

05.06.2019

[CIPET: CSTS - JAIPUR]

**CIPET: Centre for Skilling and Technical Support - Jaipur**



**TENDER FOR**  
**“MANPOWER OUTSOURCING AGENCY”**

**TENDER NO: CIPET/CSTS/JAIPUR/2019-20/ MH /01/**

**LAST DATE FOR SUBMISSION OF BID: 27.06.2019 - 17:00 Hrs.**

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

**Department of Chemicals & Petrochemicals**  
**Ministry of Chemicals & Fertilizers**  
**Govt. of India**

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

**E-mail: [jaipur@cipet.gov.in](mailto:jaipur@cipet.gov.in)**

**Website: [www.cipet.gov.in](http://www.cipet.gov.in)**

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**Notice Inviting Tender (NIT)****Tender No: CIPET/CSTS/JAIPUR/2019-20/MH/01****Date: 05.06.2019**

CIPET: CSTS – Jaipur invites Tender in two bid system for “**Manpower Outsourcing Agency**” to provide – High Skilled/Skilled/Semi-Skilled/Unskilled manpower for an initial period of 11 months which will be extended further for a subsequent period of 02 years on satisfactory services.

Sr. No.	Tender No. & Date	Name of the Work	EMD Rs.	Duration	Tender Fees in Rs. Incl. Tax	Last Date & Time of Offline Bid submission
1.	CIPET/CSTS/JAIPUR/2019-20/MH /01/Dated: 05.06.2019	Manpower Outsourcing Agency	1,50,000	11 Months	3,000/- (Non-refundable)	27.06.2019 05.00 PM.

Interested and eligible bidders may view and download detailed tender documents from the website [www.cipet.gov.in](http://www.cipet.gov.in) . The bidders can also purchase the tender documents from the office of CIPET: CSTS – Jaipur during working hours between 09:00 AM to 05:30 PM. Bidders are requested to submit a hard copy of the Technical & Financial Bid, which is duly sealed and signed and sent to the Director & Head, CIPET: CSTS – Jaipur, SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, Jaipur.-302022 on or before 27.06.2019 @ 05.00 PM.

The Tender Fee can be paid through Cash/Demand Draft and EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring “**CIPET**” payable at **Jaipur** and shall be submitted at CIPET: CSTS – Jaipur as specified on or before **27.06.2019** up to 17.00 Hrs along with the tender documents.

**Information about the Tender:**

- Who can participate for this Tender:** Authorised & reputed Manpower Agency/Firms/Companies.
- Date & Time of Technical Bid Opening:** 02.07.2019 at 15:30 Hrs.
- Bid Opening Venue:** CIPET: CSTS – Jaipur, SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, and Jaipur - 302022 on or before 02.07.2019 @ 15.30 Hrs.
- Eligibility Criteria: -**
  - Age of the Firm : 05 Years as on 27.06.2019 (Pls submit proof)
  - Turnover of the firm - : Minimum 01 Crore during the last 03 financial years.
  - Individual Work Order : Similar Experience of Manpower Supply of High Skilled/Skilled/Semi-Skilled/Unskilled in Government Sector/Multi National Company (MNC)/Government Institution Corporate Offices/Institutions/Central Autonomous Body/Central Public Sector Undertaking etc. Please enclose copy of similar work order of last 3 Financial years (2016-17 & 2017-18, 2018-19).

The firm/agency should be registered with various authorities/departments as per the requirement of various statues, rules and regulations as applicable in its case such as Prvident Fund Act, ESI ACT, Minimum Wages Act, Labour Act & GST, etc. The documentary evidences such as registration certificates should be submitted along with the technical bid.

The bidder has to provide work order copies of the last three financial years

- Single order of providing manpower services of 65 lakhs per annum.
- 2 work orders of 40 lakhs each per annum
- 3 work order of 30 lakhs each per annum

**The bidder has to submit any one of the above for eligibility purpose.**

The bidders who are having only **SPECIALIZED EXPERTIZE** in providing manpower services will be given preference. **The bidders claiming experience of providing Security Services, Housekeeping Services and similar services as manpower experience will not be considered and their bids will be rejected** without any reasons. CIPET: CSTS – Jaipur is exclusively looking for experienced manpower agency/company/firm to fulfill the needs and having valid PF, ESI & statutory registrations.

