

PROCUREMENT PROCEDURE OF CPRI (NON WORKS)

Revision No. : 04
 Dt of Revision : 27.08.2020
 Page No. : 1 of -----
 Section : Formats
 Topic : Technical Specifications format

Issue No : 2
 Issue Dt. : 30.06.2003
 Issued by : PA
 Documents : PPM
 FORMAT NO.:CPRI/PUR/CTBID/GTP

Section IV T - Technical Specification

CENTRAL POWER RESEARCH INSTITUTE, BENGALURU/BHOPAL Web: www.cpri.in, www.tenderwizard.com/CPRI

Tender Enquiry No: CPRI/BLR21RTL01M750

Description of the Equipment/Good/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 fields are mandatorily to be filled in.

Name and address of the bidder

Quotation Number and Date

Sl.No.	Technical Specifications/Parameters	Qty	To be completed by the Bidder		
			Details of guaranteed technical parameters offered by the bidder	Guaranteed Technical Particulars (GTP)	Deviations from GTP
1	<p>Eligible Criteria for manpower agency</p> <p>1. Manpower agency may be a proprietary firm/ Partnership / Company who possess the following statutory documents</p> <p>a. Contract Labour license issued by the Competent authority of Govt. of India</p> <p>b. Establishment Registration Certificate</p> <p>c. Code numbers allotted by ESIC and EPF Commissioner</p> <p>d. GST Registration certificate</p> <p>e. PAN card</p> <p>2. The Manpower agency must have registered office / Branch office in Guwahati, Assam</p> <p>3. Agency must have minimum Five years of experience as Manpower service providers in Assam</p> <p>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.</p> <p>5. 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</p> <p>6. Copies of Income Tax returns for last three years.</p> <p>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.</p> <p>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.</p>				
2	<p>The contractor shall be able to deploy intialy 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.</p> <p>Duty timings is 9.00 am to 5.30 pm with 30 min break, but should not exceed 8 hours in any given day.</p>				
3	<p>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.</p>				
4	<p>Minimum Standard and Qualification of Manpower required in CPRI, Guwahati:-</p> <p>i. Skilled Qualification: XII passed, Vocational Training, Age: Less than 45Y, Nature of work: Sampling, Assisting Testing work, Typing work.</p> <p>ii. Unskilled staff: -X Passed, Age: Less than 45Y, Nature of work: Assisting in Sampling, Assisting in Testing work, other work prescribed by Officer-in-Charge.</p>				
5	<p>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.</p>				
6	<p>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.</p>				
7	<p>Contract Workers provided by the successful Contractor shall perform the work in a broad sense including, but not necessarily limited to</p> <ol style="list-style-type: none"> 1. Assistance in Sample Handling 2. Assistance in Report preparation 3. Assistance in all types of typing works 4. Maintenance of files and registers 5. Assistance in sampling and collection of transformer oil sample from site. 6. Assistance in Testing works 7. Assistance in Equipment maintenance 8. Preparation of Tea for customers, visitors 9. Assistance in house keeping 10. Miscellaneous and any other works assigned from time to time 				
8	<p>The contractor shall check the turnout and alertness on regular intervals at the cost of the Contractor.</p>				
9	<p>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. However defaulters need to be replaced immediately.</p>				
10	<p>The contractor shall be solely responsible for all accidents or personal injuries to the manpower employed by him at this Institute.</p>				
11	<p>Manpower will be deployed in this office with the approval of Officer-in-Charge only.</p>				
12	<p>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</p>				
13	<p>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.</p>				
14	<p>Any member of manpower of the Contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the 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 said person.</p>				
15	<p>The contractor shall be responsible for replacement of any member / members of the manpower 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.</p>				
16	<p>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</p>				

