



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3721573
Dated/दिनांक : 20-07-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-08-2023 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-08-2023 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Chemicals And Fertilizers
Department Name/विभाग का नाम	Department Of Chemicals And Petrochemicals
Organisation Name/संगठन का नाम	Central Institute Of Plastics Engineering And Technology (cipet)
Office Name/कार्यालय का नाम	Agartala Tripura
Item Category/मद केटेगरी	Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Shop Floor Work Shop Attendants Skill Training CAD/CAM Processing Tool Room Testing; Full time BSc or Diploma or ITI in the relevant discipline , Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Laboratory Instructor Chemistry Physics Electrical Electronics Computer Sc Chemical Engg Or any other Lab workshop as per the syllabus; Full time First Class Graduate in relevant.. , Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Data Entry Operator Skill Training; At least senior secondary pass out preferably a full time graduate in any discipline from recognized University Institute , Manpower Outsourcing Services - Fixed Remuneration - Admin; Asst Hostel Supervisor cum IC Hostel hostellers affairs; Full time First Class Graduate in any discipline with working knowledge in computer , Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Data Entry Operator Customer Relationship; Full time Graduation with basic knowledge of computer , Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Instructor Skill Development Soft Skills; Full time Graduate in English Hons , Manpower Outsourcing Services - Fixed Remuneration - Helper MTS; Helper MTS; Minimum 8th Std pass
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	246 Lakh (s)

Bid Details/बिड विवरण	
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	6144975
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. 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.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (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.
3. 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.
4. 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.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: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 in last 3 years.

Geographic Presence: Office registration certificate:The bidder shall have well established office in Tripura. Proof to be submitted.

Scope of work & Job Description:[1689856166.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Shop Floor Work Shop Attendants Skill Training CAD/CAM Processing Tool Room Testing; Full Time BSc Or Diploma Or ITI In The Relevant Discipline (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	

Specification	Values
Type of Function	Non-IT Technical
List of Profiles	Shop Floor Work Shop Attendants Skill Training CAD/CAM Processing Tool Room Testing
Educational Qualification	Full time BSc or Diploma or ITI in the relevant discipline
Specialization	Full time BSc or Diploma or ITI in the relevant discipline
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)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 2	
Designation	Shop Floor / Work Shop Attendants (Skill Training / CAD/CAM/Processing/Tool Room / Testing)
Title for Optional Allowance 1	
Title for Optional Allowance 3	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjunnagar, Agartala, Tripura (West), PIN-799 008	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 15000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • ESI (INR Monthly) : 487.5 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Shop Floor Work Shop Attendants Skill Training CAD/CAM Processing Tool Room Testing; Full Time BSc Or Diploma Or ITI In The Relevant Discipline (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Shop Floor Work Shop Attendants Skill Training CAD/CAM Processing Tool Room Testing
Educational Qualification	Full time BSc or Diploma or ITI in the relevant discipline
Specialization	Full time BSc or Diploma or ITI in the relevant discipline
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

Specification	Values
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	
Title for Optional Allowance 1	
Designation	Shop Floor / Work Shop Attendants (Skill Training / CAD/CAM/Processing/Tool Room / Testing)
Title for Optional Allowance 2	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungnagar, Agartala, Tripura (West), PIN-799 008	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 100 • EDLI (INR Monthly) : 100 • Provident Fund (INR Monthly) : 2400 • ESI (INR Monthly) : 650 • 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 - Non-IT Technical; Laboratory Instructor Chemistry Physics Electrical Electronics Computer Sc Chemical Engg Or Any Other Lab Workshop As Per The Syllabus; Full Time First Class Graduate In Relevan.. (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Laboratory Instructor Chemistry Physics Electrical Electronics Computer Sc Chemical Engg Or any other Lab workshop as per the syllabus
Educational Qualification	Full time First Class Graduate in relevant discipline or Full time First Class Diploma in relevant discipline
Specialization	Full time First Class Graduate in relevant discipline or Full time First Class Diploma in relevant discipline
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	01 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
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Laboratory Instructor (Chemistry/ Physics/ Electrical & Electronics/ Computer Sc./ Chemical Engg. Or any other Lab / workshop as per the syllabus)
Title for Optional Allowance 3	
Title for Optional Allowance 1	
Title for Optional Allowance 2	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungnagar, Agartala, Tripura (West), PIN-799 008	2	<ul style="list-style-type: none">• Basic monthly pay (INR) exclusive of GST : 22000• Bonus (INR Monthly) : 0• EPF Admin Charges (INR Monthly) : 110• EDLI (INR Monthly) : 110• Provident Fund (INR Monthly) : 2640• ESI (INR Monthly) : 715• 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 - Non-IT Technical; Data Entry Operator Skill Training; At Least Senior Secondary Pass Out Preferably A Full Time Graduate In Any Discipline From Recognized University Institute (2)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Data Entry Operator Skill Training
Educational Qualification	At least senior secondary pass out preferably a full time graduate in any discipline from recognized University Institute
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 2	
Designation	Data Entry Operator (Skill Training)
Title for Optional Allowance 1	
Title for Optional Allowance 3	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungle, Agartala, Tripura (West), PIN-799 008	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 15750 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78.75 • EPF Admin Charges (INR Monthly) : 78.75 • ESI (INR Monthly) : 511.88 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1890 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Data Entry Operator Skill Training; At Least Senior Secondary Pass Out Preferably A Full Time Graduate In Any Discipline From Recognized University Institute (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Data Entry Operator Skill Training
Educational Qualification	At least senior secondary pass out preferably a full time graduate in any discipline from recognized University Institute
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 2	
Designation	Data Entry Operator (Skill Training)
Title for Optional Allowance 3	
Title for Optional Allowance 1	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungle, Agartala, Tripura (West), PIN-799 008	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 18000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 90 • EPF Admin Charges (INR Monthly) : 90 • ESI (INR Monthly) : 585 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2160 • Tenure/ Duration of Employment (In Months) : 12

