



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

Admin Dept.
Reg. No. outward
Date. 05/10/21 No. 06

Tender notice for Engagement of Recruitment Agency for filling up of vacant posts under direct recruitment at IIP

Tender Notice No: IIP/HO/Mumbai/Admin/Recruit/13/2021-22

Date: 05/10/2021

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites bids (Technical bid and Commercial bid) from reputed and experienced organisations under Government of India for conducting the selection process for filling up of vacant posts under direct recruitment at IIP.

Important Information

1	Tender Notice No and date	IIP/HO/Mumbai/Admin/Recruit/13/2021-22 dated 05/10/2021
2	Tender Document Fees	Rs.2000/-
3	EMD/Security Deposit to be paid by the selected bidder	Rs.30,000/-
4	Last Date of Bid Submission	25/10/2021
5	Queries and clarification may be obtained through email	iip@iip-in.com
6	Validity of Bids	30 days

Asst. Director (GA & IT)
Indian Institute of Packaging, Mumbai



ABOUT THE INSTITUTE

Indian Institute of Packaging (IIP) is an autonomous body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. IIP is engaged in providing various packaging services, research and development, training & education, testing & evaluation of packages, packaging consultancy and advisory services etc. IIP also offers full term and short-term training courses for junior, middle and senior level executives. It also organizes National/International Seminars and Conferences in the field of Packaging.

Scope of Work & Eligibility Criteria

Bids are invited from reputed and experienced organisations under Government of India for conducting the selection process of staff recruitment for conducting the selection process for filling up of vacant posts under direct recruitment at IIP.

The job will be a onetime assignment and will involve the following deliverables:

- Release & publishing of advertisement/s in the national newspapers, publications, employment news, recruitment and employment websites of Government of India, Government websites and other relevant media to create awareness about the vacancy positions at IIP.
- Collection & scrutiny of applications.
- Conducting examination / interview as applicable (online / offline) for suitable posts with invigilation and biometrics attendance management, scrutiny and short listing of suitable candidates as per the laid down criteria & recruitment rules, submission of report with the list of shortlisted candidates for each post, verification of all documents/testimonials (academic, professional, work experience documents submitted by the applicant) & conducting background check in a time bound manner by maintaining utmost confidentiality.
- Co-ordination with applicants & preliminary discussion related to examination / interview as applicable.
- Recommendation of the short-listed candidates.
- Submission of shortlisted candidates list to the tender inviting authority.



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

Interested firms may apply giving brief introduction along with documentary evidences, testimonials, turnover statement, previous experience, client list etc. The agency will be required to submit the technical and commercial bids in separate envelopes duly marked “**Engagement of recruitment agency for filling of vacant posts under direct recruitment at IIP**” addressed to the Asst. Director (GA & IT), Indian Institute of Packaging, E2, MIDC Area, Andheri East, Mumbai – 400093.

- a) The bidder should not be blacklisted. Bidder shall submit a declaration stating that they were / are not blacklisted by any Ministry or Department of Government of India, Central/State Organisations, PSUs, Autonomous bodies. In addition, there should not be any pending litigation against the bidder.
- d) The agency should submit details of similar work undertaken in the past.
- e) The agency should submit last three years audited balance sheet, annual reports along with other company credentials and client list.
- f) The institute reserves its sole discretion about selection, rejection, appointment of the agency without giving any reason whatsoever.

Mode of Submission

Offline only through submission of applications in sealed envelopes to IIP Mumbai on or before **25th October, 2021**.

Terms of Payment

1. Payment will be made by IIP only after submission of detailed work completion report by the agency and original bill / invoice.
2. TDS will be deducted as per rules.
3. In case of delayed/unsatisfactory work, penalty shall be imposed by the Institute after assessing the extent of loss suffered by the Institute.



Terms & Conditions:

1. Technical Bid & Financial Bid should be submitted in sealed envelopes addressed to Asst. Director (GA & IT), Indian Institute of Packaging, Plot E-2, Road No.8, MIDC Area, Andheri East, Mumbai 400093.
2. The Technical bid envelope consisting of hard copy of technical bid on company letter head duly stamped and signed by authorised signatory as well as other supporting documents along with demand draft for tender fee.
3. Financial bid should have the lumpsum amount to be quoted for the complete assignment covering above given scope of work.
4. The offers received after the due date and time will not be considered.
5. Preparation of Bids: The offer/bid should be submitted in two bid system (i.e. Technical bid and Financial bid).
6. The Financial bid should consist of quoted price and applicable taxes
7. The offline bids will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and will be evaluated by the committee. The financial bids of the technically qualified bidders will be evaluated after completion of the technical evaluation process.
8. Conditional or incomplete tenders will not be accepted.
9. Canvassing of any kind direct or indirect will lead to disqualification of the bidder.
10. Timely execution of the contract will be the responsibility of the vendor.
11. The agency shall comply with the instructions issued by Indian Institute of Packaging from time to time.

For any clarification, please reach us on iip@iip-in.com.