case of retender process.
22. Number of the manpower on contract vary as per requirement.
23. Any misconduct/misbehavior/indiscipline of manpower supplied by the contractor will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserve the right to take all appropriate actions under such circumstances.
24. The Contractor shall solely be liable for payment of wages and other dues to the manpower personnel deployed in CIPET.
25. Service charges charges upto /will be mínimum two percent.( Minimum wages as per State Govt.(M.P.) Rate)
26. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee’s contribution.
27. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.
28. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
29. Copy of service satisfaction certifícate of existing clients served/serving must be attached .
30. All legal matter will be under Bhopal Judiciary only.

**vuqca/k dk egRo@SCOPE OF CONTRACT**

1. Actual number of manpower will be finalized after award of work in consultation with concerned sections of CIPET, Bhopal. The number of manpower may increase or decrease later as per requirements.
2. **okafNr ekuo’kfDr dk fooj.k@Detailed of manpower required-**

|  |  |  |
| --- | --- | --- |
| **Øa-S.n** | fooj.k@Particular | ;ksX;rk@Qualification |
| 1. | **mPp dq’ky@High Skilled**  A. rduhdh lgk-@Tech Asst  B. dk;kZy; dk;Z@Office Asst | Diploma/ITI/BE(Fresher)- 3 & above years experience.  BA/B.Com/MA/M.Com\ 3 & above years experience. Typing Hindi/English |
| 2. | **dq’ky@Skilled**  A. rduhdh lgk-@Tech Asst  B. dk;kZy; dk;Z@iqLr- lgk- Office Asst / Lib Asst  C. ckophZ@ds;j Vsdj@Cook / Care Taker | Diploma/ITI 3 Years exp/ Electrician work expe.- 5 Years without certificate.  10+2/Graduate/BCA/BBA/PGDCA/DCA/ with Typing Hindi/English    2 & above years work experience.  5 or above years work experience |
| 3. | **vdq’ky@Unskilled**  dk;kZ- vVSa-@ gsYij@  Office Attendent / Helper / etc. | 5th / 8th Pass- Work Knowledge. |

\*High Skilled: Highly qualified person like P.hd,M.Tech., M.E. in specifiec subject are also requred as per Institute requirement.

1. The Agency may quote their Management/Service charges, in percentage only both in figure and words. Other than service charges, all other tax/ charges will be levied as per the Govt. Norms only.(As per the format enclosed at annexure IV).
2. The CIPET will pay the employer’s contribution towards Employees Provident fund (EPF) (as applicable) and Employees State Insurance (ESIC) (as applicable) and all taxes/ charges levied under statutory provisions (subject to Govt. Revision). Difference of wages will be paid as and when required as per the department of labour Govt. of India.
3. The CIPET will deduct income tax on bills and payment shall be released within 15 days of submission of the Bills in order along with the requisite

documents like;

* 1. Proof of payment through Bank to each worker through a scheduled bank or other sources.
  2. Proof of submission of EPF, ESIC, GST upto current month of each emplyees .
  3. Certificate in the register of wages.

