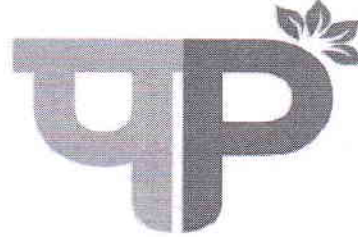


2020

**CIPET: CSTS,
JAIPUR**



CIPET सिपेट
probe • perform • practice • Plastics

**[TENDER FOR HOUSE KEEPING
WORK AT
CIPET: CSTS - JAIPUR]**

CIPET: CSTS - JAIPUR

SP-1298, Sitapura Industrial Area,
Phase III, Tonk Road,
Jaipur - 302022

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of sale of tender document	29.02.2020	09:00 Hrs.
2.	Last date/time of sale of tender document	20.03.2020	11:00 Hrs.
3.	Last date/time of submission of offline bid	20.03.2020	13:00 Hrs.
4.	Date & Time of opening technical bid	20.03.2020	15:00 Hrs.
Date of Financial Bid opening will be intimated to the Technically Qualified Bidders only.			

Tender Fee – Rs. 1,000

EMD – Rs. 50,000

Pre-Bid Meeting – 13.03.2020 – 02:00 PM

A handwritten signature in blue ink is written over a date stamp. The date stamp is a rectangular box containing the date '13/03/20' written in blue ink. The signature is a stylized, cursive script in blue ink.

ABOUT US

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

A PREMIER INSTITUTE FOR EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY

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

Skill Training
Technology Support
Academics
Research

CAMPUSES

From our first location in Chennai, we now have 37 locations and 5 more are in the process of Establishment. Every campus offers state-of-art facilities, turning out alumni with an innovative mind set and an entrepreneurial spirit. Our campuses are workshops for inventing the future, where students work with award winning faculty and experts to translate learning and research into action.



INFRASTRUCTURE

All the CIPET centres are equipped with state-of-the-art with excellent facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics Processing, Testing and Quality Assurance with plan fund support from Government of India. In-line with the ever changing & challenging needs of the plastic industries, we continuously upgrade and modernize machinery, equipment and technology.

NATIONAL AND GLOBAL RECOGNITION

We have gained global recognition for our research & development in the niche areas of Polymer Science & Technology and high quality education & skill development in the field of plastics.

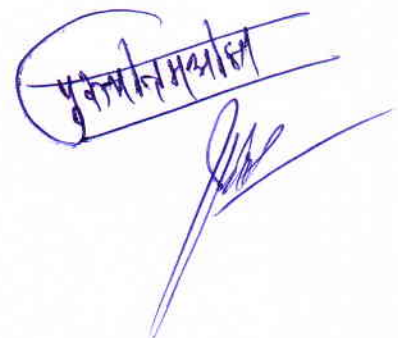
CIPET also plays a pivotal role in generating employment opportunities especially for unemployed and underemployed youth and promoting entrepreneurs through various skill development training programs.

CIPET believes strongly in sustainability and enriching institute-industry interface in accordance with the environment policies of the country while still being fit-for-purpose. Our sustained effort in creating awareness on environmental issues towards plastics and plastics waste management has been very well acknowledged by the industry.

INDUSTRY ALLIANCES

CIPET has an enviable interface with its business and industry partners. We provide technical / consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. We have been in the forefront of strengthening technological capabilities and have been constantly building capacities and leveraging our expertise, calibre and skill sets to meet the emerging and evolving needs of the industry.

Over the span of 50 years, CIPET has been recognized for our work with a large number of industry clients for our Technology Support Services in the areas of design, tooling, plastics processing and testing and quality assurance. This includes governmental agencies as well as public and private sector industries, both in India and abroad.



