

सिपेट: सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सी एस टी एस)

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

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

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

प्लॉट न जे 3/2, एम आय डी सी औद्योगिक क्षेत्र, चिकलथाना औरंगाबाद 431 006

Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

दुरभाष : 0240- 2478304/305 , फ़ैक्स: 0240- 2478333 ई-मेल aurangabad@cipet.gov.in



E-Tender (online) DOCUMENT FOR PROVIDING MANPOWER PERSONNEL

E-Tender (online) Doc. No: CIPET: CSTS/AWB/MANPOWER/18-19/19 Dated 9th March, 2019

Last Date of Submission 22nd March, 2019 up to 15.00 hrs.

Providing Manpower Personnel at Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

E-Notice Inviting Tender

CIPET: CSTS, Aurangabad invites online Tenders from registered and authorized contractors in two Bid Systems (Part 1 Technical and Part 2 Financial) for supply/engagement of High Skilled/Skilled/Unskilled manpower for the work of Technical / Academic services / Office Work / etc at Plot No J-3/2, MIDC Industrial Area, Chikalhana, Aurangabad - 431 006.

Important Information and Dates

Sl. NO	Description	Details
1	Purchaser	CIPET: CSTS, Aurangabad
2	Tender No	Tender Doc. No: CIPET: CSTS/AWB /MANPOWER /18-19/19 Dated: 9th March, 2019
3	Online Tender submission of bid	www.tenderwizard.com/CIPET
4	Online Tender information available at	www.cipet.gov.in/ www.eprocurement.gov.in/cppp
5	E-Tender Fees (including GST)	Rs. 2,950/- (Two thousand nine hundred fifty only)
6	Earnest Money Deposit EMD (in Rs.)	Rs. 2,00,000 (Two Lakhs only)
7	Security Deposit (in Rs.)	Rs. 5,00,000 (Five Lakhs only)
8	Date of E-Tender Publication	9 th March, 2019
9	Date of Time of Issue or download Tender	9 th March, 2019 10.00hrs onwards
10	Last Date and Time for sale of Tender	22 nd March 2019 up to 11.30Hrs
11	Last Date and Time for Submission of Tender	22 nd March 2019 up to 15.00Hrs
12	Date, Time and place of opening of Technical bid	22 nd March 2019 16.00Hrs CIPET: CSTS, Aurangabad Plot No J 3/2, Chikalthan, Industrial area, Aurangabad 431 006
13	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
14	CIPET: CSTS, Aurangabad online Bank Details	State Bank of India Branch: Industrial Area Branch Branch Code: 03449 IFSC Code: SBIN003449 MICR: 431002006

Notice Inviting Tender

E-Tender Doc. No: CIPET: CSTS/AWB/MANPOWER/18-19/19 Dated: 9th March, 2019

The prescribed Tender Form containing the details may be obtained from website www.tenderwizard.com/CIPET, www.cipet.gov.in and www.eprocurement.gov.in/cppp up to 22.03.2019 up to 11.30 Hrs. The Tender Fee and EMD will be accepted in Online Transfer RTGS/NEFT State Bank of India "CIPET AURANGABAD Current A/c No- 11162576624 IFSC: SBIN0003449

The online bidding documents (Technical bid, EMD and Financial bid) duly filled in as per the instructions of the e-tender document submission on line latest by 15.00hrs on 22.03.2019 and **offline tender document shall not accepted it may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) supply/engagement of High Skilled/Skilled/Unskilled manpower for the work of Technical / Academic services / Office Work / etc Technical Bid shall be opened on 22.03.2019 at 16:00hrs in the presence of Tender Committee Members & Tender-bidders in Conference Hall. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof

The tender documents giving full details terms and conditions can be downloaded from Web Site www.tenderwizard.com/CIPET, www.cipet.gov.in and www.eprocurement.gov.in/cppp. The offers will be submitted in online which will contain three envelopes as follows:

Content of Bidding Documents

Envelope 1 List of Documents to be uploaded online

01. Upload Paid E.M.D. & Tender fess scan copy (Directly Online Transfer on CIPET A/c No- 11162576624 IFSC SBIN0003449)
02. Profile of the Manpower supply Contractor on letter head.
03. Name of the owners/partners/director of the firm/company /corporation and their addresses.
04. Valid license copy of registration of the firm /company.
05. Valid copy Labour registrion.
06. Valid copy GST, PAN, PF and ESIC registration.
07. Work order copy of similar work in last 3 years as copy.
08. Name and addresses of bankers with whom the account is maintained.
09. Last three years balance sheet with Income Tax Returns (2015-16, 2016-17, and 2017-18).
10. Last three years Average Annual Turnover of Rs. 1 Crore (2015-16, 2016-17, and 2017-18).
11. Number of disputes arises with clients, reasons of disputes and present position of disputes of detail. (on company letter head)

Envelope 3: Financial Bid Details -As per online Schedule

Price bid of the tenderers whose Tender cost, EMD and Technical bid found in order, shall be opened. Director& Head, CIPET:CSTS, Aurangabad 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.