**fo’ks"k fu;e ,oa 'krsZ@SPECIAL TERMS AND CONDITIONS**

1. Manpower for various Works should be made available as per Institute requrement The Manpower shall be able to perform various Works as well as field duties.
2. The personnel deployed by the Agency will be the employees of the Agency in all respects. The CIPET will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET, Bhopal in this respect.
3. The Agency shall ensure the payment of wages to the staff through Bank only.
4. The selected Agency has to enter into an Agreement on Non Judicial Stamp of Rs 500/- at his own cost with the CIPET, Bhopal for one year, which can further be extended twice each time for one year with the consent of both the parties. Draft Agreement format is available with the office CIPET, Bhoal.
5. The Agency shall be responsible to register itself and obtain a valid licenses under the contract Labour (Regulation and Abolition) Act, 1970 and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Director & Head , CIPET as may be required by the Act / Rules and shall indemnify CIPET against any penalties / claims arising out of any event, accident or of any default on its part. A copy of the cirtificate of registration and Licenses of the agency to be verified by CIPET with Originals.
6. The CIPET will not be resposible financially or otherwise for any causality / disablement / death caused to any staff of the Agency, while providing the services under this agreement. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury / disablement / death at work site and carry out complete obligations under the said Act/ Rule and furnish all information to Director & Head, CIPET Bhopal and shall indemnify CIPET against any such penalties / claims out of default on its part.
7. Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by CIPET specifically inconsideration cases and prior submission of request by the firm.
8. All the statutory provisions shall to be observed / followed by the Agency during the running of Agreement.
9. Inspection report of EPF,ESI and GST for the last three years must be submitted.
10. The Tenderer should attach copy of audited balance sheet(mínimum turnorver must be not less than 5 Cr.) for last three years.
11. **The Agency shall have to provide Bhopal office address** **in which there must be 4-5 employees working in this** , Works order and other documents related to the present work order for suppliing manpower to other deparment. to the inspecting team of CIPET and shall cooperate / assist in provinding any other details if necessary.
12. The tender should be properly typed or neatly handwritten without any overwriting and ambiguity in the prescribed form and all pages of tender form along with all enclosures are to be numbered and signed by the applicant.
13. Incomplete tender form without all relevent documents and efforts to conceal information and will be summarily rejected.
14. The tender will be opened in the presence of Tenderers or their authorized representative (máximum two in numbers) or in absence. No separate information would be given for attending the tender opening.
15. The successful Tenderer shall maintain an office at Bhopal during the period of contract.
16. The personnel deployed by the agency should bear moral character duly verified by the pólice authority and of sound Physical and Mental health to carry out the work.
17. The CIPET reserves the right to declare any person deployed by the agency as unfit for any work on account of not having proper efficiency, sound physical, mental health or creating nuisance and or any other valid reason and its decisión shall be final and binding on the service provider. Any deployment / change of the contract employee should be with the consent of CIPET authority.
18. If the Tenderer withdraws the offer after submission of the tender or fails

to deploy the required personnel after acceptance of tender, CIPET reserves the

right to forfeit the earnest money / security deposit so deposited and terminate

the contract.

1. The contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decisión of the Director & Head, CIPET, Bhopal will be final and acceptable to the contractor in this context.
2. There will a continuous supervisión by the institute staff if it is not found satisfaction as per terms and conditions, the same will be cancelled by giving notice of one month.
3. The contract will only be awarded to those who got the maximum technically point qualified in technical bid & Inspection of the carried by our team and mínimum service charges quoted by the contractor and in case if there are two or more contractors with same rate the award of contract shall be done according to technically qualified bidder on merit based & on the basis of inspection of the CIPET team (i.e. on turnover, experience, service satisfactory report etc. and it must be aceptable to the contractors. The decisión of the Director & Head CIPET will be final and aceptable to the contractor in this context.
4. The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
5. The DD for earnest money, copy of Registration Certificate, Labour License Certificate, EPF and ESIC code no., GST registration and Documentary evidence regarding experience must be submitted with the tender. Service rendered at Govt./Semi Govt./ Private organizations with number of personnel provided and duration of services may be mentioned separately.

**tek vifjgk;Z ¼/kjksgj½ /kujkf’k ,oa tekur jkf’k**

**EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT**

1. The earnest money deposited by the tenderer will be forfeited if
   1. After opening the tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
   2. The tenderer does not commence the work within the period as

provided in the letter of intent / contract.

1. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
2. EMD of the successful tenderer shall be returned after the deposit of Security deposit.
3. The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 3,00,000/- (Rs. Three lakhs only) in form of FDR (issued by Nationalized Bank / Scheduled Banks) in f/o CIPET, Bhopal in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 1,00,000/- shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 7 days. The DD/Banker’s Cheque shall be drawn in favour of CIPET payable at Bhopal only.
4. Security Deposit will be taken from the successful tenderer before the commencement of work.
5. **Security Deposit will not carry any interest.**
6. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
7. The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited every month.
8. The Director & Head , CIPET, Bhopal reserves the right to accept or reject any or all tenders without assigning any reasons whatsover and in such case no tenderer shall have any claim arising out of the action by the CIPET.
9. The service provider/contractor shall take the responsibility to transfer the documents from old service provider/contractor.

11 Copy of service satisfaction certifícate of existing clients served/serving must be attached and in case applicant has provided/providing security service to CIPET, applicant has to submit service satisfaction certifícate which is given by CIPET Centre Head.