TENDER DOCUMENT

CIPET: CSTS - Jaipur invites sealed tender in two bid system for Housekeeping Work at SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer/bidder should submit the tender document on or before 20.03.2020 by 13:00 Hrs. at CIPET: CSTS - Jaipur in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TENDER DOCUMENT FOR HOUSEKEEPING WORK AT CIPET: CSTS - JAIPUR" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 50,000 (Rupees Fifty Thousand Only) shall be payable in the form of Demand Draft (D.D) drawn in favor of "CIPET" payable at Jaipur".
6. The tender documents can be download from www.cipet.gov.in which should be supported with D. D. of Rs. 1000/- at the time of submission of bid at CIPET: CSTS – Jaipur and the Tender documents can also be purchased from CIPET: CSTS - Jaipur by making cash payment of Rs. 1,000/-.
7. The sealed tenders will be opened in the presence of tenderer or their authorized representative at Administration Block at CIPET: CSTS - Jaipur.
8. The successful tenderer on award of Letter of Intent (LOI) has to submit Bank Guarantee of Rs. 5,00,000/- (Rs. Five Lakhs only) valid for period of 2 years and execute an agreement on the non-judicial stamp paper of Rs. 500/- within 10 days of the receipt of the offer letter. Failure to furnish the Bank Guarantee within prescribed period will lead to cancelation of work order.
9. CIPET: CSTS - Jaipur will require tentatively one supervisor and twenty five sweepers/ workers for cleaning of CIPET: CSTS - Jaipur campus, i.e. Institute's Building, 02 No's Boys Hostel and 1 No Girls Hostel (G+3 each), Guest House and Shop floor area and others. The working hours will be six days in a week (Monday to Saturday). The working hours shall be from 8:00 A.M. to 4:30 P.M. with ½ Hour lunch off. The workers shall be eligible for weekly rest on Sunday after continuous working of 6 days in a week as a paid day. The contractor shall be liable to comply with all the provisions under labour act/laws.
10. The number of workers can be increased / decreased as per requirement of CIPET: CSTS - Jaipur and the service provider must be in a position to provide the same as per requirement.
11. The contract will be awarded to the technically and financially qualified bidder initially for period of 12 months. Based on performance/satisfactory services, the contract shall be extended for further period subject to mutual consent of both the parties.




12. The contract can be terminated by giving 1 month notice period from CIPET: CSTS - Jaipur and it will be 02 months notice from the bidders side.
13. Tender documents without EMD, tender fee and received after the due date will be summarily rejected.
14. CIPET: CSTS - Jaipur reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard will be final in all respect and shall be binding on the tenderer.
15. All disputes arising out of this tender will be subject to jurisdiction of Jaipur court only.
16. The sealed tender document shall be addressed to the Director & Head , CIPET: CSTS, Jaipur and must reach the following address:

CIPET: CSTS, JAIPUR
SP-1298, Sitapura Industrial Area,
Phase III, Tonk road, Jaipur - 302022


पुनर्विचार

SCOPE OF WORK

1. Cleaning of Administration block, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and every area in CIPET: CSTS, Jaipur campus from inside and outside.
2. The cleaning job requires dusting, collecting wastage & garbage and disposing it at a fixed place in CIPET: CSTS, Jaipur campus and thereafter disposing it outside the campus. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
3. Cleaning of wash rooms (toilets and bath rooms), drinking water places and wash basins with material such as acid, harpic, etc. and keeping soaps, odonil in the toilets as per requirement.
4. Cleaning the dirtiness spreaded by birds and animals on regular basis and cleaning the roofs, chajjas and passages atleast twice a month.
5. Removing and disposing of animals and birds etc died in and outside campus premises.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals once in a month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET: CSTS, Jaipur may penalise by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactorily the work assigned to them.
8. In case of absence of the supervisor or the sweeper/worker for more than 2 days, the tenderer has to provide replacement on 3rd day without fail, otherwise penalty will be applicable.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET: CSTS - Jaipur Staff, the same shall be viewed strictly and strict action will be taken against him.
10. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and should maintain it functional all the times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges will be borne by CIPET: CSTS - Jaipur.
11. The cleaning workers will wash the reception floors, lobby, stair case, and other public utility areas once in a week.
12. The cleaning workers shall carefully clean the carpets with vaccum cleaner as and when required on receipt of instructions from CIPET: CSTS, Jaipur officials.
13. Cleaning of the office furniture and classrooms every day before 9:00 AM.
14. Cleaning of the Roads and porches every day in the morning.



