

Bid Document

Bid Details	
Bid End Date/Time	05-09-2022 17:00:00
Bid Opening Date/Time	05-09-2022 17:30:00
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Chemicals And Fertilizers
Department Name	Department Of Chemicals And Petrochemicals
Organisation Name	Central Institute Of Plastics Engineering And Technology (cipet)
Office Name	Raipur
Item Category	<p>Manpower Outsourcing Services - Fixed Remuneration - Others; Attendant; Full Time BSC or Diploma or ITI in the relevant discipline , Manpower Outsourcing Services - Fixed Remuneration - Others; Laboratory Instructor; Full Time First Class Graduate in relevant discipline or Full time first class Diploma in relevant discipline , Manpower Outsourcing Services - Fixed Remuneration - Others; Asst Hostel Supervisor; Full Time First Class Graduate in any discipline with working knowledge in computer , Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Full Time graduate with basic knowledge of computer , Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; At least senior secondary pass out preferably a full time graduate in any discipline from recognized university or Institute , Manpower Outsourcing Services - Fixed Remuneration - Others; Caretaker; Full time Degree or Diploma in any discipline , Manpower Outsourcing Services - Fixed Remuneration - Others; Instructor; Full time Graduate in English , Manpower Outsourcing Services - Fixed Remuneration - Others; Consultant; Full time Degree or Diploma in IT and networking or allied fields , Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Full time Graduate in Hindi Hons , Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Minimum 8th Std Pass</p>
Contract Period	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	150 Lakh (s)
Years of Past Experience Required for same/similar service	1 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes

Bid Details	
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	7000000
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
----------	----

ePBG Detail

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	40

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

officer(P&A)

Raipur, Department of Chemicals and Petrochemicals, Central Institute of Petrochemicals Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers
(Nitesh Kumar Jain)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM

Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Annual turnover Required by Buyer in Crores:Average Annual Turnover 15000000 in last three FY(2018-19,2019-20,2020-21)

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:02 Nos of similar project(one of 50 lacs and one of 25 lacs out of one should be executed in chhattisgarh)

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:02 Nos of similar project

Geographic Presence: Office registration certificate:Chhattisgarh(Raipur)

Scope of work & Job Description:[1660127161.pdf](#)

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:[1660281429.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Others; Attendant; Full Time BSC Or Diploma Or ITI In The Relevant Discipline (22)

Technical Specifications

Specification	Values
---------------	--------

Specification	Values
Core	
Type of Function	Others
List of Profiles	Attendant
Educational Qualification	Full Time BSC or Diploma or ITI in the relevant discipline
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Preference shall be given to the candidates with 1 year experience in the relevant discipline
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 2	
Designation	Shop Floor/Work Shop Attendants(Testing/Processing/Tooling & CAD/CAM/Skill Training)

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	22	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 3000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Laboratory Instructor; Full Time First Class Graduate In Relevant Discipline Or Full Time First Class Diploma In Relevant Discipline (4)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Laboratory Instructor
Educational Qualification	Full Time First Class Graduate in relevant discipline or Full time first class Diploma in relevant discipline
Specialization	Not Required
Post Graduation	Not Required

Specification	Values
Specialization for PG	Not Applicable
Experience	One year relevant post qualification experience Practical workshop skills as evident by knowledge of instruments and devices used within the laboratory and other workshop tools and equipment Strong troubleshooting and technical problem solving skills
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Laboratory Instructor (Chemistry/Physics/Electrical & Electronics/Computer Sc. or any other Lab/Workshop as per the syllabus)
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 2	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 8000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Asst Hostel Supervisor; Full Time First Class Graduate In Any Discipline With Working Knowledge In Computer (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Asst Hostel Supervisor
Educational Qualification	Full Time First Class Graduate in any discipline with working knowledge in computer
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum 5 years post qualification experience in any students hostel activities preference shall be given to the ex service man shall have good oral and written communication skills
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Asst Hostel Supervisor cum I/C Hostel Hostellers affairs
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 2	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 8000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator;