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Asst Hostel Supervisor cum IC Hostel hostellers affairs
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 will be given to the Ex Service Man
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 2	
Designation	Asst. Hostel Supervisor cum I/C Hostel hostellers affairs
Title for Optional Allowance 1	
Title for Optional Allowance 3	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjunnagar, Agartala, Tripura (West), PIN-799 008	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 100 • EDLI (INR Monthly) : 100 • Provident Fund (INR Monthly) : 2400 • ESI (INR Monthly) : 650 • 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 - Non-IT Technical; Data Entry Operator Customer Relationship; Full Time Graduation With Basic Knowledge Of Computer (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Data Entry Operator Customer Relationship
Educational Qualification	Full time Graduation with basic knowledge of computer
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 2	
Designation	Data Entry Operator (Customer Relationship)
Title for Optional Allowance 3	
Title for Optional Allowance 1	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungnagar, Agartala, Tripura (West), PIN-799 008	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 15000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 75 • EDLI (INR Monthly) : 75 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 487.5 • 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 - Non-IT Technical; Instructor Skill Development Soft Skills; Full Time Graduate In English Hons (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Instructor Skill Development Soft Skills
Educational Qualification	Full time Graduate in English Hons
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	1 year experience in the relevant area
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	
Title for Optional Allowance 1	
Designation	Instructor (Skill Development: Soft Skills)
Title for Optional Allowance 2	

Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungnagar, Agartala, Tripura (West), PIN-799 008	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 100 • EDLI (INR Monthly) : 100 • Provident Fund (INR Monthly) : 2400 • ESI (INR Monthly) : 650 • 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 - Helper MTS; Helper MTS; Minimum 8th Std Pass (7)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Helper MTS
List of Profiles	Helper MTS
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

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	
Title for Optional Allowance 2	
Title for Optional Allowance 1	
Designation	Helper / MTS

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungle, Agartala, Tripura (West), PIN-799 008	7	<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) : 0 • 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 - Helper MTS; Helper MTS; Minimum 8th Std Pass (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Helper MTS
List of Profiles	Helper MTS
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)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Helper / MTS
Title for Optional Allowance 1	
Title for Optional Allowance 3	
Title for Optional Allowance 2	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungnagar, Agartala, Tripura (West), PIN-799 008	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 13000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 65 • EPF Admin Charges (INR Monthly) : 65 • ESI (INR Monthly) : 422.5 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1560 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Helper MTS; Helper MTS; Minimum 8th Std Pass (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Helper MTS
List of Profiles	Helper MTS
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

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	
Title for Optional Allowance 1	
Designation	Helper / MTS
Title for Optional Allowance 2	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungle, Agartala, Tripura (West), PIN-799 008	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 10500 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 52.5 • EPF Admin Charges (INR Monthly) : 52.5 • ESI (INR Monthly) : 341.25 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1260 • Tenure/ Duration of Employment (In Months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. 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.

3. 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.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Additional Terms & Conditions (ATC)- Buyer Specific.

01. Estimate Bid Value: Rs. 60 Lacs Per Annum. May vary depend on actual manpower engaged.
02. Age of Firm: Shall be 05 Years or more as on 31-03-2023
03. Experience: The bidder firm shall have experience of Minimum 5 years in providing Service in the same field. Similar Experience of Manpower Service in Government Institution Corporate Offices / Institutions / Central Autonomous Body / Central Public Sector Undertaking & reputed Private Sector etc is required. Related documents have to be submitted along with the application.
04. 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.
05. Annual Turnover: The bidder shall have average annual turnover of at least of **Rs. 300 Lakhs** for last 03 Financial Years for having carried out the similar nature of work. Copy of Balance sheet & Statement of Profit & Loss is required to be submitted.
06. The bidder shall have well established office in Tripura. Proof to be submitted.
07. The Tenderer must be registered with the Competent State Govt. Authority and shall have valid P.F, ESI, Trade license, Labour and Firm valid registration and valid registration under PSAR, PAN/GST number etc. The attested copies of certificate should be enclosed with the application.
08. List of Client served & serving and period of security services should be provided with proof. All

Service satisfaction certificate must be taken in current calendar year, Copy of Service satisfaction certificate of existing clients served/serving must be attached.

