



सिपेट : इंस्टीट्यूट ऑफ़ प्लास्टिक्स टेक्नोलॉजी (आई.पी.टी)
(रसायन एवं पेट्रोरसायन विभाग रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

बी-27 अमौसी औद्योगिक क्षेत्र, लखनऊ - 226008

☎: मोबाईल न : 7607194011 , 7607194024

ई-मेल : cipetlko2@gmail.com, वेबसाईट :www.cipet.gov.in

सिपेट-आई.पी.टी/ C I P E T-IPT

मानव शक्ति प्रदाय करने हेतु निविदा आमंत्रण TENDER FOR PROVIDING OF MANPOWER

निविदा क्र./TENDER No: CIPET-IPT/LKO/ADMN/2019-20/05

निविदा जमा करने की अन्तिम तिथि :17.06.2019 समय सांय:3:00 बजे तक
LAST DATE FOR SUBMISSION OF BID: 17.06.2019 AT 3:p.m. HRS

विज्ञापन / Advertisement



सिपेट : इंस्टिट्यूट ऑफ प्लास्टिक टेक्नोलॉजी (आईटी.पी.)

(रसायन एवं पेट्रोरसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

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Advt.No. CIPET:IPT/Lko/Admn/Advt.2019-20/10

Date : 02.06.2019

मानव शक्ति (मैन पावर) प्रदाय करने हेतु निविदा आमंत्रण

सिपेट: आईपीटी लखनऊ कार्यालय एवं शैक्षणिक कार्यों के सुचारू रूप से संचालन किये जाने हेतु तकनीकी/ गैर तकनीकी क्षेत्र में अतिकुशल, कुशल, अर्धकुशल एवं अकुशल विभिन्न कार्मिकों की सेवा वाहय माध्यमों से प्रतिनियुक्ति के आधार पर प्राप्त करने के लिए इच्छुक सभी प्रतिष्ठित एवं अनुभवी मानव संसाधन एजेन्सी/ संस्थान से मोहर बंद निविदाएँ आमंत्रित करता है। इस संस्थान में वर्तमान में कार्यरत संगठन एवं एजेन्सी निविदा में भाग लेने के लिए योग्य नहीं होंगे। निविदाकर्ता प्रतिनियुक्ति की एवेज में प्राप्त होने वाले सेवा शुल्क राशि प्रतिशत अथवा प्रति व्यक्ति राशि में अंकित करें।

निविदा प्रपत्र संस्थान की वेबसाइट: www.cipet.gov.in से डाउनलोड कर अथवा उपरोक्त ईमेल लिखकर प्राप्त कर सकते हैं। निविदा के साथ निविदा राशि रु 2000/- का डीडी सिपेट लखनऊ के नाम का संलग्न कर किसी भी कार्य दिवस में संस्थान के कार्यालय में सीलबंद लिफाफे पर “मानव शक्ति प्राप्त करने हेतु निविदा” लिखकर 17.06.2019, सांय 3:00 बजे तक जमा करें।

प्रमुख निदेशक एवं प्रमुख, सिपेट बिना कारण बताए निविदा की किसी भी स्तर पर अस्वीकार/निरस्त करने का अधिकार सुरक्षित रखते हैं।

प्रधान निदेशक एवं प्रमुख

सिपेट : इंस्टीटूट ऑफ प्लास्टिक्स टेक्नोलॉजी (आई.पी.टी)
 (रसायन एवं पेट्रोरसायन विभाग रसायन एवं उर्वरक मंत्रालय, भारत सरकार)
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 ☎:0522-2437646 मोबाईल न 7607194011 / 7607194024
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कमांक: सिपेट-आईपीटी / लखनऊ / प्रशासन / 2019-20/05

दिनांक: 30.05.2019

Ref No: CIPET-IPT/LKO/ADMN/2019-20/05

Date: 30.05.2019

मानव शक्ति प्रदाय करने हेतु निविदा आमंत्रण

NOTICE INVITING TENDER FOR PROVIDING OF MANPOWER

The offers from the reputed firms registered with the Labour Department of Central/ State Government for the supply/engagement for High Skilled/Skilled/Unskilled manpower for the work of Technical / Academic services / Office Work / etc are invited up to **17.06.2019** up to **3:00 PM**. The Tender forms can be dropped in a box kept at the entrance of reception counter of Institute's main building.