**fufonkdrkZ ds fy;s funsZ’k INSTRUCTION TO BIDDERS**

1. **ifjHkk"kk@DEFINITIONS**
   1. ‘Contracting Authority’ means CIPET, Bhopal.
   2. ‘Bidder’ means the individual or Firm who participates in the tender and submits its Bid.
   3. ‘Services Provider’ means the individual or Firm providing Manpower.
   4. ‘Service’ means deployment of Manpower.
   5. ‘The contract price’ means the Price payable to the attendants service provider for the full and proper performance of its contractual obligations.
2. **fufonkdrkZvksa ds fy;s ik=rk ekin.M+@ELIGIBLE CRITERIA FOR BIDDERS**

The eligible bidders should be the agencies who possess the following documents.

* 1. Registration of Firm. (mínimum period of three year or more)
  2. Labour License Cirtificates. --do--
  3. EPF Registration. --do--
  4. ESIC Registration. --do--
  5. EPF & ESIC inspection report (Last 3 yrs.) --do--
  6. GST Registration. --do--
  7. Income Tax Registration. --do--
  8. Balance Sheet of the Firm duly audited by a chartered Accountant (mínimum period of last three year or more)
  9. The bidder turnorver must be not less thean 05 Cr.in each financial year.

1. **vuqlwfp ewY;@SCHEDULE OF RATES**

The wages rates shall be as per Latest Minimum wages as notified by M.P.

Government **LVsV xOgjesUV }kjk miHkksDr ewy lqpdkaad ij fu/kkZfjr**

1. **tek /kjksgj jkf’k@EARNEST MONEY DEPOSIT**
   1. The Bidder shall furnish EMD for an amount of Rs 1,00,000/-(Rs. One Lakh only).
   2. The EMD must be in the form of DD in the favor (name) of CIPET, Bhopal (issued by Nationalized / Scheduled Bank).
   3. The EMD of the unsuccessful bidders will be returned within 30 days after the expiry of the period of Bid validity.
   4. The EMD of successful bidder will be returned upon furnishing the performance security by the bidder. The bid security can be adjusted against the performance security at the option of the Bidder.
   5. The EMD is liable to be forfeited.
      1. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or
      2. In case of successful bidder, if the bidder fails to sign the contract agreement or to furnish the performance security.
2. **fufonkvksa dh U;k;rk vof/k@PERIOD OF VALIDITY OF BIDS**

Bid shall remain valid for 120 days after the date of opening of bids prescribed by the contracting authority.

1. **fufonk,a tek@SUBMISSION OF BIDS**

**Envelope I-** Separate two demand draft for cost of tender (non refundable) and Earnest Money as per above from any nationalized Bank in the favor of CIPET, Bhopal payble at Bhopal.

**Envelope II-** Technical details – Registration with the Labour Department of Central / State Govt., List of completed work of similar nature in last three (3) years with complete details of work, Clearance Certificate from ESI, EPF and Service Tax etc. of last three years.

**Envelope III-**  A Price Bid.

Price bid of the tenderers whose Tender cost, EMD and Technical bid found in

Order , shall be opened. Director, CIPET reserves all right regarding enhance or

reduce the work and to cancel all the tender sor any tender without assigning any reason thereof. Conditional Tenders will not be accepted.

* 1. The envelopes shall be addresses to Director & Head, CIPET, Bhopal.
  2. On the top of the envelope the following should be superscribed. “ Tender for Supplying Manpower (High Skilled/Skilled/Unskilled)”
  3. The inner and outer cover shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is

received late.

* 1. The completed tender forms can be dropped in a box kept at the entrance of reception counter of Institute’s main building.
  2. If both the envelopes are not sealed and marked as explained above the bid shall be rejected.
  3. The bid received after the specified date and time will not be considered.

1. **fufonk [kksyuk ,oa ewY;kadu djuk@BID OPENING AND EVALUATION**
   1. The contracting authority shall open the bidsin the presence of bidders

their authorized representatives who choose to attend, on due date. The bidder’s representatives who are present shall sign in an attendance register. Authority letter to this effect shall be submitted by

the bidders before they are allowed to participate in bid opening.

* 1. The bidder’s name, Bid Price, modifications, bid withdrawals and such other details as the contracting authority, at its discretion, may consider appropriate will be announced at the opening.