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

Director& Head
CIPET: CSTS, Aurangaba

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - a. Experience of at least Three Years in providing the Manpower Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
 - b. Minimum Annual Turnover of Rupees 1 Cr. and more only for Manpower during the last each three financial years and carried out at least one Manpower contracts of 25 or Manpower contracts in each contract
2. The Tenderer should be registered License under contract labor (Regulations & Abolition) Act, 1970 should have PAN. GST, PF & ESI registration.
3. The Tenderer shall have well established office in Aurangabad since last 3 years and having client in Aurangabad (Enclosed the list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
5. The Tenderer must submit duly filled Tender form specified in Annexure 1 (as Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer submit Work Done Certificate on letter head of client for last 3 Year Turnover and carried out 25 or more Manpower in each contract.
9. The Tenderer without the qualifications as mentioned at Sl. No.1 to 8 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected outrightly.
10. Tenders received after due date/time and without EMD Shall be rejected.
11. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
12. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
13. CIPET:CSTS, Aurangabad does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

SCOPE OF CONTRACT

- 01 Actual number of manpower will be finalized after award of work in consultation with concerned sections of CIPET: CSTS, Aurangabad. The number of manpower may increase or decrease later as per requirements.
- 02 Detailed of manpower required- (Approximately 35 Staff Which may increased/decreased in future)

Sl. No	Particular	Qualification
1	Faculty	BE/ME/B.Tech/M.Tech in specific subject is also required as per Institute requirement. should held satisfactory experience
2	Technical	ITI/Diploma/ BE should held satisfactory experience.
3	Non-Technical	BA/MA/B.Com/M.Com should held satisfactory experience Typing Hindi/English
4	MTS	5th / 8th Pass- should held satisfactory experience

- 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).
- 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 India
- 05 The CIPET will pay the employer's Contribution towards Employees Provident fund (EPF) and Employees State Insurance (ESIC) as limit of Wages/Salary.

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. 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
- 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: CSTS, Aurangabad 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 100/- at his own cost.
- 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 Director & Head, CIPET Aurangabad 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 The Agency shall have to provide Aurangabad office addressing which there must be 2-3 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.
- 10 The tender will be opened in the presence of Tenderers or their authorized representative (maximum two in numbers) or in absence. No separate information would be given for attending the tender opening.
- 11 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 valid reason and its decision shall be final and binding on the service provider. Any deployment / change of the contract employee should be with the consent of CIPET authority.
- 12 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 terminates the contract.
- 13 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, Aurangabad will be final and acceptable to the contractor in this context.
- 14 The contract will only be awarded to those who got the maximum technically point 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.
- 15 The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
- 16 The 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./

GENERAL TERMS AND CONDITIONS

1. Period of Contract: The contract period will be initially for a period of Eleven months extendable on satisfactory performance and mutual consent on same terms and conditions to twice each time for Eleven months and/or it can be terminated by the Director & Head by giving on month notice to the agency.
2. Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.
3. **Latest Minimum wages as notified by State Government (Maharashtra) revised from time to time shall be paid**
4. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will also submit bid but they shall deposit the tender fee & EMD for initial process. NSIC Certificate will not be considered for relaxation of EMD & Tender fees.
5. The agency shall insure that all the Manpower personnel shall attend the duties at CIPET in prescribe uniform.
6. The Manpower personnel so deployed should not be changed frequently without the consent of CIPET Management.
7. The Manpower agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
8. The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 5, 00,000/- (Rs. Five lakh only) in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 2, 00,000/- (Rs. Two lakh only) 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 favor of CIPET payable at Aurangabad only.
9. 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.
10. CIPET: CSTS, Aurangabad 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
11. The bill shall be submitted by the Manpower Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
12. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the Manpower contract and shall not be subject to adjustment on any account.
13. The agency should abide by rules laid down by any statutory authority relevant to the deployment of Manpower.
14. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
15. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
16. The agency should get it registered the Manpower Personnel in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Manpower Personnel.
17. If a New Manpower Personnel is taken, the agency should provide ESI and P.F. member to the name of the New Manpower Personnel from the date of appointment of Manpower Personnel.
18. Any misconduct/misbehavior/indiscipline of Manpower Personnel team 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 reserves the right to take all appropriate actions under such circumstances.
19. The Contractor shall solely be liable for payment of wages and other dues to the Manpower personnel deployed in CIPET.
20. 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.
21. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
22. CIPET: CSTS, Aurangabad is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
23. The Manpower personnel provided for the job shall have adequate insurance coverage during the period of the

contract work by the contractor.

