

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR



E-TENDER FOR PROVIDING MANPOWER AT

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR

(Ministry of Chemicals & Fertilizers, Govt. of India)

HAJIPUR INDUSTRIAL AREA, HAJIPUR-844102

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TENDER NO: CIPET/E-TENDER/HJP/MANPOWER/2018-19/01 DATED 13.02.2019

Notice Inviting E-Tender

E-Tender No.: CIPET/E-TENDER/HJP/MANPOWER/2018-19/01

DATED 13.02.2019

CIPET Hajipur invites E-Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for providing of manpower agency for Supply of Manpower High Skilled / Skilled / Unskilled for Technical / Academic services / Office work / Gardening work for its office campus buildings & hostel premises located at Hajipur.

S. No.	E-Tender No. & Date	Name of the Item / Work	EMD (Rs.) in	Tender Fees in Rs.	Last Date & Time of
1	CIPET/E-TENDER/HJP/MANPOWER/2018-19/01 Dated: 13.02.2019	MANPOWER AT CIPET HAJIPUR	50,000/- (Rupees Fifty Thousand Only)	1050/- (Rupees One Thousand and fifty only)	14.03.2019 14.00 Hrs

Interested and eligible bidders may view and download from detailed tender documents from CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Centre Head, CIPET, Industrial Area, Hajipur on **14.03.2019 @ 14.00 Hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favouring "CIPET" payable at Hajipur and shall be submitted at CIPET Hajipur as specified on or before **14.03.2019** up to 14.00 Hrs. in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

Silent information about the E-Tender:

1. Mode of submission: ONLINE. No offline Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.

3. Who can participate for this e-Tender: The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.

4. How to register by a vendor:

(a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Rs. 1,500/- + Tax (As Applicable) to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

(b) Tender Documents Fees of Rs. 1050/- (Inc. GST) is Payable to CIPET, Hajipur in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

(c) Processing Fees is Rs. 750/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.

5. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital

Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Hajipur)	Mobile: 7763816416 Email: keonics@keonics.com	Vendor registration or any other issue regarding e-Tender Process, please contact
KEONICS's Helpdesk:	Email: cipethelpdesk@gmail.com	KEONIS as the details given in the previous Columns.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and

rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.

9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

10. Bidders are advised to visit CIPET's E-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e- Tender for which no separate paper advertisement will not be published.

11. Last date of online submission of Tender bid: **14.03.2019** up to 14.00 Hrs.

12. **EMD and Tender Fee must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 14.03.2019 @ 14.00 Hrs. at CIPET, Hajipur. Non receipt of which the Tenders are liable for rejection.**

13. Date & Time of Technical Bid Opening: **14.03.2019** at 15.00 Hrs.

14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.

15. Venue for Opening Bids: CIPET, Industrial Area, Hajipur. Ph: 06224-277424,273515.

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Director & Head– CIPET, Hajipur

TENDER NOTICE

Subject: E-Tender for providing of manpower agency for Supply of Manpower High Skilled / Skilled / Unskilled for Technical / Academic services / Office work / Gardening work-reg.

CIPET:CSTS Hajipur invites E-Tenders in two bid system from registered and authorized agencies for supply of Manpower for its office campus buildings & hostel premises located at Hajipur industrial area, Hajipur-844102, The job specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of start of online bidding	13.02.2019	16:00 Hrs.
2.	Last date/time of submission of Online bid	14.03.2019	14.00 Hrs.
3.	Date & Time of opening technical bid	14.03.2019	15.00 Hrs.

Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.

Tender Fee – Rs. 1050/- (including GST) (should be submitted along with Technical bid)

EMD – Rs. 50,000/- (should be submitted along with Technical bid)

ABOUT US

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)- Hajipur is a training institute in the field of Plastics and its allied materials. It has Head Office at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals governed under the Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker section of the SC/ST/BC and Minority students and others including Industrialists courses for benefit of Unemployed and Underprivileged youths of Bihar. Altogether, more than 1000 students are studying in the institute.

TENDER DOCUMENT

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)- Hajipur invites online tender in two bid system for supply of Manpower at CIPET :CSTS Hajipur.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer shall submit the prescribed tender document on or before **14.03.2019** at 14:00 Hrs. at CIPET Hajipur in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TENDER DOCUMENT FOR MANPOWER AGENCY AT CIPET HAJIPUR" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 50,000/- (Rupees Fifty Thousand Only) shall be paid in the form of Demand Draft (D.D) drawn in favor of "CIPET, Hajipur" payable at Hajipur.
6. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the **Director & Head, CIPET Hajipur** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.

The Director & Head, CIPET Hajipur, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily
9. The successful tenderer has to furnish a Performance security deposit of **Rs.2,00,000/- (Rs. Two Lakh only)** and execute an agreement on the non-judicial stamp paper of Rs. 1000/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.

SCOPE OF CONTRACT

10. Actual number of manpower will be finalized after award of work in consultation with concerned sections of CIPET, Hajipur. The number of manpower may increase or decrease later as per requirements.

11. Detailed of manpower required-

SI.No.	Particulars	Qualification & Experience
1.	a. Technical Assistant	Qualification: Diploma/ITI/BE (Fresher); Experience:03 Years & Above
	b. Office Assistant	Qualification: Graduate Experience:03 Years & Above & Typing: Hindi/English
	c. Cook/Care Taker	5 or above years work experience
2.	a. Technical Assistant	Qualification: Diploma/ITI with 3 Years exp/ Electrician work experience 5 Years without certificate & 02 Years with Certificate.
	b. Office Asst / Library Asst	10+2/Graduate/BCA/BBA/PGDCA/DCA/ Typing Hindi/English
	c. Cook/Care Taker	2 & above years work experience.
	d. Office Attendant /Helper	5th / 8th Pass with Work Knowledge

12. 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.