क्रं. S. no.	कार्य का नाम Name of Work	अनुमानित मैन पावर Estimated Workers	धरोहर राशि (रु) EMD (in Rs)	कार्य अवधि Completi on Period	निविदा प्रपत्र मूल्य Cost of Tender Form	निविदा खोलने की तिथि Date of opening of Bid	
						तकनीकी बिड Technical Bid	मूल्य बिड Price Bid
1.	तकनीकी / वैश्विक / कार्यालयीन कार्य / मानवशक्ति प्रदाय करना। Providing and engagement of Man Power agency for Technical /Non Technical/ Academic services / Office work / work areas.	130 (एक सौ तीस) (One Hundred and Thirty)	1,00,000/- (रु. एक लाख) (Rs. One Lakh)	12 (बारह महीने) (Twelve Months)	2,000/-	18.06.2019 at 11:00 am	तकनीकी मूल्यांकन के उपरांत पृथक सूचना दी जायेगी। Intimation after evaluation of technical bid.

The tender documents giving full details terms and conditions can be downloaded from the Institute Web Site www.cipet.gov.in after next days of publishing. The offers will be submitted in one envelope showing the name of the work on the top of the envelope which will contain three envelopes as follows:

प्रथम लिफाफा : Separate two demand draft for cost of Tender (Non Refundable) and **Envelope 1:** Earnest Money Deposit. (Refundable) as per above from any Nationalized Bank in the favor of “**CIPET, Lucknow**” payable at Lucknow.

द्वितीय लिफाफा : Technical Details- As per Annexure I
Envelope 2:

तृतीय लिफाफा: A Price Bid. Price bid of the tenderers whose Tender cost, EMD and Technical bid found in order, shall be opened. Director & Head, CIPET reserves all right regarding enhance or reduce the work and to cancel all the tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

प्रधान निदेशक एवं प्रमुख /Principal Director & Head

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☎:0522-2437646 मोबाईल न 7607194014
ई-मेल : cipetlko2@gmail.com, वेबसाइट:www.cipet.gov.in

क्रमांक: सिपेट / लखनऊ / प्रशासन / 2019-20/05

दिनांक: 30/05/2019

Tender No: CIPET/LKO/ADMN/2019-20/05

Dated: 30/05/2019

निविदा प्रपत्र TENDER FORM

- | | | | |
|--|---|----------|-------|
| 1. General Conditions | : | Page No. | 6-8 |
| 2. Scope of Contract | : | Page No. | 9-10 |
| 3. The Special Terms and Conditions | : | Page No. | 11-13 |
| 4. Earnest Money Deposit & Security Deposit | : | Page No. | 14-15 |
| 5. Instructions to Bidders | : | Page No. | 16-20 |
| 6. Documents to be submitted in technical(Annex-I) | : | Page No. | 21-23 |
| 7. Certificate (Annex-II) | : | Page No. | 24 |
| 8. Authorization to attend tender opening(Annex-III) | : | Page No. | 25 |
| 9. Format for Price Bid (Annex-IV) | : | Page No. | 26 |
| 10. Technical Bids only will be opened on 17.06.2019 at 11:00 am in the Institute Conference Hall, CIPET, Lucknow, before those bidders who wish to be present at the time of opening with authorization letter. | | | |
| 11. The Technical Bid must include the following (In Separate Envelope) | | | |
| a. The Technical compliance Statement related to document required as per Annexure I. | | | |
| b. The EMD Amount of Rs1,00,000/- (Rs One Lakh only) and a separate DD for the sum Rs 2,000/- (Rs Two thousand) in favor of CIPET, Lucknow if the tender documents are downloaded. | | | |
| c. Other document as stated in the Instruction to Bidders must be enclosed. | | | |

- d. One set of the complete tender document duly signed and sealed as a token of acceptance of the terms and conditions of this tender.
12. The Price Bid must have the details of the Price on the contractors letter head as per format at Annexure-IV.