**THIS TENDER IS EXCLUSIVELY FOR FIRMS/COMPANIES/AGENCY PROVIDING MANPOWER SERVICES ONLY.**

**NOTE: THE DEPARTMENT RESERVES THE RIGHT TO RELAX ALL OR ANY OF THE AFORESAID MENTIONED CONDITIONS, IF ADEQUATE NUMBER OF BIDS ARE NOT RECEIVED.**

## INTRODUCTION

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 aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 28 locations - 5 High Learning Centres, 12 Other Learning Centres, 3 Specialized Centres, 2 R & D Wings, 5 Vocational Training Centre, 1 Petrochemical Data Services spread across the country catering to the needs of Polymer and allied industries. 11 more centres are in the process of establishment.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2015 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswar, Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Raipur, Valsad and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure 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. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

CIPET renders Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, caliber and skill sets to meet the emerging and evolving needs of the industries.

CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been very well received by the industry.

**CLIENT DETAILS**

The bidder has to provide the details of the manpower outsourcing services provided to the list of organizations for last 03 years as per the following format:

Name of organisation	Nature of Work	Work Order No. and Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No.

Authorized Signatory

### TENDER TERMS & CONDITIONS

1. Sealed tenders are invited from experienced, resourceful and reliable Companies/Agencies/firms of repute for Manpower Outsourcing Agency (High Skilled / Skilled /Semi-Skilled/Unskilled) who has provided/providing manpower to various organizations having valid EPF and ESIC code number, GST Registration and Labour Licence issued by the office of labour Commissioner, Jaipur/Ajmer may submit the Tender along with updated list of their clients. The agencies/firms/companies, who are providing services in the Rajasthan State will only be given preference for this tender purpose and the firm is having establishment office within the Rajasthan state with registration of the state authority only.
2. The period of contract under the scope of work shall be normally be for 12 months, which can be further extended on mutually agreed terms & conditions. The maximum duration of the contract will be 03 years, which will be renewable on yearly basis subject to providing satisfactory services.
3. If the contractor fails to provide requisite staff within stipulated time, penalty of Rs 500/- per day will be deducted from the monthly bill.
4. The Agency has to execute the work/contract as per the requirement of the institute.
5. The contractor will provide the identity cards and uniform to each staff at their own cost (2 sets every year) after getting approval from CIPET: CSTS – Jaipur’s management and the employee should wear the same during duty hours.
6. As per the need of the organization, the employee has to execute the work. The employee has to stay beyond the working hours in case of exigencies of work. Some jobs are subject to tenure basis, specifically as per the need of the organization.
7. The age of the persons deployed staff shall not be less than 18 years and not more than 50 years and should have fair knowledge of Reading and writing – English & Hindi.
8. The persons deployed shall be punctual and shall promptly and meticulously complete the work assigned to them.
9. **Penalty:** in case, any lapse is noted or services provided are not upto the mark or there is any contravention of the terms and conditions of the contract. It will result in levy of penalty upon the contractor by the department. The decision of the CIPET: CSTS - Jaipur shall be final and binding on the firm/agency. The department shall have the liberty to recover the amount of penalty levied from the pending bills/Security deposit of the firm/agency

Sr. No.	Nature of Default	Penalty (In Rs.)
1.	Late reporting for work	Rs. 100 per day per person
2.	Non attendance to work	Rs. 200 per day per person
3.	Not wearing of uniform/identity card	Rs. 100 per day per person
4.	Non satisfactory attitude towards work reported by an officer/official	Rs. 100 per default
5.	Any other complaints	Rs. 100 to Rs. 5,000 depending upon the severity of complaints.

**SCOPE OF CONTRACT**

Actual number of manpower will be finalized after award of work in consultation with concerned Section Head's of CIPET: CSTS – Jaipur. The number of manpower may increase or decrease as per requirement from time to time depending upon the work load in the organization.

**DETAILS OF MANPOWER REQUIRED**

<b>Sr. No</b>	<b>Particular</b>	<b>Qualification &amp; Experience</b>
1.	<b><u>High Skilled (Academic)</u></b> A. Asst. Professor B. Faculties & Others C. Placement Officer	A) ME/M.Tech in Electrical/Civil/Chemistry/Physics/Maths/Plastics with 3-4 years of experience. B) BE/M.Tech in Electrical/Civil/Chemistry/Physics/Maths/Plastics with 2-3 years of experience. C) MBA (HR) with 2 years of relevant experience.
2.	<b><u>Skilled</u></b> A. Technical Assistant B. Office Asst/ Clerk C. Care Taker	A) Diploma/ITI/BE(Fresher)- 2 or above years of experience. B) BA / B.Com/MA/M.Com\ 2 or above years experience. Typing (Hindi/English) C) 2 years of similar work experience
3.	<b><u>Semi - Skilled</u></b> A. Tech Support Staff B. Office Asst. C. Cook / Care Taker	A) Diploma/ITI with 1 Year relevant experience. B) 10+2/Graduate/BA/BCom with typing (Hindi/English) with 01 year of experience. C) 06-12 months of work experience.
4.	<b><u>Unskilled</u></b> Office Attendent /Helper /Electrician/Plumber/Carpenter	5th / 8th Pass- Similar Work Knowledge.



