

## **Central Institute of Plastics Engineering & Technology (CIPET)**

*(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India),  
TVK Industrial Estate, Guindy, Chennai – 600 032*

### **Expression of Interest (EOI)**

CIPET has been functioning with a global vision to create plastics technology professionals and entrepreneurs and contribute towards sustainable growth of plastics & allied industry. To achieve its objectives, CIPET is offering a wide range of Academic Programs in various disciplines of Plastic Engineering & Technology with varying levels of entry qualification leading to Diploma, Post Diploma, Postgraduate Diploma, Degree, Postgraduate and Doctoral programs.

CIPET provides a perfect ambience conducive for learning and has been consistent in maintaining excellence in the academic standards. With experienced faculty, enriched library, stimulating research opportunity and modern infrastructure facilities, CIPET blends of modern day teaching techniques with a traditional emphasis on imparting technical knowledge that makes learning an enjoyable experience. The institute focus on Long term professional skill development programs (Academic) and short term vocational skill development programs.

The academic pursuits are categorized into the following four levels in accordance with the human resource requirement of Indian Polymer & allied industries.

- Level I** – Doctoral, Postgraduate & undergraduate Programs are high-ended Programs at Institute of Plastics Technology (IPT).
- Level II** – Conventional CIPET's Diploma, Post Diploma and Postgraduate Diploma Programs at all CIPET Centres.
- Level III** – Industry specific Programs.
- Level IV** – Operator level Programs including non-conventional Programs at Selected Centres of CIPET.

CIPET invite Eoi from eligible and competent **Govt Agency/Dept** have pan India presence for organizing online JEE (CBT based JEE, throughout the Country) for admission into Level II Conventional CIPET's Diploma, Post Diploma and Postgraduate Diploma Programs at all CIPET Centres (as per Annexure – I) for the academic year 2019-20 as per our Scope of work (Annexure-II).

The firm so engaged for the above activities has to mobilise a minimum of 35,000 numbers of candidates across the country for appearing in the CIPET CBT based JEE 2019 and also ensure 75 to 90% of candidates appearing for CIPET CBT based JEE 2019 out of total no.of applications submitted by the candidates successfully.

1. The terms & Conditions and Tentative key dates are detailed in Annexure – III& IV

Please fill in the relevant box

**VENDOR DETAILS (Government Agency / PSU)**

“General Information”	
Firm Name:	
<b><u>Firm Details</u></b> Postal Address (Registered/Branch office):          Contact Phone Number:          Email ID:          Website:          <div style="text-align: right;"><i>*Enclose Company Profile</i></div>	
Establishment Year:	
Proprietor/Contact Person Name:	
Designation:	
Mobile No:	

<b>Type of Firm:</b> (Tick only)	Govt	[ ]
	Semi-Govt	[ ]
	PSU	[ ]
	Govt Society	[ ]
	Any other Govt Agency	[ ]
<b>Nature of Business/Services Offered:</b>		[ ]
<b>Similar work experience in last 3 years.(Enclose copy of Work Orders)</b>		
<b>Enclose copy of Performance Certificates from Clients</b>		
<b>“Financial Information”</b>		
Details of Bank Account	Name of Bank:	
	Branch:	
	IFSC Code:	
	MICR Code:	
	Account Name:	
	Account Number:	
	Account Type:	
GST No.		
PAN No:		
IT Return of last 3 years		
Average Annual Turn Over of last 3 Years	F. Y. 2017 – 18	
	F. Y. 2016 – 17	
	F. Y. 2015 – 16	

## DECLARATION

The above information is true to the best of my knowledge and we undertake to inform CIPET for any change in our business details.

