



## **CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

Department of Chemicals & Petro-Chemicals,  
Ministry of Chemicals & Fertilizers, Govt. of India  
City Centre, P.O.- Debhog, Haldia , Dist – Purba Medinipur,  
West Bengal, Pin- 721657

Phone: 03224- 255534, 255404, 255533

Telefax: 03224-253016

Email: [cipet.haldia@gmail.com](mailto:cipet.haldia@gmail.com)

Tender NO: CIPET/HAL/ADMN/B&M-CAMPUS/2019-20/01

Date: 06/06/2019

### **NOTICE INVITING TENDER FOR BEAUTIFICATION AND MAINTENANCE OF GARDEN AND CAMPUS AREA I & II AT CIPET:CSTS HALDIA CENTRE.**

Last date of issue of tender document : 19/06/2019 till 3.00 pm

Last date of submission of Tender : 20/06/2019 till 3.00 pm.

Date of opening of Tender : 20/06/2019 at 4.00 pm.

Cost of Tender Document : Rs. 500/- in the form of DD/ cash

Earnest Money Deposit (EMD) : Rs. 21600/- in the form of DD

Detailed Notice inviting Tender (NIT) for beautification and maintenance of garden and campus I & II of CIPET:CSTS Haldia Centre.

Central Institute of Plastics Engineering & Technology (CIPET) : CSTS Haldia are invited sealed tender in two bid systems from registered license holders for beautification and maintenance. Interested and eligible bidders can purchase tender document from office of the Director & Head, City Centre. P.O.- Debhog, Haldia, Dist – Purba Medinipur in any working day between 9.30 am to 5.00 pm from 06/06/2019 to 19/06/19.

By paying Rs. 500/- in cash / Demand draft drawn in favour of CIPET HALDIA. The tender document can also be downloaded from website [www.cipet.gov.in](http://www.cipet.gov.in) and tender paper cost of Rs. 500/- in the form of DD to be deposited along with tender document.

Earnest Money Deposit (EMD) of Rs. 21,600/- (Refundable) in Demand Draft (D.D.) to be drawn in favour of CIPET Haldia, payable at Haldia.

The last date for submission of Tender in sealed cover is upto 3.00 P.M. of 20.06.2019. The sealed tender document should be submitted to the above mentioned address.

CIPET:CSTS Haldia reserves the right to accept or reject any or all the tender without assigning any reason.

The details about the institute, scope and nature of services and the terms and conditions are given in the tender form which shall be part of the contract / Agreement. The participants / agencies are required to read and understand it properly before submission of the tender.

**Director & Head**

## About Institute

Central Institute of plastics Engineering & Technology (CIPET): CSTS haldia was established in the 1997 by the Government of India, Ministry of Chemicals & Fertilizers, and Department of Chemicals & Petrochemicals for generating technically trained manpower as well as providing technical support services to the industries in the field of plastic and allied industries. This institute is an ISO 9001:2015 certified for Training & Technical services. The prime objective of the institute are :-

1. Manpower development through specialized technical training programmes to meet the requirement of the plastic & allied industries in various disciplines.
2. Rendering services of consultancy, advisory and dissemination of technology information to the plastics processing, mould / die manufacturing and other user industries.
3. Providing excellent facilities for testing of plastics materials and product as per national and international standards for the quality control requirement of the industries.
4. Conducting various STC/ Skill Development Programmes for the industries / unemployed youths career development.
5. Conducting entrepreneurship development programmes exclusively for setting up plastic industries and provide technical assistance to the potential entrepreneur in establishing their industries from the **“Concept of Commissioning stage”**
6. Offering technical services for the design and development of moulds and die with the help of modern CNC tooling machines, Concept development for plastics product and applications, processing of the plastics on microprocessor controlled Processing machines.
7. Characterization and assessment of plastics materials, product evaluation and formulation of testing standards for plastic products.