The following manpower is required by CIPET: CSTS - Jaipur. The requirement may increase or decrease based on the work load in the organization:

Sr. No.	Designation	Qualification & Experience
1.	Machine Operator (Toolroom/Processing)	Diploma/ITI in relevant field with 02 years of experience.
2.	Instructor (ToolRoom/Mech Lab)	Diploma/ITI in relevant field with 02 years of experience.
3.	Lab Assistant (Testing/ Chemistry Lab)	Diploma/ITI/BE(Fresher)- 2 or above years of experience.
4.	Technician	Post graduation in relevant field with 01 year experience.
5.	Faculty (Academic)	ME/M.Tech with 03 years of experience
6.	Assistant/Clerk	BA / B.Com/MA/M.Com\ 2 or above years experience. Typing (Hindi/English)
7.	Peon	5th / 8th Pass- Similar Work Knowledge.
8.	Electrician/Plumber/Carpenter	ITI in relevant field with similar work knowledge.
	<b>Total</b>	----

3. The Agency has to quote Service charge (In Rs. & words) only in the financial bid. The monthly wages will be paid as per the minimum wages notified by Government of Rajasthan from time to time.
4. The firm/company will pay the employer's contribution towards Employees Provident fund (EPF) (as applicable) and Employees State Insurance (ESIC) (as applicable), GST and all taxes/ charges levied under statutory provisions (subject to Govt. Revision) which will be reimbursed to the agency/firm/Company on submission of the actual bill payment copy.
5. CIPET: CSTS – Jaipur will deduct TDS on bills and 2% of Total Bill Amount as security deposit, said security deposit will be released after end of the contract (undisputed contract tenure). after that remaining payment shall be released within 20 days of submission of the Bills along with the following enclosures:
  - a. Proof of payment through Bank transfer/RTGS to each employee.
  - b. Proof of submission of EPF, ESIC and GST of last month.
  - c. Certificate in the register of wages.
  - d. Salary Slips

6. Manpower for various works should be made available. The Manpower shall be able to perform various works as well as field duties as and when required.
7. The personnel deployed by the Agency will be on the rolls of the Agency in all respects. CIPET: CSTS – Jaipur will not take any responsibility whatsoever in regard to the personnel deployed by the Agency. The firm will fully indemnify CIPET: CSTS – Jaipur in this respect.
8. The Agency should ensure the payment of wages to be done to their staff through Bank transfer/NEFT/RTGS on or before 7th of every month only and the payment to agency will be made by CIPET after receiving the bill within fifteen days.
9. The selected Agency has to enter into an agreement on Non Judicial Stamp of Rs 100/- at their own cost with CIPET: CSTS – Jaipur for period of one year, which can further be extended with the consent of both the parties.
10. The agency has to provide Bank Guarantee of Rs. 2,00, 000/- (Rupees Two Lakhs Only) valid for period of 02 years from the date of issue of Letter of Intent (LOI).
11. The Agency shall be responsible to register itself and obtain a valid licenses under the contract Labour (Regulation and Abolition) Act, 1970 and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Director & Head, CIPET: CSTS – Jaipur as and when required by the Act / Rules and shall indemnify CIPET: CSTS – Jaipur against any penalties / claims arising out of any event, accident or of any default on its part.
12. CIPET: CSTS - Jaipur will not be responsible financially or otherwise for any causality / disablement / death caused to any staff of the Agency, while providing the services under this agreement.
13. Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by from the department.
14. All the statutory provisions should be observed / followed by the Agency during the tenure of the contract.
15. Inspection report of EPF, ESIC and GST for the last three years must be submitted.
16. The Tenderer should attach copy of audited balance sheet for last three years.
17. The Agency shall have to provide permission for inspection of its office, works and documents to the inspecting team of CIPET: CSTS – Jaipur and shall cooperate / assist in providing any other details if required.
18. The tender should be signed and stamped by the applicant on all pages.
19. Incomplete tender form without all relevant documents and efforts to conceal information will be summarily rejected.