13. The CIPET:CSTS-Hajipur 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 India.

14. The CIPET :CSTS- Hajipur will deduct income tax on bills and payment shall be released within 07 days of submission of the Bills in order along with the requisite documents like;

1. Proof of payment through Bank to each worker through a scheduled bank or other sources.
2. Proof of submission of EPF, ESIC, GST upto current month.
3. Certificate in the register_of wages.

SPECIAL TERMS AND CONDITIONS

15. Manpower for various Works should be made available. The Manpower shall be able to perform various Works as well as field duties.
16. 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, Hajipur in this respect.
17. The Agency shall ensure the payment of wages to the staff through Bank only.
18. The selected Agency has to enter into an Agreement on Non Judicial Stamp of Rs 1000/- at his own cost with the CIPET, Hajipur 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, Hajipur.
19. 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 General, 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.
20. The CIPET:CSTS-Hajipur 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/ Rules and furnish all information to Director & Head, CIPET:CSTS-Hajipur and shall indemnify CIPET-CSTS-Hajipur against any such penalties / claims out of default on its part.

21. Interchanging of personnel from one section to another section shall remain prohibited unless authorization / permission issued by CIPET specifically in consideration cases and prior submission of request by the firm.
22. All the statutory provisions shall to be observed / followed by the Agency during the running of Agreement.
23. Inspection report of EPF and ESIC for the last three years must be submitted.
24. The Tenderer should attach copy of audited balance sheet for last three years.
25. The Agency shall have to provide facility for inspection of its office, Works and documents to the inspecting team of CIPET:CSTS-Hajipur and shall cooperate / assist in providing any other details if necessary.
26. All pages of tender Technical form along with all enclosures are to be numbered and signed by the applicant.
27. Incomplete tender form without all relevant documents and efforts to conceal information and will be summarily rejected.

29. ~~Supplier shall be responsible for providing all the necessary documents and information to the Agency and shall be liable for any delay or non-compliance with the terms and conditions of the tender.~~

- 28.If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, CIPET:CSTS Hajipur reserves the right to forfeit the earnest money / security deposits so deposited and terminate the contract.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 Hajipur will be final and acceptable to the contractor in this context.
- 29.There will a continuous supervision by the institute staff if it is not found satisfaction as per terms and conditions, the same will be cancelled by giving notice of one month.
- 30.The working hours shall be 9:00 A.M. to 5:30 P.M and as per management requirement with lunch off of 30 minutes. The workers shall be eligible for weekly rest on Sunday after continuous working of 6 days in a week as a paid day. The contractor shall be liable to comply all the provisions under labour act
- 31.The contract will only be awarded to the lowest technically and commercially accepted contractor and in case if there are two or more contractors with same rate the award of contract shall be done according to the highest qualification marks in technical evaluation and it must be acceptable to the contractors. The decision of the Director& Head CIPET:CSTS-Hajipur will be final and acceptable to the contractor in this context.
- 32.The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
- 33.The DD for earnest money, Tender Fees, 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.

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

34. The earnest money deposited by the tenderer will be forfeited if
After opening the E-Tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
- a. The tenderer does not commence the work within the period as provided in the letter of intent / contract.
35. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
38. EMD of the successful tenderer shall be returned after the deposit of Security deposit.
39. The selected Agency shall have to deposit Security Deposit of minimum one month billing amount (Amount shall be informed by CIPET:CSTS-Hajipur at the time of contract agreement) permanently as performance security with CIPET, during the running of agreement in form of FDR (issued by Nationalized Bank / Scheduled Banks) pledged in f/o CIPET:CSTS, Hajipur.
40. Security Deposit will be taken from the successful tenderer before the commencement of work.
41. Security Deposit will not carry any interest.
42. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
43. The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited every month.
44. Service charges should be minimum 2 (two) %.
45. The Director & Head, CIPET:CSTS Hajipur 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:CSTS-Hajipur

TECHNICAL BID

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

- Telephone No. / Fax No. / E-mail:
- Banker's detail (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers (enclose copy):
- Latest LOI / Work Order from 3 clients (enclose copy):
 - Whether registered with EPF commissioner
If so Registration No.
- Performance certificates (enclose copy):
- PAN No (enclose copy):
- Income Tax Returns for last three years (enclose copy):
- Audited Profit & Loss Statement for Last 3 years (enclose copy):
- Audited Balance Sheet for Last 3 years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 years (enclose copy):
- GST (enclose copy):
- Provident Fund No (enclose copy):

- Copy of Inspection report of EPF(Not older than 2 years):
- No Court Case Declaration:
- ESIC No (enclose copy):
- Copy of Inspection report of ESIC (Not older than 2 years) :
- D.D. No, Date and amount of Tender Fees& E.M.D (enclose copy):
- Copy of Bank Solvency Certificate:
- Credential Documents:
(If any, enclose copies)
- Other information, if any:

Annexure II

CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET:CSTS, Hajipur. 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:CSTS-Hajipur. 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:.....
.....
.....

Annexure III

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, Hajipur for the supply of
 Manpower. We hereby offer our most competitive rates.

Services charges (In Percentage):.....(in figures)

(The bidder should include a minimum service charge of 2%.Service charge below 2% shall be deemed unfit and untenable shall be disqualified)

(In Words).....

Signature

Name and Seal of the company

(The service charges will be on the current prevailing statutory requirements of GOI which is as follows:

Basic Wages + ESIC (as applicable) + EPF (as applicable) as and when these rates are revised by the Government and notified the service charges shall be calculated thereon.)