24. Tax as applicable shall be deducted from the monthly bill of the agency.
25. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
26. In case of any theft, pilferage or any other loss caused to the Tools / Equipments provided by the Institute during the period of contract is in operation, the agency shall make good the loss to the institute and apart from that, the CIPET will be free to impose penalty/compensation to be paid for deliration, negligence, disobedience and violation act. CIPET shall have the right to deduct appropriate amount from the contract bill to make good such loss besides imposition of penalty. In such cases, the decision of the competent authority of CIPET will be final and binding on the agency.
27. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
28. In case of non-compliance with the contract, the CIPET reserve its right to :-
 - a. Cancel/revoke the order; and
 - b. Impose penalty up to 5% of the total value of the contract.
29. 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 Manpower agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.
30. The offer will be accepted subject to verification of documents and satisfactory quality of Manpower 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.
31. Any canvassing in this regard shall lead to cancellation of the tender.
32. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of management shall be final and binding in all cases.
33. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
34. Each page of the Tender documents is required to be signed by the tenderer. The Tender documents must be filled in English 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.
35. The Contractor shall solely be liable for payment of wages and other dues to Manpower Personnel supplied by the contractor deployed in CIPET. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this regard
36. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

Only those bid which qualified for the Technical part will be considered for examination in the financial part.

After opening of successfully qualified in the technical bid inspection team of CIPET: CSTS, Aurangabad verify the sites/Office of the tenders.

The evaluation and comparison of responsive bids shall be on the rate for the services offered. 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.

37. CONVOSSING 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 decision 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 decision for the entering / entered contract will regard to this dispute.
38. SUMMARY REJECTION OF BIDS
 - 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 unonline.
 - 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.

39. All legal matter will be under Aurangabad Judiciary only.
I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

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 renderers 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.5, 00,000/- (Rs. Five lakhs only) Earnest Money Deposit amount of Rs. 2, 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.
- 05 The EMD of unsuccessful tenderers shall be returned within 7 days. The DD/Banker's Cheque shall be drawn in favor of CIPET payable at Aurangabad only.
- 06 Security Deposit will be taken from the successful tenderer before the commencement of work.
- 07 Security Deposit will not carry any interest.
- 08 Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
- 09 The Director & Head, CIPET, Aurangabad 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.

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT Aurangabad**TENDER APPLICATION FROM FOR RUNNING MANPOWER CONTRACT**

To be submitted in Envelope -1 (Technical-Bid)

TO BE FILLED UP BY THE CONTRACTOR

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

S. No.	Details of Information/Data	Details
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID.	
5	Establishment Registration no. & Date	
6	Proof of Registration with the labour commissioner	
7	Labour License Registration no. & Date	
8	EPF Registration no. & Date	
9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	Tender Fees Rs. 2950/- Details Draft/Pay Order No. Date & Name of the Bank Amount (in Words) Due Date of Draft/Pay Order	
13	EMD Details Rs. 2, 00,000/- Draft/Pay Order No. Date & Name of the Bank Amount (in Words) Due Date of Draft/Pay Order	
15	Average Annual Turnover of Rs. 1 Cr. and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2015-16, 2016-17, 2017-18)	
16	Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2015-16, 2016-17 2017-18)	
17	Experience of similar services offered by your firm for not less than 25 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
21	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

DECLARATION BY THE CONTRACTOR

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: CSTS, Aurangabad has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

Place: _____
Date: _____

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

(Use separate sheet, if required)

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

Authorized Signature Page

(Person of Agency)

Undertaking

I/We, Mr. Ms..... Son/ Daughter/Wife of
.....(Address).....
..... on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI,EPF, License Fee, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition)Act,1970,etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, GST, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition)Act,1970,etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Date: _____ Signature & seal.....
Name.....
Place: _____ Business Address.....

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

To,

The Director & Head
CIPET: CSTS, Aurangabad
Aurangabad

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

This is for your kind information.

1. Specimen Signature
of the person authorized to attend the bid

Signature of Bidder
Name:.....
Name of Firm:.....
.....

2. Name.....

Date:.....

CERTIFICATE

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

Seal & signature of Bidder

Date.....

Name:.....
Address:.....
.....
.....

FINANCIAL BID

(Shall be submitted by the bidder on official letter head)

Please fill rates in appropriate columns in Indian Rupees)

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

Services charges (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 Govt. of Maharashtra minimum wages)

(In Words).....

Signature of the Bidder_____

Date:

Name of the Bidder _____

Place:

Business Address _____

Seal

NOTES:

1. The quoted rates/amount is for complete items in all respect. It will be deemed to include all incidental charges, supervision, uniforms, transport, contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract.
2. The Tenderers quoted rates/amount are inclusive of all taxes, statutory contributions etc. except Service Tax which will be paid by CIPET: CSTS, Aurangabad on actual against documentary proof on tax invoices raised by the tenderer.
3. Income Tax and other statutory deductions as applicable will be deducted from every bill.