

PROCUREMENT PROCEDURE OF CPRI (NON WORKS)

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Section IV T - Technical Specification

CENTRAL POWER RESEARCH INSTITUTE, BENGALURU

Tender Ref No : CPRI/BLR25RTLK&G6M2712

Description of the Equipment/Goods/Services : Providing the following manpower Services to RTL Kolkata and RTL Guwahati:

- I) 03 Nos. Manpower (2 Skilled and 1 Unskilled) and 03 nos of Civilian Security Guards at RTL Kolkata
- II) 04 Nos. Manpower (3 Skilled and 1 Unskilled) and 03 nos of Civilian Security Guards at RTL Guwahati

Note : 1) The technical bid submitted in other than this format is liable to be rejected.

2) All fields are mandatorily to be filled in.

Name and address of the bidder

Quotation Number and Date

Sl.No.	Technical Specifications/Parameters	To be completed by the Bidder		
		Details of guaranteed technical parameters offered by the bidder	Guaranteed Technical Particulars	Deviations from GTP
1	<p><b>Eligibility Criteria for Manpower/Security Service Provider Agency</b></p> <p>1. Manpower/Security Service Provider agency may be a proprietary firm/ Partnership / Company who possess the following statutory documents</p> <ul style="list-style-type: none"> <li>a. License to engage in the business of Private Manpower agency under Manpower Agency (Regulation) Act 2005 and West Bengal and/or Assam Manpower Agencies Rules.</li> <li>b. Contract Labour license issued by the Competent authority of Govt. of India or respective states</li> <li>c. Establishment Registration Certificate</li> <li>d. Code numbers allotted by ESIC and EPF Commissioner</li> <li>e. Service Tax Registration certificate</li> <li>f. PAN card</li> </ul> <p>2. The Manpower/Security Services Provider agency must have <b>registered office / Branch office in West Bengal and Assam.</b></p> <p>3. Agency must have minimum Five years of experience as Manpower and Civilian Security service providers in West Bengal and/or 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 and/or 03 Security Guards 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/Security 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 INR 8 Lakhs from Manpower/Security Service 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 the bidding for any contract with CPRI for a period of one year from the date of notification.</p>			