17	The contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the CPRI and ensure that no such person shall create any disruption / hindrance / problem of any nature in CPRI or its Colony either explicitly or implicitly.				
18	A senior level representative of the Contractor / Agency or the Contractor himself shall visit CPRI premises and review the service performance of its personnel. During the visit, Agency's representative/ Contractor will also meet the CPRI officer dealing with services under the contractor for feedback in person, regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.				
19	Sub letting of Services to the third party is not permitted				
20	The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the services rendered to CPRI and shall comply with the statutory provisions of Contract Labour (Regulation & Abolitions) Act 1970, The Contract Labour (Regulation & Abolition) Central Rules 1971, Employee's State Insurance Act, Workman's Compensation Act 1952, Payment of Wages Act 1936, The Employee's Provident Fund (and Miscellaneous provisions) Act 1952, Payment of Bonus Act 1965, The Minimum Wages Act 1948, Employer's Liability Act 1938, Employment of Children Act 1938, Maternity Benefit Act and / or any other rules / regulations and / or statutes that may be applicable to them.				
21	Security deposit : The successful Agency shall furnish a Performance Security Deposit (or Bank Guarantee from a nationalized bank (valid from the date of awarding of contract up to 60 days beyond the contract period) to CPRI for due performance of the contract for an amount equal to 3% of the value of the contract, till final settlement of all dues for which no interest will be paid by CPRI. Please note that the security deposit will not be released if any payment due to any government agency towards statutory payment such as ESI, EPF, PF, etc, or any failure of payment to the manpower.				
22	The Contractor shall disburse the wages to the manpower staff on or before 5th of the every month irrespective of whether or not CPRI settles the bill. If 5 th happens to be a closed Holiday, it should be paid before. Income Tax and other Taxes applicable to the Central/State Government will be recovered from the bills as per rules. Penalty will be imposed at the rate of 0.5% for the monthly bill for each day of delay in wage disbursement.				
23	Submission of bills : The Agency/Contractor shall be required to submit the bill in duplicate for the previous month along with the required documents. The bill will be processed according to the provisions of the contract within 15 days from the date of receipt of the bill complying the following. a) Attendance sheet of the personnel performed duties for the month duly certified by the officer incharge. b) Copies of PF, ESI Challans, etc, towards the reimbursement of PF, ESI Amount etc. c) Statement showing the details regarding name of the employee engaged during the month with PF account number, Employees PF Contributions & employers contribution etc. d) Certificate stating that the contract workers have actually been engaged by them and the contribution have been deposited with PF & ESI authorities as per the prescribed rate before the due date. e) Acquittance sheet for the payment made to employee in accordance with salary slip, and submission				
24	Wage slip must have following information:- a. Manpower's bank accounts details (in which wages has been credited) b. EPF & ESI number allotted to those particular Contract Workers. c. Number of duties performed, weekly off availed d. Wage earned e. Total earning of contract workers and deduction including professional tax from their wages				
25	Statutory compliance : The Contractor shall make the payment of wages; etc. to the persons so deployed and shall on demand furnish copies of wages register / muster roll etc to the CPRI for having paid all the dues to the persons deployed by him for the work under the contract. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments towards his employees deployed under various labour laws, having regard to the duties of CPRI in this respect as per the provisions of Contract Labour (Regulation & Abolition) Act 1970 and Contract Labor (Regulation & Abolition) Central Rules 1971 . The Contractor shall comply with or cause to be complied with the Labor Regulations.				
26	CPRI will reimburse wages as per the notification of Office of Labour Commissioner, Ministry of Labour and Employment, Govt. of India, including periodical DA revision for all Manpower except fixed service charge which is agreed in tender process with the successful bidder.				
27	Initially contract will be awarded for three months to see the performance and after the satisfactory performance the contract will be extended for nine months. On the basis of performance of one year contract it may be extended for another two years on the same terms and conditions of contract.				
28	The successive bidder will be required to enter into an Agreement/Contract on stamp paper of appropriate value in the form to be approved by CPRI containing inter-alia all the terms and conditions of the contract				
29	Penalty and liability clause :- a) The contractor shall be responsible for faithful compliance of the terms and conditions. In the event of any breach of this terms and condition, the order may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at his risk and cost. b) If the contractor violates any of the terms and conditions or commits any fault or his service are not to the entire satisfaction of officer authorized by the Director General of this Institute, in his behalf, a penalty leading to deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.				
30	Termination :- CPRI will have option to terminate the contract, if the contractor commits the breach of any of the terms and conditions confined in this contract and or fails to render the services to the satisfaction of CPRI after giving notice of one month expressing its intention to terminate the contract				
31	The decision of CPRI in regards to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Contractor / Agency				

PN: 1) Mere statement of "Complied" do not suffice the requirement. The details of technical parameters in proof of CPRI requirements shall be furnished along with technical write-up, catalogues, brochures, literatures, phamplates, or any other documents shall be submitted in hard copy along with technical bid.
2) Calibration reports/certificates, factory test reports/certificates from an accredited agencies/facilities shall be submitted wherever applicable.
3) CPRI reserves the right to conduct "predispatch inspection" prior to dispatch at the works of the supplier and the expenditure towards PDI shall be borne by CPRI. However information regarding the rediness of the equipment/machinery for the PDI shall be communicated in writing at lease 70 days in advance.