	PROCUREMEN	T PROCEDURE OF CPRI	(NON WORKS)						
Revision No. : 04 Issue No : 2 D to f Revision 27.08.2020 Issue DL : 3:0.6.2003									
Dt of Revision Page No.	: 27.08.2020 : 1 of			Issue Dt. Issued by	: 30.06.2003 : P A				
Section	: Formats			Documents	: PPM				
Topic	: Technical Specifications format	- the marked of the set	P == 1 ==	FORMAT NO .: CPRI/PUR/@TBID/GTP					
	CENTRAL POWER RESEARCH INSTITUTE, BEI	n IV T -Technical Specif NGALURU/BHOPAL We		a/CPRI					
	y No: CPRIBLR21RTLG01M750								
Description of the Equipment/Goods/Services : Providing the services of manpower (02 Skilled and 01 Unskilled) at CPRI RTL - Guwahati for assisting in day to day work of the laboratory Note : 1) The technical bid submitted in other than this format is liable to be rejected.									
2) All blue fiel	ds are mandatorily to be filled in.			T-					
Name and add	ress of the bidder								
Quotation Nur	nber and Date								
Sl.No.	Technical Specifications/Parameters			To be completed by the Bidder					
		Qty	Detials of guaranteed technical	Guaranteed Technical Particulars (GTP)	Deviations from GTP				
			parameters offered by the bidder						
1	Eligible Criteria for manpower agency								
	 Manpower agency may be a proprietary firm/ Partnership / Company who possess the following statuary documents 								
	a. Contract Labour license issued by the Competent authority of Govt. of India								
	b. Establishment Registration Certificate								
	c. Code numbers allotted by ESIC and EPF Commissioner d. GST Registration certificate								
	e. PAN card								
	 The Manpower agency must have registered office / Branch office in Guwahati, Assam Agency must have minimum Five years of experience as Manpower service providers in Assam 								
	4. At least three satisfactory performance Certificate from Central / State Government organisations or								
	Public Sector undertaking or establishments like MNC of repute where they provide more than 05 Manpower during last five years.								
	 There should be no case pending with the police against the Proprietor/Firm/Partner or the 								
	Company (Agency). The Manpower agency should have not been blacklisted by any organization/Govt. Department. An affidavit in this respect is required to be given by the Agency								
1	organization/Govt. Department. An affidavit in this respect is required to be given by the Agency 6. Copies of Income Tax returns for last three years.								
1	7. The Agency should have an annual financial turnover of not less than INR 8 Lakhs from Manpower								
	during the last three financial years. Audited or CA certified statement of accounts, documents in this effect shall be duly submitted.								
	8. The Bidder shall submit duly signed Bid Security Declaration form accepting that in case of								
	withdrawal or modification of the bids during the period of validity, or if they are awarded the contract and fail to sign the contract or to submit a performance security deposit before the deadline								
	defined in the bids, they may be disqualified from bidding for any contract with CPRI for a period of								
	one year from the date of notification.								
2	The contractor shall be able to deploy initially 03 Office staff in a day (2 No. Skilled & 1 No.								
	Unskilled) as per the direction of Officer-in-Charge, RTL Guwahati throughout the contract period.								
	The wages should be as per regulations of Labour Commissioner, Ministry of Labour and Employment, Govt. of India with revision of wages as notified from time to time.								
	Duty timings is 9.00 am to 5.30 pm with 30 min break, but should not exceed 8 hours in any given day.								
3	The successful Contractor / Agency shall at all times maintain full strength of Manpower personnel								
	specified above. Failure to provide full contingent of Manpower by the Contractor/Agency will attract a fine of one day wages per day for each Manpower plus 0.5% penalty for each Manpower as								
	the service charges per month.								
4	Minimum Standard and Qualification of Manpower required in CPRI, Guwahati:- i. Skilled Qualification: XII passed, Vocational Training, Age: Less than 45Y, Nature of work:								
	Sampling, Assisting Testing work, Typing work.								
	ii. Unskilled staff : X Passed, Age: Less than 45Y, Nature of work: Assisting in Sampling, Assisting								
5	in Testing work, other work prescribed by Officer-in-Charge. The contractor shall ensure that the manpower provided for the office work have to work six days a								
	week and avail seventh day as weekly off.								
6	The successful Contractor shall also provide extra manpower as and when demanded by CPRI during emergency without notice for a short term or long term on the same terms and conditions.								
7	Contract Workers provided by the successful Contractor shall perform the work in a broad sense								
	including, but not necessarily limited to 1. Assistance in Sample Handling								
	2. Assistance in Report preparation								
	 Assistance in all types of typing works Maintenance of files and registers 								
1	5. Assistance in sampling and collection of transformer oil sample from site.								
	6. Assistance in Testing works								
1	 Assistance in Equipment maintenance Preparation of Tea for customers, visitors 								
	9. Assistance in house keeping								
8	10. Miscellaneous and any other works assigned from time to time The contractor shall check the turnout and alertness on regular intervals at the cost of the Contractor.								
9	Absence from duty post:- If manpower so deployed by the Contractor found absent from the duty post / found under the influence of Alcohol / Bad turnout during the checking of Officer-in-Charge, a								
	fine of Rs. 300/- per day per personnel deployed will be deducted from the monthly bill of the agency.								
10	However defaulters need to be replaced immediately. The contractor shall be solely responsible for all accidents or personal injuries to the manpower								
	employed by him at this Institute.								
11 12	Manpower will be deployed in this office with the approval of Officer-in-Charge only. The Contractor shall be required to maintain permanent attendance register / roll within the								
	building premises which will be open for inspection and checking by the authorized officers of CPRI								
13	The contractor shall submit personnel details of manpower , such as names, residential address, age etc. deployed by him in the premises of the Institute. For the purpose of proper identification of the								
	employees of the contractor deployed for the work, he shall issue identity cards bearing their								
	photographs/ identifications etc. and such employees shall display their identity cards at the time of duty.								
14	duty. Any member of manpower of the Contractor does not come up to the mark or does not perform his								
1	duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the								
1	Contractor shall immediately withdraw and take suitable action against such persons on the report of this Office. Further, the Contractor shall immediately replace the particular person so deployed on the								
	demand of the Officer-in-Charge of the Institute in case of any of the aforesaid acts on the part of the								
15	said person. The contractor shall be responsible for replacement of any member / members of the manpower								
1	falling sick, proceeding on leave or otherwise absent at no additional cost to this Institute. Failure on								
	the part of contractor to maintain daily flow of manpowers to the full strength will attract the penal clause and also may lead to the termination of the contract.								
16	The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly								
	conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CPRI								
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