2	<p>A. The contractor/Agency shall be able to deploy initially</p> <p>i) <b>03 Manpower in a day (2 No. Skilled &amp; 1 No. Un-Skilled)</b> as per the direction of Joint Director/HOD <b>RTL Kolkata</b> throughout the contract period.</p> <p>ii) <b>04 Manpower in a day (3 No. Skilled &amp; 1 No. Un-Skilled)</b> as per the direction of Joint Director/HOD <b>RTL Guwahati</b> throughout the contract period.</p> <p>The wages of RTL Kolkata and Guwahati Manpower (Skilled/Unskilled) should be as per regulations of Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India.</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> <p>B. The contractor/Agency shall deploy initially</p> <p>i) <b>03 Civilian Security Guards (without arms)</b> in a day as per the direction of Joint Director/HOD <b>RTL Kolkata</b> throughout the contract period.</p> <p>ii) <b>03 Civilian Security Guards (without arms)</b> in a day as per the direction of Joint Director/HOD <b>RTL Guwahati</b> throughout the contract period.</p> <p>In addition to 03 Civilian Security Guards, the contractor has to deploy 1/6 of total manpower to provide weekly off and national holidays. The wages of Security Guards at RTL Kolkata and Guwahati should be as per Labour Commission, Govt of West Bengal and Govt. of Assam approved wage structure respectively.</p> <p>The normal shift timings for security duties are as follows:-</p> <ol style="list-style-type: none"> <li>1. 1st Shift 0630 hrs. to 1430 hrs. (8 hours)</li> <li>2. 2nd Shift 1430 hrs. to 2230 hrs. (8 hours)</li> <li>3. 3rd Shift 2230 hrs. to 0630 hrs. (8 Hours)</li> </ol> <p>Shift timings may vary according to the requirement, but should not exceed 8 hours in any given day.</p>			
3	<p>The successful Contractor / Agency shall at all times <b>maintain full strength of Manpower and Security personnel</b> 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 /Security Guard plus 0.5% penalty for each Manpower/Security Guard as the service charges per month.</p>			
4	<p><b>A. Minimum Standard and Qualification of Manpower required :-</b></p> <p>i. Temporary Manpower (<b>Un-Skilled</b>) Qualification: X-Pass/ Vocational Training, Age: Less than 58Y, Nature of work: Sampling, Assisting in Oil Testing work, Typing work, Assistance in house keeping, Cleaning and Gardening, Miscellaneous and any other works assigned by Officer in-Charge/Unit Head.</p> <p>ii. Temporary Manpower (<b>Skilled</b>): Qualification: XII-Pass/ Diploma, Age: Less than 58Y, Nature of work: Sampling, Assisting in Oil Testing work, Assisting Electric maintenance of office, Assistance in house keeping, Miscellaneous and any other works assigned by Officer in-Charge/Unit Head.</p> <p><b>B. Minimum Standard and Qualification of Security Guards:</b></p> <ol style="list-style-type: none"> <li>i. Minimum education qualification is 8th pass</li> <li>ii. Security Guard should be able to read and write local language and English/ Hindi.</li> <li>iii. Security Guard should not be a medical board out from service.</li> <li>iv. Security Guard must be medically fit, physically well-built and possessing robust health.</li> <li>v. Security Guard should be below the age of 55 years.</li> <li>vi. Minimum knowledge of maintenance of material movement records, visitor pass system, verification of identity proof and Key control.</li> <li>vii. Basic knowledge of firefighting, usage of fire extinguishers and emergency response system.</li> </ol>			
5	<p>The contractor shall ensure that the manpower/Security Personnel provided for the office work have to work six days a week and avail seventh day as <b>paid weekly off</b>. The contractor shall deploy additional security guards as to enable each of the guards to compulsorily avail paid weekly off in each week and national holidays. The contractor should not deploy personnel on OT. Despite this if the contractor deploys them on OT; the payment for OT should be made at double the normal rates and will be entirely the responsibility of the contractor and not the principle employer.</p>			
6	<p>The successful Contractor shall also provide extra manpower/Security Guard 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><b>A. Temporary Manpowers</b> provided by the successful Contractor shall <b>safeguard the materials and properties of the CPRI</b> and perform the work in a broad sense including, but not necessarily limited to</p> <ol style="list-style-type: none"> <li>1. Assistance in Sample Handling</li> <li>2. Assistance in Report preparation</li> <li>3. Assistance in all types of typing works</li> <li>4. Maintenance of files and registers</li> <li>5. Assistance in sampling and collection of transformer oil sample from site.</li> <li>6. Assistance in Testing works</li> <li>7. Assistance in Equipment maintenance</li> <li>8. Preparation of Tea for customers, visitors</li> <li>9. Assistance in house keeping</li> <li>10. Cleaning of Laboratory Glass items like beaker, volumetric flask, measuring cylinder, glass bottles etc.</li> <li>11. Miscellaneous and any other works assigned from time to time.</li> </ol> <p><b>B. Security guards</b> provided by the successful Contractor/Agency shall safeguard the materials and properties of the CPRI and the work means all security work in a broad sense including, but not necessarily limited to</p> <ol style="list-style-type: none"> <li>i. Security of the men, material and other assets of the Institute.</li> <li>ii. Controlling the movements of employees</li> <li>iii. Visitors Control and maintenance of proper records</li> <li>iv. Key control</li> <li>v. Proper checking of all the incoming / outgoing materials by keeping proper records of Gate pass Systems for men and material movements.</li> <li>vi. Controlling the movement of vehicles through guarding and intensive patrolling in the areas.</li> <li>vii. Checking of locks of all the buildings, rooms, labs, offices etc. and switching off/on all lights, Fans, power points, etc., as required.</li> </ol>			
8	<p><b>Uniform and Clothing for Contract Workers</b> :- NA</p> <p><b>Uniform and Clothing for Security Guards:</b> Contractor has to provide good quality Uniform, Shoes, Belt, Cap, Name Badges (all 2 pairs/Nos) and adequate protective (Seasonal) clothing such as great coat, jersey, Rain Coats. In addition to this the contractor shall provide Torch lights (Dusk to Dawn) Whistle and Lathi to the security guards in Shift for the better performance of their duties. The uniform shall be approved by CPRI.</p>			
9	<p>The contractor shall <b>check the turnout</b> and alertness on regular intervals at the cost of the Contractor.</p>			
10	<p><b>Sleeping on duty / Absence from duty post:-</b> If manpower/security guards so deployed by the Contractor found sleeping/absent from the duty post/ found under the influence of Alcohol / Bad turnout / Shabby uniform during the checking of authorized CPRI officer, a fine of Rs. 300/- per day per Temporary Manpower will be deducted from the monthly bill of the agency. However defaulters need to be replaced immediately.</p>			
11	<p>The contractor shall be solely responsible for all <b>accidents or personal injuries</b> to the manpower/Security personnel employed at this Institute.</p>			
12	<p>Temporary Manpower and Security Guards will be deployed in CPRI RTL Kolkata and CPRI RTL Guwahati with the approval of Joint Director/Unit Head or any Officer authorized by him for RTL Kolkata and Guwahati respectively.</p>			
13	<p>The Contractor/Agency shall be required to maintain <b>permanent attendance register / roll</b> within the building premises which will be open for inspection and checking by the authorized officers of CPRI</p>			
14	<p>The contractor/Agency shall submit <b>personnel details of Manpower/Security Personnel</b> deployed at RTL Kolkata and Guwahati such as names, parentage, residential address, age etc. deployed in the premises of the Institute. For the purpose of proper identification of the employees of the contractor deployed for the work, the Contractor/Agency shall issue identity cards bearing their photographs/ identifications etc. and such employees shall display their identity cards at the time of duty.</p>			