09. The Tenderer should not have been blacklisted by any Govt. Dept./Semi-Govt./Dept. or any other organization.

10. Tender is liable to be rejected without EMD, if applicable and other required documents.

11. The agency has to comply with the rules and regulations strictly issued by the Ministry of Labour & Employment, Govt. of India from time to time and will be responsible for observance of all provisions on the Contract Labour (Regulation and Abolition) Act, 1970. CIPET shall not be responsible for non-observance/violation of any rules and regulation under any Act or legislations made by Govt. of India.

12. The Firm/Agency must have registration certificate for EPF, ESI, PAN, GST and other certificates required as per statutory requirement.

13. Statement showing deduction and deposits of EPF and ESI shall be submitted to CIPET Agartala periodically by the Manpower Agency/Firm. The Agency/Firm shall submit copies of EPF/ESI challans along with a list of Manpower personnel in whose case the ESI/EPF has been deposited as proof of payment of monthly ESI/EPF.

14. The Contractor shall immediately replace the Manpower Personnel, if the Competent Authority has found any Manpower Personnel incompetent for the work.

15. The Contractor shall not replace the Manpower Personnel without prior permission of CIPET Agartala in writing. Proper permission from Competent Authority is required before replacing any Manpower Personnel. Violation to this clause would tantamount to Negligence in Providing Service and CIPET Can Cancel the Order at its discretion giving one-month notice.

16. The personnel so appointed to render service at CIPET will be under the overall control of the Manpower Agency but they will remain under the direct administrative control of CIPET. Any personnel found/deemed to be suspicious or of doubtful character and found guilty of misconduct, indiscipline behavior, of which CIPET shall be the sole judge, shall be replaced by the Manpower Agency without hampering the security work.

17. In case of any theft, miss happenings, robbery, vandalism within the premises, the concerned personnel will be subjected to police interrogation and police report will have to be followed. Manpower Agency has to pay the compensation in such cases occurred due to negligence/lapse of duty on the part of the security.

18. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 100/- stamp paper, if Competent Authority deems it necessary. The cost of stamp paper shall be borne by the Manpower agency.

19. Termination of Contract- CIPET may terminate the Contract at its discretion giving **One-month notice** to the Contractor in the following event:

- i. Service of the Contractor is not satisfactory.
- ii. Negligence in Service.
- iii. Replacing Personnel without any intimation to CIPET.
- iv. Non-Compliance of Statutory rules & regulation like non-deposit of PF/ESI/GST etc. Failure to deposit PF/ESI will lead to serious offence and Security deposit / outstanding bill may be forfeited.
- v. Non-Compliance of applicable Labour Laws.
- vi. Lack in cooperation with CIPET
- vii. Failed to enter into the Agreement with CIPET within 07 days of Work Order.

20. Payment Terms: Within 15 days after submission of Tax Invoice along with proof of deposit of PF/ESI/GST and other relevant documents. The Contractor shall also submit the attendance of the Personnel along the Tax Invoice for processing of bills. In case of deficiency in documents submitted, the same will be intimated to the Contractor and the Contractor shall resubmit the Tax Invoice along with all relevant documents for release of payment. Tax will be deducted as per rule.

21. Sub-Contracting: Not allowed.

22. The Contractor shall submit **Security Deposit of Rs. 50,000/-** for Manpower Service within 07 days of awarding the Contract, failing which the Order will be cancelled. Security Deposit to be issued in the form of Demand Draft from any Nationalized Bank **in favour of CIPET AGARTALA VTC payable at Agartala.**

23. CIPET reserves the right to increase/decrease the number of personnel & Manpower to be hired based on the actual requirement of the Institute.

24. CIPET reserves the right to terminate the services of Manpower arrangement provided by Contractor at any time without assigning any reason thereof. However, Contractor can withdraw his services by giving three (03) months' notice.

25. All personnel shall behave politely with the students/visitors/ customers and office staff.

26. Leave and sickness matters of Personnel shall be in the scope of Manpower agency and timely and suitable replacement has to be arranged by the Manpower agency before sanctioning of such leaves with prior permission of CIPET in writing.

27. Selection Criteria: Based on L1 rate. If two or more bidders will quote lowest rate, preference will be given to the bidder with Highest Average Annual Turnover of preceding 3 Financial Years.

28. Duration of Contract: 12 Months, Renewable upto 3 years based on performance & requirement of the Agency & CIPET through GeM portal.

5. Buyer Added Bid Specific ATC

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

6. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---