Place:

Date:

Authorized Signature  
with seal

### (FOR OFFICE USE ONLY)

As Presented by Vendor/Bidder:

Technical Capability:	Satisfactory/Not Satisfactory
Present Customer list:	Satisfactory/Not Satisfactory
Facilities Available:	Satisfactory/Not Satisfactory
Financial Status:	Satisfactory/Not Satisfactory

Whether vendor/Bidder can be registered/Qualified

Yes/No

Date:

Signature of Approving Authority

### NOTE

1. The envelope should be Superscribed with the service to be offered.
2. All Services shall be engaged as per established procedures.
3. Only eligible firms / SP for the above services will be called for detailed technical discussion/presentation.
4. CIPET reserves the right to accept or reject any application form without assigning any reasons thereof.

## Annexure-I

### PROPOSED INTAKE- 2019-20 centre wise

S.No.	CIPET Centre	Course / Programme Code				Total proposed intake (No.)
		DPMT	DPT	PGD-PPT	PD-PMD with CAD/CAM	
1	Agartala					60
2	Ahmedabad					300
3	Amritsar					420
4	Aurangabad					420
5	Baddi					180
6	Balasore					240
7	Bhopal					390
8	Bhubaneswar					60
9	Chandrapur					120
10	Chennai					220
11	Cochin					120
12	Dehradun					120
13	Guwahati					330
14	Gwalior					120
15	Hajipur					300
16	Haldia					355
17	Hyderabad					300
18	Jaipur					120
19	Lucknow					360
20	Madurai					300
21	Manipur					140
22	Murthal					360
23	Mysuru					300
24	Raipur					150
25	Ranchi					60
26	Vijayawada					180
27	Korba					120
	<b>Total=</b>					<b>6142</b>

- No. of CIPET Centres may increase or decrease by 5-7 Nos and the proposed intake capacity also may vary by about 20%.

## Annexure-II

### **Brief scope of work**

- 1 The Scope of work is divided into I) **Pre-counselling** & II) **counselling**.
- 2 **Pre-Counselling** includes aspirants Mobilisation, creating awareness, Online Application, collection and payment of requisite Fees, Registration Acknowledgement, short-listing candidates for appearing CIPET CBT based JEE, issue of admit Card, Scheduling of CBT based JEE, Conduct of CBT based JEE, Short-listing and declaration of results, Manpower resources, Design and Development of Online Portal, Help Desk, Periodic updates and reports to CIPET, etc. (No fees shall be paid to the firm for duplication / repetition of candidate profile).
- 3 The requisite application fees shall be paid by the candidate/aspirants through online payment gateway provided by the firm preferably government viz., E-Mitra, M-Seva, CSC, Quick Fees, etc., The firm should also ensure engagement/ incorporation of various State Govt payment Gateway brought forward by the respective State CIPET Centres in addition to own payment gateway of the firm.
- 4 The residential proof issued by the competent authority in the State Govt shall be submitted exclusively for North Eastern Region candidates who have applied for CIPET courses. Similarly, the Caste certificate issued by the competent authority in the State Govt shall be submitted for SC/ST candidates who have applied for CIPET courses. If the certificate is found not relevant / not issued by proper authority, shall not be considered for further process and the deficiency may be communicated to the candidate.
- 5 The **Counselling** to Final Enrolment/ admission includes Data Analysis, preparation of merit list State wise and all India basis, Scheduling of Counselling, Allotment of Centres as per merit and other criteria defined by CIPET, Online Counselling support, Facilitation of counselling at CIPET centres, Facilitation of final selection and completion of admission formalities, final admission reports to CIPET, etc.

- 6 The firm shall handover complete details of all applicants registered/received with database.
- 7 After evaluation of Vendors details, technically qualified bidders shall be asked to submit the price bids separately for the CIPET 1) online admission process, JEE 2019 with mobilization of aspirants / Candidates and 2) online admission process, JEE 2019 without mobilization of aspirants/ Candidates.
- 8 The work order may be awarded for the technically and commercially eligible bidder either to organize the entire online Admission process JEE, 2019 with mobilization of aspirants or to organize the online Admission process JEE, 2019 without mobilization of aspirants as per the requirement of CIPET.