15	If, any member of Manpower/Security Personnel of the Contractor/Agency does not come up to the mark or does not perform his/her duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the Contractor/Agency <b>shall immediately withdraw</b> and take suitable action against such persons on the report of this Office. Further, the Contractor/Agency shall immediately replace the particular person so deployed on the demand of the Officer in-Charge/Unit Head of the Institute in case of any of the aforesaid acts on the part of the said person.			
16	The contractor/Agency shall be responsible for <b>replacement of any member / members of the manpowers/Security Personnel</b> 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 (24x7) will attract the penal clause and also may lead to the termination of the contract.			
17	The Contractor/Agency shall take all reasonable precautions to <b>prevent any unlawful riot</b> or disorderly conduct or acts of employees so deployed and ensure preservation of peace and protection of persons and property of CPRI.			
18	The contractor shall <b>remove all workers (Temporary Manpower/Security Personnel)</b> deployed, 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.			
19	A senior level representative of the Contractor / Agency or the Contractor himself shall <b>visit CPRI premises at least once-a-week</b> and review the service performance of its personnel (Temporary manpower) . During the weekly visit, Agency's representative/ Contractor will also met 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.			
20	<b>Sub letting of Services to the third party is not permitted.</b>			
21	The Contractor/Agency shall at his own cost, if required, take <b>necessary insurance cover</b> 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.			
22	<b>Financial Commitment:-</b> The successful Contractor/Agency shall give a <b>security deposit (or Bank Guarantee valid for 38 months from the date of awarding of contract) to CPRI</b> for due performance of the contract for an amount equal to one month wage bill including service charges for the duration of the contract, till settlement of all dues for which no interest will be paid by CPRI.			
23	The Contractor/Agency shall <b>disburse the wages</b> to the manpower/security personnel deployed on or before the <b>5th day of every month</b> irrespective of whether or not CPRI settles the bill. If 5th 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 impose at the rate of 0.5% for the monthly bill for each day of delay in wage disburse.			
24	<b>Submission of bills :</b> 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 (Temporary Manpower) performed duties for the month duly certified by the officer incharge of RTL Kolkata and Guwahati b) Copies of PF, ESI Challans, etc, towards the reimbursement of PF, ESI Amount etc, c) Statement showing the details regarding name of the Temporary Manpower engaged during the month with PF account number, Employees PF Contributions & employers contribution etc. d) Certificate stating that the Temporary Manpowers 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 Temporary Manpower in accordance with salary slip, (format will be furnished by CPRI) and submission of acquittance sheet duly signed by the member of agency and the responsible of official of CPRI.			