20. The tender will be opened in the presence of Departmental Committee members.
21. The successful tenderer should have an office at Jaipur location during the period of contract, **if the contractor those who are not having their office at Jaipur they have to establish their office after receiving the letter of Intent.**
22. The personnel deployed by the agency should bear moral character duly verified by the police authority and of sound Physical and Mental health to carry out the work.
23. CIPET: CSTS Jaipur reserves the right to declare any person deployed by the agency as unfit for any work on account of not having proper efficiency, sound physical and mental health or creating nuisance and or any other valid reason and its decision shall be final and binding on the service provider. Any deployment / change of the deployed employee should be with the consent of CIPET: CSTS Jaipur' authority.
24. If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, CIPET: CSTS Jaipur reserves the right to forfeit the earnest money deposit/ encash Security Deposit so deposited and terminate the contract without any notice.
25. The contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of the Director & Head, CIPET: CSTS - Jaipur will be final in all matters. The contract can be terminated by either side - by giving 01 months notice from CIPET: CSTS - Jaipur and 02 months notice from the agency side.
26. The successful tenderer shall produce all original documents connected with the contract Before commencement of the work.
27. The DD for earnest money, copy of Registration Certificate, Labour License Certificate, EPF and ESIC code no., GST registration and Documentary evidence regarding experience must be submitted with the tender. Service rendered at Govt./Semi Govt./ Private organizations with number of personnel provided and duration of services may be mentioned separately.
28. Copy of service satisfaction certificate/Performance certificate of existing clients served/serving must be attached.
29. The wage rates shall be paid as per Ministry of Labour and Employment Department, Government of Rajasthan applicable to Jaipur city. The wages shall be paid as per the existing rates including any change during the tenure of contract prescribed by the state government. EPF & ESIC contribution payable for each person and the contractor's service charge, as per format of the minimum wages for High Skilled, Skilled, Semi-Skilled and Unskilled person as per vide Ministry of Labour and Employment, Govt. of Rajasthan, issued by Chief Labour Commissioner from time to time shall be paid.

### **GENERAL TERMS & CONDITIONS**

1. The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.

2. **Tenure of Services:** The contract will be for a period of eleven months initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 8 (eight) months.

3. In case the firm/agency fails in fulfilling the obligations fully and in time, the CIPET: CSTS Jaipur shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill and/or security deposit.

4. The firm/agency will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor should meet the claims. The Contractor shall indemnify the CIPET: CSTS - Jaipur, from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify CIPET: CSTS, Jaipur against all claims in this regard.

5. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the CIPET: CSTS - Jaipur from any claims in this regard.

6. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- Employment of Children Act
- Workmen compensation Act
- Contract Labour (Regulation & Abolition) Act 1970.
- Minimum Wages Act
- Employee Provident Fund Act & Misc. Provisions Act
- ESI Act
- Any other act or legislation as may be in force from time to time.

7. The firm/agency shall comply with all the statutes and will be responsible for any prosecution or liability arising from breach of any of these laws.

8. Any liability arising on the CIPET: CSTS – Jaipur due to the contractor shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor.

9. In case of items/fixtures stolen/broken due to the fault of the contract personnel, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer appointed by CIPET: CSTS - Jaipur.

10. **Modification of specification of work:** CIPET: CSTS – Jaipur through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.

11. The Contractor is required to comply the instructions received by the CIPET: CSTS - Jaipur.

12. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the CIPET: CSTS – Jaipur totally at the cost & risk of contractor besides any suitable fine /penalty.

13. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the CIPET: CSTS – Jaipur or its Staff Members/Students/Visitors by the contractor or his staff members.

14. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the staff.

15. **Resolution of disputes:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director & Head, CIPET: CSTS – Jaipur or any other officer nominated for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

16. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.

17. The contractor should not be employee of CIPET: CSTS - Jaipur Central or State Government, Autonomous Body, or PSU. He should submit a declaration to this effect.

18. The contractor's staff will make their own residential arrangement outside the premises of the CIPET: CSTS – Jaipur No one will be granted permission to stay in the institute premises including Hostel during night or during non-working hours.

19. **Prohibition of leasing or sub-contracting:** The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.

20. That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, any tax only by the appropriate Govt. (Central/State) from time to time shall be payable by the CIPET: CSTS - Jaipur to the contractor. No escalation of Service Charges of Contractor's shall be admissible during the term of the contract.

#### **B. MODIFICATION OF TERMS AND CONDITIONS:**

The CIPET: CSTS - Jaipur with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract post award of contract.