1. **izkFkfed ewY;kadu@PRELIMINARY EVALUATION**
   1. The contracting authority shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required Bid security have been furnished, whether the documents have been properly enclosed and duly signed and whether the bids are generally in order.
   2. The contracting authority may waive any minor infirmity or irregularity in the bid which doesn’t constitute a material deviation, provided such waiver doesn’t prejudice or affect the relative ranking of any bidder.
   3. The Technical bid will be evaluated and merit list will be prepare don the following basis:-
      1. Services provided to the Educational / Cultural Institution/ Govt. Institutions and number of Govt / Semi Govt / PSU contract in Hand / completed with mínimum 40 nos of workers. Please give details in last three (3) years.
      2. Satisfactory report of performance from the organizations / Institutions where the contracts has been already executed or in running
      3. Average Annual Turnover (not less tan 05 cr)of the bidder of last three (3) years in each financial year.
      4. Length of experience in providing number of workers in last three years contracts (mínimum contract order should have 40 nos workers per year.
      5. In additions to the above the documents required to be submitted in Technical details as per Annexure I.
2. **buLisD’ku@Inspection**

The tenders whoes tenders have been successfully qulified in the technicla bid inspection team of CIPET verify the site/offices of the tenders venders.

1. **vf/kd mRrjnk;h fufonkvksa dk ewY;kadu ,oa rqyuk@EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**
   1. Only those bid which qualified for the Technical part will be considered for examination in the financial part. Thirty five (35) points out of Fifty(50) is necessary to qualify for the financial bid.
   2. The evaluation and comparison of responsive bids shall be on the rate

for the services offered.

* 1. If there is a tie, the bid scrutiny committee decides the awarding the contract depending their service in earlier organization. The decision of Director & Head shall be final in this regard.

1. **ckgjh dgklquh ,oa vU; ckgjh n[kykankth@CONVASSING AND OTHER OUTSIDE INFFUENCE**
   1. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
   2. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decisión shall result in the rejection of the bid.
   3. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decisión for the entering / entered contract will regard to this dispute.
2. **fufonk nsuk@vuqca/k dk djkj@AWARD OF CONTRACT**

The contracting authority shall consider selection of the bidders whose offers have been found technically and financially acceptable.

1. **fufonk vuqca/kdrkZ dks vf/kdkj gS fd og vko’;drk vuqlkj Qsjcny dj ldrk gS@** **CONTRACTING AUTHORITY’S RIGHT TO VARY THE REQUIREMENT OF SERVICES**

The contracting authority reserves the right, during the validity of the contract, to increase or decrease the quantity as per requirement.

1. **fufonk vuqca/kdrkZ dks ;g vf/kdkj gS fd og fdlh Hkh fufonk dks Lohdk;Z ;k vLohdk;Z dj ldrk gS@** **CONTRACTINGS AUTHORITY’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The contracting authority reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder or bidders arising out of the contracting authority’s action.

1. **fufonk vLohd`fr lkjka’k@SUMMARY REJECTION OF BIDS**

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

* 1. Any bid, received late without conclusive proof that it was dropped in the box before the specified closing time.
  2. Any bid not accompanied by required bid security or received with

shorter validity period or insufficient amount of security.

* 1. Quotation from the bidder, without letter of authority from the principal.
  2. Any bid received unsealed.
  3. Any conditional bid.
  4. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
  5. Any bid received not signed by duly authorized signatory at all appropriate places.

1. **fufonk dh Lohdk;Zrk@ACCEPTANCE OF BID**

The bidder shall within 10 days of the intimation of the acceptance of his bid by the contracting authority shall give his acceptance along with the performance security.

1. **vuqca/k ij gLrk{kj@SIGNING OF CONTRACT**

The bidder, upon his furnishing the performance security shall sign the contract agreement.

1. **fufonk dk foyksiu@** **ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 16 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the contracting authority may make the award to any other bidder at the discretion of the contracting authority or call for the new bids.

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Annexure I

CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY

BHOPAL- 462023.

TENDER APPLICATION FROM FOR MANPOWER SUPPLY

**To be submitted in Part-I (Technical-Bid)**

**TO BE FILLED UP BY THE CONTRACTOR**

1. Name of the Company : …………………………………………………………………………………
2. Name of the Proprietor : …………………………………………………………………………………
3. Address : ………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

1. Registration Details

(Shop & Establishment) : ……………………………………………………………………………….