मानवशक्ति प्रदाय करने के लिये नियम एवं शर्तें
Terms and Conditions for Providing of Manpower

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

सामान्य शर्तें / GENERAL CONDITIONS

1. Sealed tenders are invited from experienced, resourceful and reliable Agencies of repute to supply and engagement of manpower (High Skilled / Skilled /Semi Skilled/ Unskilled) who had executed prestigious Jobs having current and valid EPF and ESIC code number, GST Registration may submit the Tender along with updated list of their clients.
2. The firm should also have a varied experience of supplying manpower to National Level Institutions or their Local Organization/Institutions of high repute such as Banks, Govt. Of India's Autonomous Organization/Public undertaking etc.
3. The period of contract under the scope of work shall be normally for 12 months, which can be further extended by mutual agreement on the same terms and conditions for another 12 months.
4. If the contractor fails to provide requisite staff within stipulated time, a penalty of Rs 500/- per day will be deducted from the monthly bill.
5. Agency has to give its phone/mobile no. to execute the work as per needs.
6. The contractor will provide the identity cards to the assigned manpower .
7. As per the needs, the work is to be executed.
8. Each page of the Tender document is required to be signed by the tenderer. The Tender document must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.

9. No further discussion/interface will be held with the bidders whose bids would be Rejected/Disqualified/Technically Disqualified.
10. Tendering authority is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
11. Applicable taxes, if any, shall be paid extra and TDS will be deducted from the billed amount as per rules.
12. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
13. Bids shall remain valid for 120 days from the last date of bid submission.
14. The received bids will be evaluated by the Committee of CIPET on the basis of requisite documents. There after a team of CIPET will visit the site for physical inspection of the site and if found suitable and meeting the requirements of CIPET as indicated in these terms & conditions the price bid will be open for technically qualified bidder.
15. CIPET reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
16. Successful bidder will have to execute an agreement within a week in the form of lease with CIPET on a non-judicial stamp paper as per the Stamp Act.
17. The offers of the contractor who do not fulfil the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
18. Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.

19. Latest Minimum wages as notified by State Government (U.P.).revised from time to time shall be paid

20. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation can submit bid but they shall deposit the tender fee Rs.2000/- & EMD for initial process.
21. No refund of Tender fees in case of retender process.

22. Number of the manpower on contract vary as per requirement.
23. Any misconduct/misbehavior/indiscipline of manpower supplied by the contractor will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserve the right to take all appropriate actions under such circumstances.
24. The Contractor shall solely be liable for payment of wages and other dues to the manpower personnel deployed in CIPET.
25. Service charges upto /will be minimum two percent.(Minimum wages as per State Govt.(U.P.) Rate)
26. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.
27. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.
28. The offer will be accepted subject to verification of documents and satisfactory quality of services 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.
29. Copy of service satisfaction certificate of existing clients served/serving must be attached .
30. All legal matter will be under Lucknow Judiciary only.

अनुबंध का महत्व / SCOPE OF CONTRACT

01 Actual number of manpower required for different activities will be finalized after award of work in consultation with concerned sections of CIPET:IPT, Lucknow. The number of manpower may increase or decrease later as per requirements.