The institute has unmatched facilities in the form of sophisticated machines and equipments in design (CAD/CAM) , Tool Room, Plastics Processing and Testing under one roof for imparting effective and practical oriented training , class room/ conference halls are equipped with all modern teaching aids and library with rich collections of books, journals and periodicals.

## **Institute Campus**

The institute campus is mainly having three parts i.e. institute Academic Building, Hostel buildings (Boys / Girls) and staff quarter in area of about 7.75 acres in Campus – I & Two nos. of boys hostel in the area of 4.9 acres in Campus –II.

## **Long Term Courses**

The following Diploma and post Graduate diploma course are being offered:

<b>Sl No.</b>	<b>Name of the Course</b>
1.	DPT
2.	DPMT
3.	PGD-PPT
4.	PD-PMD

About 800 students are being admitted to various courses to CIPET Haldia every year; the intake no. may increase in future.

## **Short Term Courses**

The institute is offering various STC/ Skilled Development Programme and EDP for industries / Entrepreneur of Unemployed youth from time to time.

## **Other Activities**

The institute is regularly getting job works and testing assignments from the industries / Govt. Departments etc.

## **Instructions, Scope of Work and Terms & Conditions:**

1. The sealed bidding documents should be submitted to CIPET:CSTS Haldia by the stipulated date and time. Tender Documents may be collected from CIPET:CSTS Haldia on payment of Tender Cost of Rs.500/- through cash/DD in favour of CIPET haldia, payable at Haldia on any working day as mentioned above between 9.30 am to 5.00 pm.
2. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully get it clarified before submission of tender and no claim on account of any errors detected later in the tender documents shall be entertained.
3. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the documents not so signed is liable to be rejected at the discretion of the CIPET:CSTS Haldia. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.
4. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
5. All Bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD & Tender Fees of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
6. Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids. In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder. The Client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
7. All the contract workers may be permitted to work at institute with the prior approval of the competent authority, if required on the holiday's of CIPET:CSTS Haldia.

8. Provident fund and Employees State Insurance (ESI) as per Govt. guidelines shall be provided by the contractor/agency. All the records and relevant documents pertaining to PF & ESI shall be maintained by the Contractor.
9. The workers will be assigned their work by CIPET directly or indirectly or through the contractor.
10. This agreement is to be fully on contractual basis and will be valid for one year. An agreement will be required to be entered for a period / periods, as may be mutually agreed upon with the terms and conditions on non judicial stamp paper value of Rs. 100/- . The institute may, with the written consent of the contractor may also extend the period of contract for further period of one year with reasonable increment of the workers and rest terms & conditions remain unchanged.
11. The personnel so deployed should not be changed frequently without the consent of CIPET management. In case management felt that some personnel are not up to the standard and they may be replaced by suitable person.
12. The services of the contractor can be terminated without assigning any reason by giving 30 days' notice on either side.
13. It is hereby requested to contractor to quote their charges. (In Price Bid) All the relevant tax will be borne by contractor and CIPET:CSTS Haldia will not pay any amount in connection with tax and legal charges and other expenses.
14. Contractor should provide identity card to the contract employees.
15. If at any time additional worker is required on temporary basis. The agency shall arrange the required personnel. The charges for additional worker shall be paid on actual basis.
16. The contractor shall ensure that the personnel deployed are discipline and do not participate in the activity prejudicial to the interest of the institute / govt.
17. Contractual labourers and workers are restrained from showing any agitation or demonstration or meeting within the CIPET:CSTS Haldia premises.
18. Contractor should maintain wages register for disbursement of monthly wages and also maintain daily attendance registered for their worker. Contractor should have valid statutory license, PF, ESI registration. GST, etc.