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### **TERMS & CONDITIONS AND SCOPE OF WORK**

1. The firm so engaged for Online Admission System has to mobilise a minimum 35,000 numbers of candidates across the country for appearing in the CIPET CBT based JEE 2019. Firm has to ensure 75% to 90% of candidates appearing for CIPET CBT based JEE 2019 out of total no. of applications received.
2. As mentioned in the scope, there will be two types of process, I) Pre-counselling & II) counselling. The Pre Counselling includes Mobilisation, creating awareness, Online Application, collection and payment of requisite Fees, Registration Acknowledgement, short-listing candidates for appearing CIPET CBT based JEE, issue of admit Card, Scheduling of CBT based JEE, Conduct of CBT based JEE, Short-listing and declaration of results, Manpower resources, Design and Development of Online Portal, Help Desk, Periodic updates and reports to CIPET, etc. (No fees shall be paid to the firm for duplication / repetition of candidate profile. The authorized residential proof shall be submitted exclusively for North Eastern Region candidates who have applied for CIPET courses. Similarly, the authorized caste certificate shall be submitted for SC/ST candidates who have applied for CIPET courses. Both the certificates shall be issued by the authorized issuing authority from the relevant Govt. department. If the certificate is found not relevant / not issued by proper authority, should not be considered for further process and the deficiency may be communicated to the candidate.)
3. The requisite application fees shall be paid by the candidate/aspirants through online payment gateway provided by the firm preferably government viz., E-Mitra, M-Seva, CSC, Quick Fees, etc., The firm should also ensure engagement/ incorporation of various State Govt payment Gateway brought forward by the respective State CIPET Centres in addition to own payment gateway of the firm.
4. The firm shall ensure / provide atleast a minimum of 150 nos. of Examination Centres (CBT based JEE) on all India basis. The State-wise examination location/City/Town required will be provided by CIPET to the firm atleast one month before prior to commencement of CBT based JEE. The details of examination centres as per the location identified by CIPET shall be verified & submitted to CIPET Head Office by the firm within the stipulated time (key date). Upon receipt of examination centres with their contact details, the nearby CIPET officials will inspect the centres along with the firm jointly. After inspection of examination centres, the joint inspection report (Centres and firm) shall be submitted to CIPET Head Office. The eligible CIPET Centres also shall be utilised as examination centre venue for

conducting CBT based JEE. Finally, CIPET Head Office will issue a confirmation letter to the firm for the examination centres fixed/ engaged by firm within the stipulated key date indicated in the schedule prior to commencement of CBT based JEE. Accordingly, the firm can make ready the examination centres for smooth conduct of CBT based JEE well in advance. In each exam centre, 1 or 2 CIPET employees will be deputed as Invigilator along with the team identified by the firm. In case of disturbance / technical problem in the online examination system, the firm should have instant alternative system to continue the uninterrupted examination. For example a LAN based connectivity may be created in all computer systems identified for CBT in the exam Centre and a local password protected folder may be loaded and by clicking it the question set will appears to the candidates and directly he/she can click the answer and keep on save all subsequent question and answer finally submit with no further access.

5. The Counselling to Final Enrolment includes Data Analysis, Scheduling of Counselling, Allotment of Centres as per merit and other criteria defined by CIPET, Online Counselling support, Facilitation of counselling at CIPET centres, Facilitation of final selection and completion of admission formalities, final admission reports to CIPET, etc.
6. The firm shall handover complete details of all applicants registered/received with database.
7. The proposed intake capacity of CIPET for the diploma programs is enclosed as **Annexure-I**, which has to be ensured by the firm.
8. Deduction at source for income tax or any other tax as applicable shall be made as per law;
9. CIPET will not bear any additional cost of any kind for any work that the firm may have to undertake during the implementation of the project. Except GST no other service charges is applicable on the quoted price.
10. The firm shall ensure to mobilize candidates from all the regions across the country and preference for admission shall be given to the Regional candidates.
11. The firm is required to submit the Time Schedule along with the complete road map for implementation of the project. The Time schedule/plan should be prepared in such a way that work may start immediately after the issuance of work order as per Terms & Conditions and scope of work/ requirement of CIPET.