02 वांछित मानवशक्ति का विवरण / Detailed of manpower required-

क्रं. S.n	विवरण / Particular	योग्यता / Qualification
1.	<p>उच्च कुशल / High Skilled</p> <p>A. तकनीकी सहा. /Tech Asst</p> <p>B. कार्यालय कार्य /Office Asst</p>	<p>Diploma/ITI/ with 3 years experience / BE(Fresher)</p> <p>BA/B.Com/MA/M.Com\ with 3 years experience. Typing Hindi/English is mandatory. Short hand knowledge will be given preference.</p>
2.	<p>कुशल / Skilled</p> <p>A. तकनीकी सहा. /Tech Asst</p> <p>B. कार्यालय कार्य /पुस्त. सहा. Office Asst / Lib Asst</p> <p>C. मशीन आपरेटर / MachineOperator</p> <p>D. बावर्ची / केयर टेकर / Cook / Care Taker</p>	<p>Diploma/ITI 3 Years exp/ Electrician work expe.- 5 Years with certificate.</p> <p>Graduate/BCA/BBA/PGDCA/DCA/ with Typing Hindi/English with 3 years work experience.</p> <p>10th Pass/ITI Pass with CIPET Certificate with 1 to 2 years work experience.</p> <p>8th pass with 3 years work experience</p>
3.	<p>अकुशल / Unskilled</p> <p>कार्या. अटैं. / हेल्पर / Office Attendent / Helper / etc.</p>	<p>8th Pass- Work Knowledge of Hindi/English</p>

*High Skilled: Highly qualified person like P.hd,M.Tech., M.E. in specific subject are also required as per Institute requirement.

03 The Agency may quote their Management/Service charges, in percentage only both in figure and words. Other than service charges, all other tax/charges will be levied as per the Govt. Norms only.(As per the format enclosed at annexure IV).

The wages will be fixed to concern qualified person base don qualification, experience & recommendation of Internal Selection Committee of CIPET base don biodata & documents submitted of offered candidates against requirement of institute.

04 The CIPET will pay the employer's contribution towards Employees Provident fund (EPF) (as applicable) and Employees State Insurance (ESIC) (as applicable) and all taxes/ charges levied under statutory provisions (subject to Govt. Revision). Difference of wages will be paid as and when required as per the department of labour Govt. of U.P.

05 The CIPET will deduct income tax on bills and payment shall be released within 15 days of submission of the Bills in order along with the requisite documents like;

- a. Proof of payment through Bank to each worker through a scheduled bank or other sources.
- b. Proof of submission of EPF, ESIC, GST upto current month of each employees .
- c. Certificate in the register of wages.

विषेण नलरड एवढ शर्ते / SPECIAL TERMS AND CONDITIONS

- 01 Manpower for various Works should be made available as per Institute requirement The Manpower shall be able to perform various Works as well as field duties.
- 02 The personnel deployed by the Agency will be the employees of the Agency in all respects. The CIPET will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET, Lucknow in this respect.
- 03 The Agency shall ensure the payment of wages to the staff through Bank only.
- 04 The selected Agency has to enter into an Agreement on Non Judicial Stamp of Rs 500/- at his own cost with the CIPET:IPT, Lucknow for one year, which can further be extended twice each time for one year with the consent of both the parties. Draft Agreement format is available with the office CIPET:IPT, Lucknow.
- 05 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 as may be required by the Act / Rules and shall indemnify CIPET against any penalties / claims arising out of any event, accident or of any default on its part. A copy of the certificate of registration and Licenses of the agency to be verified by CIPET with Originals.
- 06 The CIPET 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. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury /disablement/ death at work site and carry out complete obligations under the said Act/ Rule and furnish all information to Principal Director & Head, CIPET:IPT, Lucknow and shall indemnify CIPET against any such penalties / claims out of default on its part.