Full Time Graduate With Basic Knowledge Of Computer (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Data Entry Operator
Education al Qualificati on	Full Time graduate with basic knowledge of computer
Specializa tion	Not Required
Post Graduatio n	Not Required
Specializa tion for PG	Not Applicable
Experienc e	0 to 3 year with Should be capable to speak or read or 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
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	NA
Designatio n	Data Entry Operator(Customer Relationship)
Title for Optional Allowance 1	NA
Title for Optional Allowance 3	NA

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 60 • EDLI (INR Monthly) : 60 • Provident Fund (INR Monthly) : 1440 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; At Least Senior Secondary Pass Out Preferably A Full Time Graduate In Any Discipline From Recognized University Or Institute (4)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Data Entry Operator
Education al Qualificati on	At least senior secondary pass out preferably a full time graduate in any discipline from recognized university or Institute
Specializa tion	Not Required

Specification	Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 year with Should be well versed with MS Office word excel powerpoint sufficient knowledge of mail wizard Good communication skill in English and regional language of the state Good presentation skills Knowledge of English typing supported by c
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	NA
Designation	Data Entry Operator(Skill Training)
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 3	NA

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 3000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Caretaker; Full Time Degree Or Diploma In Any Discipline (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Caretaker
Educational Qualification	Full time Degree or Diploma in any discipline
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 year with Preferably able to speak read write in the regional language
State	NA
District	NA
Zipcode	NA
Addon(s)	

Specification	Values
Additional Details	
Title for Optional Allowance 3	NA
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 2	NA
Designation	Caretaker(For VTC Hostel)

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 3000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Instructor; Full Time Graduate In English (2)

Technical Specifications

Specification	Values
Core	

Specification	Values
Type of Function	Others
List of Profiles	Instructor
Educational Qualification	Full time Graduate in English
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 year in the relevant area
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Instructor(Skill Development: Soft Skills)
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 2	NA
Title for Optional Allowance 3	NA

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 8000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Consultant; Full Time Degree Or Diploma In IT And Networking Or Allied Fields (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Consultant
Educational Qualification	Full time Degree or Diploma in IT and networking or allied fields
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Two year experience in installation functioning and maintenance of IT networking infrastructure at any reputed organization
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)	
Additional Details	
Designation	Consultant (IT & Networking)
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 3	NA
Title for Optional Allowance 2	NA

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 60 • EPF Admin Charges (INR Monthly) : 60 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 8000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1440 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Full Time Graduate In Hindi Hons (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Full time Graduate in Hindi Hons
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 years with Proficiency in Hindi Typing
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 3	NA
Title for Optional Allowance 1	Special Allowance
Title for Optional Allowance 2	NA
Designation	Data Entry Operator(Hindi)

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 60 • EDLI (INR Monthly) : 60 • Provident Fund (INR Monthly) : 1440 • ESI (INR Monthly) : 390 • Optional Allowances 1 (INR Monthly) : 3000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Minimum 8th Std Pass (6)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Minimum 8th Std Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Designation	Helper/MTS
Title for Optional Allowance 1	NA
Title for Optional Allowance 2	NA
Title for Optional Allowance 3	NA

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	NITESH KUMAR JAIN	493221,PLOT NO. 48, BHANPURI INDUSTRIAL AREA, NEAR URKURA RAILWAYS STATION, BHANPURI, RAIPUR	6	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 10000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 50 • EDLI (INR Monthly) : 50 • Provident Fund (INR Monthly) : 1200 • ESI (INR Monthly) : 325 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

3. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

8. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

9. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15% of total value.

10. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

11. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

12. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

13. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name Central Institute of Petrochemicals Engineering AND Technology Account No. 1066001200000071 IFSC Code PUNBO106600 Bank Name Punjab National Bank Branch address Raipur Station Road Fafadih Chowk Raipur. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---