25	<p><b>Statutory compliance:-</b> The Contractor shall make the payment of wages; etc. to the persons so deployed in the presence of representative of the CPRI 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/Agency to ensure that he is fulfilling his commitments towards his employees deployed under various labor laws, having regard to the duties of CPRI in this respect as per the provisions of Contract Labor (Regulation &amp; Abolition) Act 1970 and Contract Labor (Regulation &amp; Abolition) Central Rules 1971 . The Contractor shall comply with or cause to be complied with the Labor Regulations from time to time.</p>			
26	<p><b>Wage slip of Temporary Manpower and Security Personnel must have following information:-</b>  a. Manpower's/Security Guard's bank accounts details (in which wages has been credited)  b. EPF &amp; ESI number allotted to those particular Temporary Manpower and Civilian Security Guards.  c. Number of duties performed, weekly off availed and number of overtime duty performed during the period.  d. Wage earned separately for normal duties as well as OT.  e. Total earning of Temporary Manpower and Civilian Security Guards and deduction including professional tax from their wages</p>			
27	<p>The Contractor/Agency shall comply with the statutory rules of Shops &amp; Establishments Act, ESI &amp; EPF. The mandatory contributions by the employer (Contractor) and the employee (deployed personnel) shall be made regularly and the proof of payment (separate payment for Manpower deployed in CPRI) and attendance shall be mandatorily produced along with the monthly bill. In case the Contractor fails to do so, the amount towards ESI &amp; EPF contributions will be withheld till submission of required documents.</p>			
28	<p>CPRI will reimburse wages for  <b>A. Temporary Manpower of RTL Kolkata and Guwahati</b> as per wages notification of the <b>Office of the Chief Labour Commissioner, Govt. of India, Ministry of labour &amp; Employment including periodical DA revision</b> except fixed service charge which is agreed in tender process with the successful bidder.  <b>B. Security Guard of RTL Kolkata and Guwahati</b> as per <b>Labour Commission, Govt of West Bengal and Govt. of Assam</b> approved wage structure respectively including periodical DA revision for all Security personnel except fixed service charge which is agreed in tender process with the successful bidder.</p>			
29	<p><b>Initially contract will be awarded for three months</b> to review the performance and after the satisfactory performance the contract <b>will be extended for nine months</b>. On the basis of performance of one year contract <b>it may be extend for another two years</b> on the same terms and conditions of contract.</p>			
30	<p>The successive bidder will be required to enter into an <b>Agreement/Contract on stamp paper</b> of appropriate value in the form to be approved by CPRI containing inter-alia all the terms and conditions of the contract</p>			
31	<p><b>Security deposit</b> : On award of contract, an amount equal to the one month wage bill including service charges has to be furnished towards security deposits. The amount will be refunded on satisfactory completion of the contract. Please note that the security deposits 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 Temporary Manpower and Civilian Security Guards.</p>			
32	<p><b>Penalty and liability clause:-</b> 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.</p>			
33	<p>Any manpower deployed for duty with CPRI <b>should not exceed a continues stretch of 179 days</b>. The agency must have adequate manpower for such a rotation to avoid any legal consequences in future.</p>			
34	<p><b>Termination:-</b> 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</p>			

35	<b>Training:</b> Security guards should be trained in Industrial security, Firefighting, handling of security equipment. The contractor shall also impart periodical training (Atleast once in a Month) in the changing security and safety environment as per the requirement of various citations awarded to CPRI.			
36	<b>Action on event of theft or pilferage of Institute material or the properties:</b> In the event of theft or pilferage of Institute material or the properties, the contractor's personnel actively assist the Institute and if necessary report such incidents to the Police and follow up the same. In case it is found that any theft, pilferage, loss or damage has occurred to the person, property or premises of the CPRI due to negligence of personnel deployed by the Contractor / Agency, in performing his / her duty and / or absence from the place of duty and / or not providing substitute by the Contractor / Agency or any other reason, the cost of all such loses or damages as assessed by CPRI, shall be recovered from the Contractor's / Agency's monthly bill or from his security deposit.			
37	The decision of CPRI in regards to <b>interpretation of the Terms &amp; Conditions</b> 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/facilites 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 readiness of the equipment/machinery for the PDI shall be communicated in writing at lease 15 days in advance.