12. Payment would be made subject to minimum 35,000 number of candidates who are submitting the online applications and completing in all respects including application fee as applicable. Otherwise the payment shall be made as per actual verified online.
13. CIPET will advertise to attract more aspirants for diploma programs from Head Office as well as through Centres. The input matter can be framed in consultation with the firm.
14. The firm will do massive campaign at all levels to ensure maximum number of candidates applying in online & appearing CIPET CBT based JEE. The detailed road map of massive campaign shall be submitted to CIPET along with the manpower details.
15. The firm will ensure mock test to keep the candidate acquainted with the online test so as to get maximum attendance.
16. The firm shall ensure that the candidates must get their examination centres nearby their residence. The examination centre, venue, date, time and other particulars available in the hall ticket should be checked thoroughly prior to release in the website. The detailed examination venue shall be displayed in the website well before the JEE. The Hall ticket has to be prepared and hosted as per stipulated period.
17. The firm shall also provide Name/Contact Number/Email ids of all key management officials and the field staff.
18. Each Centre Head will directly interact with firm for mobilization of students from respective centre and extend full support & co-operation to the firm.
19. CIPET shall provide Name/Contact Number/Email-ids of all key management officials to firm.
20. Completion of assignment in time is most important element of the contract.
21. The responsibility of giving truthful information without concealing any facts is that of the firm. In case, at any stage, it is found that any information given by the firm is false / incorrect / concealed, then CIPET HO, shall have the absolute right to take any action as deemed fit including but not limited to cancellation of work awarded / blacklisting etc.
22. In case of any dispute, Jurisdiction of courts in Chennai will apply.

23. Upon acceptance of the award of work, the firm shall be requested to conduct an orientation programme at one/two place for all Centre Heads to ensure the entire process is carried out smooth & flawless
24. The core committee from CIPET will be nodal point for the firm to interact and ensure the completion of the assignments.
25. The firm shall ensure engagement of adequate manpower required for massive campaigning, gadgets for marketing, smooth conduct of examination and complete hassle free admission to CIPET, and also the students and their parents shall not suffer at any cause till the final admission.
26. The firm can take only the suggestions and advise from the local CIPET centres for execution of the assignment with the intimation to head office.

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Annexure-IV

**Tentative schedule for the admission Activities  
Academic Year 2019-20  
Role & Responsibility of the Firm**

S.No.	Description of work	Date
1	Creation of online portal for registering online application	15/02/2019
2	Commencement of registration through online by candidates	20/02/2019
3	Submission of details of exam Centre by the firm to CIPET for joint inspection of the firm and CIPET	25/05/2019
4	Submission of Joint Inspection report of examination centres by CIPET Centres & the firm to CIPET Head Office	01/06/2019
5	Last date for submission of online application form	17/06/2019
6	Short listing of eligible candidates for appearing CBT Based JEE & finalization and confirmation of JEE centres and hosting of Exam Centres details in web site.	19/06/2019
7	Hosting of Admit Card for CBT based JEE 2019 in website and issue to the candidates	20/06/2019 to 26/06/2018
8	Date of CIPET CBT Based JEE	30/06/2019
9	Release of JEE merit list (State wise / Categorywise and All India basis)	04/07/2019
10	Release of Counselling Cum Admission letter for the selected candidates for admission	07/07/2019
11	Hosting of Counselling Cum Admission letter in website	07/07/2019
12	Completion of counselling & admission process	End of July 2019

- There may be the possibility for extending the sale of application by one Week and accordingly the other dates also may alter.