- 07 Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by CIPET specifically inconsideration cases and prior submission of request by the firm.
- 08 All the statutory provisions shall to be observed / followed by the Agency during the running of Agreement.
- 09 Inspection report of EPF,ESI and GST for the last three years must be submitted.
- 10 The Tenderer should attach copy of audited balance sheet(mínimum turnover must be not less than 3 Cr.) for last three years.
- 11 **The Agency shall have to provide Lucknow office address in which there must be 4-5 employees working in this**, Works order and other documents related to the present work order for supplying manpower to other department. to the inspecting team of CIPET and shall cooperate / assist in providing any other details if necessary.
- 12 The tender should be properly typed or neatly handwritten without any overwriting and ambiguity in the prescribed form and all pages of tender form along with all enclosures are to be numbered and signed by the applicant.
- 13 Incomplete tender form without all relevent documents and efforts to conceal information and will be summarily rejected.
- 14 The tender will be opened in the presence of Tenderers or their authorized representative (máximum two in numbers) or in absence. No separate information would be given for attending the tender opening.
- 15 The successful Tenderer shall maintain an office at Lucknow during the period of contract.
- 16 The personnel deployed by the agency should bear moral character duly verified by the pólice authority and of sound Physical and Mental health to carry out the work.
- 17 The CIPET 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, mental health or creating nuisance and or any other validreason and its decisión shall be final and binding on the service provider. Any deployment / change of the contract employee should be with the consent of CIPET authority.

- 18 If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, CIPET reserves the right to forfeit the earnest money / security deposit so deposited and terminate the contract.
- 19 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 Principal Director & Head, CIPET: IPT, Lucknow will be final and acceptable to the contractor in this context.
- 20 There will be a continuous supervision by the institute staff if it is not found satisfactory as per terms and conditions, the same will be cancelled by giving notice of one month.
- 21 The contract will only be awarded to those who got the maximum technically qualified in technical bid & Inspection of the carried by our team and minimum service charges quoted by the contractor and in case if there are two or more contractors with same rate the award of contract shall be done according to technically qualified bidder on merit based & on the basis of inspection of the CIPET team (i.e. on turnover, experience, service satisfactory report etc. and it must be acceptable to the contractors. The decision of the Director & Head CIPET will be final and acceptable to the contractor in this context.
- 22 The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
- 23 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.

जमा अपरिहार्य (धरोहर) धनराषि एवं जमानत राषि
EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

- 01 The earnest money deposited by the tenderer will be forfeited if
 - a. After opening the tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
 - b. The tenderer does not commence the work within the period as provided in the letter of intent / contract.
- 02 The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
- 03 EMD of the successful tenderer shall be returned after the deposit of Security deposit.
- 04 The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 2,00,000/- (Rs. Two lakhs only) in form of FDR (issued by Nationalized Bank / Scheduled Banks) in f/o CIPET:IPT, Lucknow in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 1,00,000/- shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 7 days. The DD/Banker's Cheque shall be drawn in favour of CIPET payable at Lucknow only.
- 05 Security Deposit will be taken from the successful tenderer before the commencement of work.
- 06 Security Deposit will not carry any interest.**
- 07 Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.

- 08 The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited every month.
- 09 The Principal Director & Head , CIPET:IPT, Lucknow reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.
- 10 The service provider/contractor shall take the responsibility to transfer the documents from old service provider/contractor.
- 11 Copy of service satisfaction certificate of existing clients served/serving must be attached and in case applicant has provided/providing security service to CIPET, applicant has to submit service satisfaction certificate which is given by CIPET Centre Head.

निविदाकर्ता के लिये निर्देश / INSTRUCTION TO BIDDERS

1. परिभाषा / DEFINITIONS

- a. 'Contracting Authority' means CIPET:IPT, Lucknow.
- b. 'Bidder' means the individual or Firm who participates in the tender and submits its Bid.
- c. 'Services Provider' means the individual or Firm providing Manpower.
- d. 'Service' means deployment of Manpower.
- e. 'The contract price' means the Price payable to the attendants service provider for the full and proper performance of its contractual obligations.

2. निविदाकर्ताओं के लिये पात्रता मापदण्ड / ELIGIBLE CRITERIA FOR BIDDERS

The eligible bidders should be the agencies who possess the following documents.

- a. Certificate of
- b. Labour License Certificate
- c. EPF Registration.
- d. ESIC Registration.
- e. EPF & ESIC inspection report (Last 3 yrs.)
- f. GST Registration.
- g. Income Tax Registration.
- h. Pan Card
- i. Profession Tax Registration
- j. Declaration for non engagement of Child Labour
- k. Bio Data of Contract Employees along with valid Id proof and Paasport size photo.
- l. Documents specifically prescribed by State Govt., If any
- m. Balance Sheet of the Firm duly audited by a chartered Accountant (minimum period of last three year or more)
- n. The bidder turnover must be not less than 03 Cr.in each financial year.