19. In case of non – compliance with the contract, CIPET reserves its right to  
(a) Cancel / revoke the contract and (b) impose penalty up to 5% of the total value of the contract.
20. **Minimum Eligibility Criteria:** The contractor should have Valid registration under state / Central Government law for gardening along with regulation for PF, ESI, GST, PAN etc. and three years experience (as per format given in the tender document).
21. Income tax as applicable at prevailing rate shall be deducted from the monthly bill of the manpower providing agency as per I.T act. 1961.
22. The contractor has to deposit Rs. 1,50,000/- (Rupees One Lakhs Fifty Thousand only) through DD drawn in favour of CIPET Haldia for the contract period as security deposit within one month from the date of received of the order. The Earnest Money can be adjusted in security Deposit. The Security Deposit will be refunded after termination of the contract. No interest will be paid on the security deposit amount.
23. During the period of operation of the contract, CIPET will have full authority to recover losses incurred due to the negligence of the manpower employed by the agency. The decision of the Director & Head / competent authority of CIPET:CSTS HALDIA will be final and binding in every respect.
24. **The Earnest Money of Rs. 21,600/- has to be deposited in the form of demand Draft in favour of CIPET Haldia payable at Haldia along with Techno Commercial Bid.** Earnest Money shall be forfeited in case of security deposit and the agreement is not sign within one month of receipt of order by the agency. Tender without EMD shall be rejected. The EMD of unsuccessful bidders will be returned within the period of 30 days from the date of finalization of the contract. No interest will be paid on the EMD amount.
25. The contractor should abide all the aforesaid points on their own end by covering in the quote in providing the service.
26. The offer will be accepted subject to verification of documents and satisfactory quality of service provided by the agency to the other clients, in case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.

27. Technical Bid with EMD and Financial Bid may be kept in separate envelope. Both the envelope may be kept in 3<sup>rd</sup> envelope superscribing on the envelope as “**Tender for beautification and maintenance of garden and campus I & II**”. Technical Bid envelope will be opened first. After verifying & evaluation he Technical Bid & EMD by the CIPET authority Financial Bid will be opened in the presence of the bidders / representative of the bidders. For preparation of Bids the **CHECKLIST FOR PREPARATION OF BID** may be check.
28. Audited balance sheet and Income & Expenditure statement for FY2015-16, 2016-17 & 2017-18 should be submitted along with Technical bid.
29. The Bid shall be submitted not later than 3.00 pm on 20<sup>th</sup> June 2019, addressed to The Director & Head, CIPET – Haldia, City Centre, P.O.-Debhog,Haldia , Purba Medinipur, West Bengal – 721657. Bidders sending their bids through courier should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers shall be granted. Bids must be received in the office at the address specified above not later than the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However, the competent authority of the office of the CIPET:CSTS Haldia reserves right to extend the date / time for receipt of bids, before opening of the Technical Bids. Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.
30. The Technical Bids shall be opened in the office of the Director & Head of CIPET:CSTS HALDIA on 20<sup>th</sup> June 2019 at 04.00 pm by the Committee authorized by the competent authority of CIPET:CSTS Haldia in the presence of such bidders who may wish to be present. The financial bids of only those bidders who's Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders. A letter of authorization shall be submitted by the Bidder's representative before opening of the Bids. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the presented Bidders or their representative shall be required to sign the main bid envelope to ensure the correctness of the bid. After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meets the minimum eligibility criteria as specified in the Tender Document. Refusal to sign the bid envelope by the bidder or his representative may disqualify his bid based on the decision of the Tender Opening Committee. Bids shall be declared as Valid or Invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.



31. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids and qualification of the bidders, The Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification not be considered. The Client's request for clarification and the response shall be in writing. If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected. Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.
32. The Client shall follow bid evaluation system where the technical bid and financial bid shall be evaluated separately. The technical bid evaluation shall be done based on the following criteria:
- (i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
  - (ii) Receipt of valid EMD/Tender Fee with requisite amount in acceptable format.
  - (iii) Documents in proof of meeting the minimum eligibility criteria.
  - (iv) Any other documents as required to support the responsiveness of the bidder, as per tender.
- A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.
- The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/ venue for the financial bid opening in written communication/over telephone/email communication.
33. The Financial Bids of all the qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids. All the qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be asked to sign on all the sealed envelopes containing the Financial Bid. Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot. Absence of bidders or their authorized representatives shall not impair the legality of the process. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process.
34. The Bidder meeting the minimum eligibility criteria with the lowest bid price, subject to arithmetical correction, shall be deemed as the successful Bidder. In the event of more than one bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial

year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder. In case the document is not verifiable or any other reason comes across at the later stage the decision of the Director & Head of CIPET:CSTS Haldia for awarding the contract to a particular bidder shall be final and binding.

35. The scope of work includes development and beautification of landscape & proper maintenance in and around the campus I & II and Garden. Maintenance of existing plants, flower plant and tree, replacement thereof as and when necessary including regular manuring, watering, spraying of pesticides. Supply and plantation of seasonal flowers of winter /Summer season such as Chrysanthemum, Dahlia, Roses, Gladioli, Marigold, Larkspur, Zinia, Salvia, Anterium, Cosmea, Dianthus, Wet Sultan, Sunflower etc. in the garden. Planting of flower plants such as crotons, palms, coleus, Cautes and succulents, Musunda (Red, Yellow, White), Pansy(Super Magistrate), petunia, Pholex, Verbenia Celosia, portulaca-grandiflora, poinsettia etc. in the garden. Planting of various creepers like jasmine in the garden. Preparing flower bed in the winter season as directed by the Authority. Supplying earthen flowerpots in summer and rainy season as (100 – 200 pieces per season) when necessary or as directed by the Authority. Maintenance of the lawns of the gardens in its proper shape by supplying and planting grass seeds and hedge or border plants of approved quality including preparation of soil, supplying and mixing required quality of manure with soil dressing, leaving earth, watering of the lawns everyday ( except during monsoon months) is to be done. Trimming of grass in the lawn hedges and border plants should be done on regular basis (at least once in 30 days, compulsory). Proper maintenance and cleaning of drain and play ground of the Campus.
36. Engagement of labour should be deployed to carry out the above work with good quality and care.
- Pesticides – as and when required.
  - Bleaching – as and when required and of sufficient quantity.
  - Grass cutting Machine in good condition & sufficient nos.
  - Maintenance equipment in good condition & sufficient nos.
  - Petrol /Diesel for running the Grass cutting machine.
37. No materials & labour charges would be borne by this Authority. Workmen are to be deployed as per standard norms of the Labour Contract Act.

38. You will have to engage workman as required for the maintenance work and you will have to pay their wages deposit of P.F., ESI etc. and the Authority has no responsibility in this connection with payment of their wages and statutory deposit. Such should be completed within accordance with the Labour Contract Act. and other relevant rules for the same exclusively by you.
39. You will have to submit a monthly report duly certified by the CIPET Authority and this report will be taken into consideration for monthly payment.
40. Performance and payment of wages to the labours will be reviewed quarterly.
41. Other unseen work to be carried out as per instruction the Authority.
42. A site inspection book will have to be maintained by you for recording the observation / remarks of the visiting officers / Officials of CIPET during the course of execution and the contractor will rectify or make good the minor defects at his own cost and necessary compliance report recorded in the site inspection book to that effect. The Xerox copy of the observation and compliance report will be attached along with the bills.
43. Any canvassing in this regard shall lead to cancellation of the tender.
44. CIPET reserves the right to accept or reject any or all offers without assigning any reasons, thereof, I / we hereby agree to the above terms & conditions.