15. Cleaning of water purifiers in one week.
16. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall atleast once in a week and should maintain it in good condition.
17. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET: CSTS - Jaipur campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
18. CIPET: CSTS - Jaipur reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the Director & Head or his authorized official will be final and binding on the contractor.
19. CIPET: CSTS - Jaipur will provide materials required for housekeeping work such as brooms, detergent, soap, liquid soaps, brush, phenyl, room freshner, cleaning cloth, baskets, odonil, poocha etc. every month in advance.
20. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
21. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The attendance sheet should also include the period of absence.
22. The Supervisor and Cleaning workers should wear proper uniform (02 Sets with 01 Pair Shoes) provided by the contractor for which no extra cost will be paid by CIPET: CSTS - Jaipur. The Housekeeping Staff has to compulsorily wear the uniform during duty hours. The identity cards will also be provide by the contractor which the employees have to wear during duty hours.
23. The bidders are advised to attend Pre-Bid meeting and conduct site visit before submitting the financial bid.
24. Any other work as assigned by the management of CIPET: CSTS - Jaipur.

IMPORTANT TERMS & CONDITIONS OF THE TENDER

1. The bidder should compulsorily have full fledge office in Jaipur city.
2. The bidder should have office with minimum presence for the past 03 years in Jaipur city.
3. The bidder should be providing housekeeping services currently in atleast 02 places with 20 staff per location in Jaipur city.
4. The bidder should meet any one of the following criteria
 - Single work order of Rs. 50 Lakhs Per Annum
 - 02 work orders of Rs. 25 Lakhs each Per Annum
 - 03 work orders of Rs. 20 Lakhs each Per Annum
5. The bidder should have minimum turnover of Rs. 50 Lakhs every year during the last three financial years.
6. The bidder should submit copy of labour licence of Jaipur city for Housekeeping Services.
7. The bidder should not quote wages below the Minimum Wages of Government of Rajasthan.

FAILURE TO COMPLY ANY OF THE ABOVE CONDITION WILL LEAD TO NON-ACCEPTANCE OF THE BID.

TECHNICAL BID

- Name of the Company:
- Name of the Proprietor:
- Address:

- Telephone No. / Fax No. / E-mail:
- Banker's detail (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers (enclose copy):
- Latest LOI / Work Order:
- Performance certificates of other parties contract (enclose copy):
- GST No.
- PAN No (enclose copy):
- Income Tax Returns for last three financial years (enclose copy):
- Audited Balance Sheet for Last 3 financial years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 financial years of minimum 50 lakhs per annum turnover (enclose copy):
- Provident Fund No (enclose copy):
- ESIC No (enclose copy):



- Labor License of Jaipur City:

- D.D. No, Date and amount of Tender Fee & E.M.D (enclose copy):

- Credential Documents:
(If any, enclose copies)
 - Office in Jaipur city (address)

- Other information, if any:

Date:

Seal & Signature of the
Tenderer

Handwritten signature and stamp in blue ink.

FINANCIAL BID**A. HOUSEKEEPING “SUPERVISOR” RATE PER MONTH – 1 No**

Sr. No.	PARTICULARS	Rs. Per Month
1.	Base Rate	
2.	PF	
3.	ESIC	
4.	Service Charge	
5.	Sub Total	
6.	GST	
7.	Grand Total Inclusive of All	

B. HOUSEKEEPING “SWEEPER” RATE PER MONTH – 25 No’s

Sr. No.	PARTICULARS	Rs. Per Month Per Person	Rs. Per Month For 25 No’s
1.	Base Rate Per Month		
2.	PF		
3.	ESIC		
4.	Service Charge		
5.	Sub Total		
6.	GST		
7.	Grand Total Inclusive of All		

1. The bidder should not quote below the minimum wages of Department of Labour, Government of Rajasthan.
2. EPF, ESIC, GST shall be paid as per Govt. of India norms.
3. TDS shall be deducted as per prevailing rate from the monthly bill as per Govt. of India norms.
4. The number of workers can be increased/ decreased as per requirement of CIPET: CSTS, Jaipur.

Date:
Tenderer

Seal & Signature of the