3. अनुसूचि मूल्य / SCHEDULE OF RATES

The wages rates shall be as per Latest Minimum wages as notified by **U.P. Government** स्टेट गव्हरमेन्ट द्वारा उपभोक्त मूल सुचकांक पर निर्धारित

4. जमा धरोहर राशि / EARNEST MONEY DEPOSIT

- a. The Bidder shall furnish EMD for an amount of Rs 1,00,000/- (Rs. One Lakh only).
- b. The EMD must be in the form of DD in the favor (name) of CIPET, Lucknow (issued by Nationalized / Scheduled Bank).
- c. The EMD of the unsuccessful bidders will be returned within 30 days after the expiry of the period of Bid validity.
- d. The EMD of successful bidder will be returned upon furnishing the performance security by the bidder. The bid security can be adjusted against the performance security at the option of the Bidder.
- e. The EMD is liable to be forfeited.
 - i. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or
 - ii. In case of successful bidder, if the bidder fails to sign the contract agreement or to furnish the performance security.

5. निविदाओं की न्यायता अवधि / PERIOD OF VALIDITY OF BIDS

Bid shall remain valid for 120 days after the date of opening of bids Unprescribed by the contracting authority.

6. निविदाएं जमा / SUBMISSION OF BIDS

Envelope I- Separate two demand draft for cost of tender (non refundable) and Earnest Money as per above from any nationalized Bank in the favor of CIPET, Lucknow payable at Lucknow.

Envelope II- Technical details – Registration with the Labour Department of Central / State Govt., List of completed work of similar nature in last three (3) years with complete details of work, Clearance Certificate from ESI, EPF and Service Tax etc. of last three years.

Envelope III- A Price Bid.

Price bid of the tenderers whose Tender cost, EMD and Technical bid found in Order , shall be opened. Director, CIPET reserves all right regarding enhance or

reduce the work and to cancel all the tender sor any tender without assigning any reason thereof. Conditional Tenders will not be accepted.

- a. The envelopes shall be addresses to Director& Head, CIPET, Lucknow.
- b. On the top of the envelope the following should be superscribed. “Tender for Supplying Manpower (High Skilled/Skilled/Unskilled)”
- c. The inner and outer cover shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is received late.
- d. The completed tender forms can be dropped in a box kept at the entrance of reception counter of Institute’s main building.
- e. If both the envelopes are not sealed and marked as explained above the bid shall be rejected.
- f. The bid received after the specified date and time will not be considered.

7. निविदा खोलना एवं मूल्यांकन करना / BID OPENING AND EVALUATION

- a. The contracting authority shall open the bids in the presence of bidders their authorized representatives who choose to attend, on due date. The bidder’s representatives who are present shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
- b. The bidder’s name, Bid Price, modifications, bid withdrawals and such other details as the contracting authority, at its discretion, may consider appropriate will be announced at the opening.

8. प्राथमिक मूल्यांकन / PRELIMINARY EVALUATION

- a. The contracting authority shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required Bid security have been furnished, whether the documents have been properly enclosed and duly signed and whether the bids are generally in order.
- b. The contracting authority may waive any minor infirmity or irregularity in the bid which doesn’t constitute a material deviation, provided such waiver doesn’t prejudice or affect the relative ranking of any bidder.
- c. The Technical bid will be evaluated and merit list will be prepare don the following basis:-
 - i. Services provided to the Educational / Cultural Institution/ Govt. Institutions and number of Govt / Semi Govt / PSU contract in Hand / completed with minimum 40 nos of workers. Please give details in last three (3) years.