## LETTER OF BID

To  
The Director & Head  
CIPET:CSTS Haldia  
City Centre, P,O,- Debhog.  
Haldia , Purba Medinipur – 721657

Ref: Invitation for TENDER No. : CIPET/HAL/ADMN/B&M-CAMPUS/2019-20/01  
Date: 06/06/2019

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Agenda Issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for beautification and maintenance of garden and campus I & II of CIPET:CSTS Haldia Centre.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us Ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory (Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

*(To be printed on Bidder's letterhead)*

**Technical Bid****(To be filled by Contractor A, B, C)****A.**

S. No.	Descriptions	Particulars/Number/Others	Attached	Page No.
1	Company Name & Details		Yes/No	
2	Company Profile		Yes/No	
3	PAN		Yes/No	
4	GST No.		Yes/No	
5	ESI No. Details		Yes/No	
6	PF. No. Details		Yes/No	
7	Similar Work done details (last three years)		Yes/No	
8	Tender Fee		Yes/No	
9	EMD		Yes/No	
10	Government Registration details		Yes/No	

**Signature of Tenderer with stamp**

**B.**

Work done in last 3 years (all details should be supported by documents)

(Use separate sheet, if required)

Name of the organization	Nature of work	Work Order & date	Value of work done	Period	Date of Completion	Remarks

**Signature of Tenderer with stamp**

C

<b>TURNOVER FOR LAST 3 YEARS AS PER AUDITED STATEMENT</b>				
	Financial Year	Evidential documents attached	Amount (Rs.)	
1	2017-18			
2	2016-17			
3	2015-16			

Signature of Tenderer with stamp

**CONTACT DETAILS FORM  
GENERAL DETAILS OF BIDDER**

1. NAME OF THE COMPANY .....
2. COMMUNICATION ADDRESS .....
3. PHONE NO. ....
4. FAX .....
5. EMAIL I.D. ....

**PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE**

1. NAME OF THE CONTACT PERSON .....
2. DESIGNATION .....
3. PHONE NO. ....
4. MOBILE NO. ....
5. EMAIL I.D. ....

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of CIPET:CSTS Haldia to forfeit the Earnest Money /Security money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the tender document / contract agreement.

Date:  
Place:

**Signature of the Authorized Signatory**

**Designation: (Office seal of the Bidder)**



**CHECKLIST FOR PREPARATION OF  
BID**

**TECHNICAL  
BID**

<b>S.No.</b>	<b>Particulars</b>	<b>Yes/No</b>
1	Have you filled in and signed the Contact Details Form?	
2	Have you read and understood various conditions of The Contract and shall abide by them?	
3	Have you enclosed the EMD of Rs.21600/- and Tender Fee of Rs.500/- in the Technical Bid?	
4	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5	Have you attached proof of having met the Minimum eligibility criteria?	
5.1	Legal Valid Entity : Have you attached attested Certificate issued by the Registrar of firms /Companies?	
5.2	Registration with Government Bodies like ESIC, EPF, PAN, GST : Have you attached a Registration copy of each of the certificate?	
5.3	Experience : Have you attached the attested experience certificates issued by the Organisations / Government Depts. Of the last three years?	
5.4	Whether Registered with Government Department	
6	Have you attached the proof of authorization to sign on Behalf of the bidder in the Technical Bid?	
7	Audited balance sheet and Income & Expenditure statement for FY 2015-16, 2016-17 & 2017-18 submitted?	
8	Have your Technical Bid been packed as per the Requirements of the Tender?	

**FINANCIAL  
BID**

<b>S.No.</b>	<b>Particulars</b>	<b>Yes/No</b>
8	Have your financial Bid proposal is duly filled, sealed And signed on all pages?	
9	Have you quoted prices against each of the category?	
10	Have your financial bid been packed as per Tender?	

**Place:**

**Date:**

**Signatures of tenderer with stamp**

Price Bid

SI No.	Particulars of works	Basic rate per Month (Rs.)	Remarks
1	Scope of work (As per tender document)  Inclusive of labours, Materials & Machine etc.		
	Less Discount %		
	Total		

Note: -

1. GST to be paid extra as applicable.

**Place:**

**Date:**

**Signature of tenderer with stamp**