**UNDERTAKING BY THE CONTRACTOR**

1. I/We have made the site visit in order to evaluate the work to be performed, have clearly understood the work to be performed and have quoted accordingly.
2. I/We agree that, **under no circumstances, payment of wages in cash shall be made by me/us.**
3. I/We have read the Tender Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.
4. I/We will provide extra manpower if any called during conference/meetings, etc. on 24 hours' notice.
5. I/We agree that the payment will not be made for the work not carried out in accordance with the contract.
6. I/We agree to pay minimum wages as per State Government, EPF, ESI and other statutory payments on or before 7th day of every calendar month. Further, I/We agree to submit proof of payment of wages i.e. ESI and EPF contributions along with the bill for processing of the payment.
7. I/We agree to keep this tender open for acceptance period of 120 days from the date fixed for opening of technical bid.
8. I/We understand that my/our "Earnest Money Deposit" submitted along with the tender will be liable for forfeited in case of non-compliance of any of the tender terms & conditions.
9. I/We also hereby agree to abide by the rules and regulations of CIPET: CSTS – Jaipur general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract.
10. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if, I/We do not execute the contract documents within 7 (seven) days after getting information/Letter of Intent (LOI) from CIPET: CSTS – Jaipur.

Signature of Tenderer(s) with Stamp

**TECHNICAL BID****TENDER: MANPOWER OUTSOURCING AGENCY**

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>SUBMITTED</b>	<b>NOT SUBMITTED</b>
1.	Name of the contractor		
2.	Company Profile		
3.	Telephone No. with STD code		
4.	Identity of the firm		
5.	Name of Contact person		
6.	Registration No.		
7.	Provident Fund No.		
8.	ESIC No.		
9.	PAN (Permanent Account Number)		
10.	GST No.		
11.	Similar Experience of Manpower Supply to Government Sector/Institution/MNC's/ Corporate Offices/Central Autonomous Body/Central Public sector undertaking etc. Please enclose copy of work order of last 3 financial years.		
12.	Income Tax Returns (ITR) – Last 03 financial years. (2016-17 & 2017-18, 2018-19,)		
13.	Tender Fee – Rs. 3,000		
14.	EMD – Rs. 1,50,000		
15.	Licence issued by the Ministry of Labour & Employment		
16.	Client List		

**Date:****Seal & Sign. of Bidder**



**CHECK LIST****TENDER No.: CIPET/CSTS/JAIPUR/2019-20/ MH /01/**

1. Company profile
2. Tender Fee Cash Receipt/Demand Draft
3. EMD Demand Draft
4. Registration certificate of the firm
5. PAN No
6. GST Certificate
7. Similar work Order (Last 3 Years)
8. Performance Certificates
9. ESIC Certificate
10. EFP Certificate
11. Income Tax Returns (Last 3 Years)
12. Labour Licence issued from the office of Chief Labour Commissioner, Jaipur/Ajmer.
13. Client List

Seal & Signature of the Contractor

**FINANCIAL BID****[To be submitted in a separate sealed cover on Letter Head]**

Date:

**Tender No.: CIPET/CSTS/JAIPUR/2019-20/ MH /01/****Name of Agency:**

**Description of work:** “Manpower Outsourcing Agency” in CIPET: CSTS – Jaipur as per qualifications, wages and job requirements of each category of such staff on contract basis as per the details mentioned in the Tender document subject to fulfillment of other terms & conditions of the tender.

**Service Charges**

<b>Sr. No.</b>	<b>Billing Amount Per Month (In Lakhs)</b>	<b>Service Charge (In Figures) (Rs.)</b>	<b>Service Charge (In Words) (Rs.)</b>
1.	01-06 Lakhs		
2.	06-12 Lakhs		
3.	12-20 Lakhs		

\*GST will be paid additional as per extent rules of Govt. of India.

**NOTE:**

1. GST as per rules will be paid over the wages.
2. The number shown above are only indicative and the actual no's will be decided by the designated authority of the institute in consultation with the service provider, from time to time and depending upon the requirement of the institute.
3. Nothing extra shall be payable over and above the accepted rates.
4. The rates will remain valid during the period of contract and will not be revised in any circumstances.
5. Payment of the manpower will be as per the rules of minimum wages of Government of Rajasthan.
6. The work timing is from 09:00 AM to 05:30 PM with lunch break from Monday to Saturday.
7. The employees will be entitled for public holidays as declared by Government of India.
8. The above charges have to be quoted in round figure only. The L1 bidder will be decide based on the Service Charges quoted in slab no 03 of the above table.
9. All levies/taxes/duty, etc other than GST shall be assumed to be mandatorily included in the service charges.

**Place:****Sign. of Bidder with Stamp**