- ii. Satisfactory report of performance from the organizations / Institutions where the contracts has been already executed or in running
- iii. Average Annual Turnover (not less tan 05 cr)of the bidder of last three (3) years in each financial year.
- iv. Length of experience in providing number of workers in last three years contracts (mínimum contract order should have 40 nos workers per year.
- v. In additions to the above the documents required to be submitted in Technical details as per Annexure I.

9. इनस्पेक्शन / Inspection

The tenders whoes tenders have been successfully qulified in the technicla bid inspection team of CIPET shall verify the site/offices of the tenders venders.

10.अधिक उत्तरदायी निविदाओं का मूल्यांकन एवं तुलना / EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- a. Only those bid which qualified for the Technical part will be considered for examination in the financial part. Thirty five (35) points out of Fifty(50) is necessary to qualify for the financial bid.
- b. The evaluation and comparison of responsive bids shall be on the rate for the services offered.
- c. If there is a tie, the bid scrutiny committee decides the awarding the contract depending their service in earlier organization. The decision of Director & Head shall be final in this regard.

11.बाहरी कहासुनी एवं अन्य बाहरी दखलांदाजी / CONVASSING AND OTHER OUTSIDE INFFUENCE

- a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decisión shall result in the rejection of the bid.
- c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decisión for the entering / entered contract will regard to this dispute.

12.निविदा देना /अनुबंध का करार /AWARD OF CONTRACT

The contracting authority shall consider selection of the bidders whose offers have been found technically and financially acceptable.

13.निविदा अनुबंधकर्ता को अधिकार है कि वह आवश्यकता अनुसार फेरबदल कर सकता है /CONTRACTING AUTHORITY'S RIGHT TO VARY THE REQUIREMENT OF SERVICES

The contracting authority reserves the right, during the validity of the contract, to increase or decrease the quantity as per requirement.

14.निविदा अनुबंधकर्ता को यह अधिकार है कि वह किसी भी निविदा को स्वीकार्य या अस्वीकार्य कर सकता है /CONTRACTINGS AUTHORITY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The contracting authority reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder or bidders arising out of the contracting authority's action.

15.निविदा अस्वीकृति सारांश /SUMMARY REJECTION OF BIDS

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

- a. Any bid, received late without conclusive proof that it was dropped in the box before the specified closing time.
- b. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security.
- c. Quotation from the bidder, without letter of authority from the principal.
- d. Any bid received unsealed.
- e. Any conditional bid.
- f. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
- g. Any bid received not signed by duly authorized signatory at all appropriate places.

16.निविदा की स्वीकार्यता /ACCEPTANCE OF BID

The bidder shall within 10 days of the intimation of the acceptance of his bid by the contracting authority shall give his acceptance along with the performance security.

17.अनुबंध पर हस्ताक्षर / SIGNING OF CONTRACT

The bidder, upon his furnishing the performance security shall sign the contract agreement.

18.निविदा का विलोपन / ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of clause 16 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the contracting authority may make the award to any other bidder at the discretion of the contracting authority or call for the new bids.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY
LUCKNOW- 226008.

TENDER APPLICATION FROM FOR MANPOWER SUPPLY
To be submitted in Part-I (Technical-Bid)

TO BE FILLED UP BY THE CONTRACTOR

1. Name of the Company:
2. Name of the Proprietor:
3. Address :
.....
4. Registration Details
(Shop & Establishment) :
5. Telephone No/ Mobile No :.....
E-mail:
6. Banker's details (enclose copy):
7. No. of years in this area (Exp):
8. List of Clients/Customers (Enclose copy):
And their address provide during last 03 years
Including details of current year(with copy of contract
And satisfactory performance certificate on the companies
Letter head.
9. Latest LOI/ Work Order from 5 clients (Enclose copy):
10. Total number of firm on hand and their:
Address, contact person, Telephone
Number etc.
11. Copies of Financial Turnover:
(Rs. 05 Cr.)for last 3 years duly
signed& stamped by Chartered Accountant
12. Performance certificates (05 client) (Enclose copy):
13. PAN No. (Enclose copy):
14. GST tax (Enclose copy) :
15. Provident Fund No. (Enclose copy) :
16. ESIC No. (Enclose copy):