1. Telephone No/ Mobile No :……………………………………………………………………………….

E-mail : …………………………………………………………………………………

1. Banker’s details (enclose copy): ……………………………………………………………………..
2. No. of years in this area (Exp) : ……………………………………………………………………….
3. List of Clients/Customers (Enclose copy) : …………………………………………………………

And their address provide during last 03 years

Including details of current year( with copy of contract

And satisfactory performance certificate on the companies

Letter head.

1. Latest LOI/ Work Order from 5 clients (Enclose copy): ……………………………………….
2. Total number of firm on hand and their: ……………………………………………………………

Address, contact person, Telephone

Number etc.

1. Copies of Financial Turnover: …………………………………………………………………………..

(Rs. 05 Cr. ) for last 3 years duly

signed & stamped by Chartered Accountant

1. Performance certificates (05 client) (Enclose copy): ……………………………………………………………
2. PAN No. (Enclose copy): …………………………………………………………………………………..
3. GST tax (Enclose copy) : ……………………………………………………………………………..
4. Provident Fund No. (Enclose copy) : ………………………………………………………………….
5. ESIC No. (Enclose copy): …………………………………………………………………………………..
6. Contractor/Labour License No (Enclose copy) : ……………………………………………………
7. Registration of Firm/Agency No (Enclose copy) : ……………………………………………………
8. Copy of Inspection report of EPF & ESI

(for last 03 year (Enclose copy) : ……………………………………………………

1. Copy of Bank Solvancy Certificate
2. No Court Case Declaration: ………………………………………………………………………………..
3. D.D No, date and amount of E.M.D: ……………………………………………………………………
4. Credential Documents: ……………………………………………………………………………………….

(If any, enclose copies)

**Date: Signature**

**Name of the Signatory and**

**Designation Office Stamp**

vuqØef.kdk ¼fufonkdrkZ }kjk Hkjk tk;as½ Index (To be filled by Contractor)

|  |  |  |
| --- | --- | --- |
| dzekad /S. No. | [fooj.k@Particular](mailto:fooj.k@Particular) | i`"**B la[;k@**Page No. |
| 1. | iathdj.k tkudkjh@ Registration Details |  |
| 2. | laLFkk dk ifjp;@Company Profile |  |
| 3. | fd;s x;s dk;Z dh tkudkjh@Work done details |  |

fiNys rhu o"kksZ esa fd;s x;s dk;Z dk fooj.k ¼lk{; izek.k i=ksa ds lkFk½

¼vyx i`"B dk mi;ksx djsa] ;fn vko’;drk gks½

Work done in last 3 years (all details should be supported by the documents)

(Use separate sheet, if required)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| laLFkk dk uke  Name of organisation | dk;Z dh izd`fr  Nature of Work | dk;Z vkns’k la[;k ,oa fnukad  Work Order No. And Date | dk;Z dk ewY;  Value of Work done | deZpkjh la[;k  Number of Workers | vof/k  Period  (Duration) | lekfIr fnukad  Date of  Completion | ifjf’k"V i`"B la[;k Annexure  Page No |
|  |  |  |  |  |  |  |  |

vf/kd`r gLrk{kj

Authorized Signature Page (Person of Agency)

ifjf’k"V II

Annexure II

**izek.k i=**

**CERTIFICATE**

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

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

Place:…………….. Seal & signature of Bidder

Date……………… Name:……………………………

Address:…………………………

…………………………………... …………………………………..

ifjf’k"V III

Annexure III

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

(TO BE PRESENTED TO THE BID OPENING COMMITTEE)

To,

The Director & Head

CIPET

Bhopal

Shri………………………………………………whose specimen signature is given below is hereby authorized to attend the bid opening on……………………….. at………………………….

1. Specimen Signature Signature of Bidder

Of the person authorized Name:……………………………

To attend the Bid Name of Firm:…………………...

…………………………………...

1. Name…………………… Date:……………………………..

ifjf’k"V IV

Annexure IV

**PRICE BID**

Name of the Agency :

Address :

Contact No :

E-mail ID :

Name of the Proprietor :

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

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

on the salary amount as bill and all the charges concerning to the statutory libilities as per the notification of the Govt. shall be reimbursed to the agency time to time. (as per M.P. Govt. mínimum wages )

(In Words)…………………………………………………………………

Signature

Name and Seal of the company