17. Contractor/Labour License No (Enclose copy) :
18. Registration of Firm/Agency No (Enclose copy) :
19. Copy of Inspection report of EPF & ESI
(for last 03 year (Enclose copy) :
20. Copy of Bank Solvency Certificate
21. No Court Case Declaration:
22. D.D No, date and amount of E.M.D:
23. Credential Documents:
(If any, enclose copies)

Date: Signature
Name of the Signatory and
Designation Office Stamp

अनुक्रमणिका (निविदाकर्ता द्वारा भरा जायें) Index (To be filled by Contractor)

क्रमांक /S. No.	<u>विवरण / Particular</u>	पृष्ठ संख्या / Page No.
1.	पंजीकरण जानकारी / Registration Details	
2.	संस्था का परिचय / Company Profile	
3.	किये गये कार्य की जानकारी / Work done details	

पिछले तीन वर्षों में किये गये कार्य का विवरण (साक्ष्य प्रमाण पत्रों के साथ)
(अलग पृष्ठ का उपयोग करें, यदि आवश्यकता हो)

Work done in last 3 years (all details should be supported by the documents)
(Use separate sheet, if required)

संस्था का नाम Name of organisation	कार्य की प्रकृति Nature of Work	कार्य आदेश संख्या एवं दिनांक Work Order No. And Date	कार्य का मूल्य Value of Work done	कर्मचारी संख्या Number of Workers	अवधि Period (Duration)	समाप्ति दिनांक Date of Completion	परिषिष्ट पृष्ठ संख्या Annexure Page No

Authorized Signature Page
Agency)

अधिकृत हस्ताक्षर

(Person of

प्रमाण पत्र
CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET:IPT, Lucknow. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

(‘Near Relative’ means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Date:.....

Seal & signature of Bidder

Name:.....

Address:.....

.....

.....

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING
(TO BE PRESENTED TO THE BID OPENING COMMITTEE)**

To,

The Director & Head
CIPET
Lucknow

Shri.....whose specimen signature is
given below is hereby authorized to attend the bid opening on.....
at.....

1. Specimen Signature

Of the person authorized
To attend the Bid

2. Name.....

Signature of Bidder

Name:.....

Name of Firm:.....

.....

Date:.....

PRICE BID

Name of the Agency :

Address :

Contact No :

E-mail ID :

Name of the Proprietor :

Having read, understood and accepted the tender no.dated.....
issued by CIPET, Lucknow for the supply of Manpower. We hereby offer our most
competitive rates.

Services charges(Not less than 1%) (In
Percentage):.....(in figures)
on the salary amount as bill and all the charges concerning to the statutory
liabilities as per the notification of the Govt. shall be reimbursed to the agency
time to time. (as per U.P. Govt. minimum wages)
(In Words).....

Signature
Name and Seal of the company

FORM – I
FINANCIAL BID

(THIS FORMAT MUST NOT BE REPLACED BY THE BIDDER)

NAME OF THE BIDDER	
---------------------------	--

S NO	CATEGORY	*RATE FOR PROVIDING/DEPLOYING TECHNICAL MANPOWER(IN BOTH %AGE OR FIXED AMOUNT PER PERSON)	*RATE FOR PROVIDING/DEPLOYING NON TECHNICAL MANPOWER(IN BOTH %AGE OR FIXED AMOUNT PER PERSON)
1	HIGH SKILLED		
2	SKILLED		
3	SEMI SKILLED		
4	UNSKILLED		

* The monthly remuneration including all applicable statutory liability such as PF, ESIC etc., for Technical and Non Technical person will be fixed and payable to the firm by the CIPET IPT Lucknow. However, the service charges to be quoted by the contractor/consultant firm providing for the human resource service to the CIPET IPT Lucknow. Service Charge should not be less than 1%.

Total amount quoted per person per category both in amount and words

(Rupees.....
.....)

Signature of authorized person

Date

Place

Full Name:

Seal :