

Revised Tender Notice for Engagement of Recruitment Agency at IIP

Tender Notice No: IIP/HO/Mumbai/Admin/Tender-04/2021-22 Date: 16/07/2021

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites bids (Technical bid and Commercial bid) Bids are invited from reputed and experienced Government/PSU recruitment agencies for conducting the selection process of staff recruitment for filling of vacant posts at IIP on assignment basis.

Important Information

1	Tender Notice No and date	IIP/HO/Mumbai/Admin/Tender-04/2021-22 dated 14/07/2021
2	Tender Document Fees	Rs.2000/-
3	Security Deposit to be paid by the selected bidder	Rs.30,000/-
4	Last Date of Bid Submission	22/07/2021
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 Government/PSU recruitment agencies for conducting the selection process of staff recruitment for filling of vacant posts at IIP on assignment basis.

The selected firm will be required to release an advertisement, collection of applications for different positions as per the relevant recruitment rules, scrutinize them and short list suitable candidates as per the laid down criteria and furnish the list of shortlisted candidates for each post to the tender inviting authority of the Institute in a time bound manner by maintaining complete confidentiality.

The job will be a onetime assignment and will involve the following tasks mentioned below:

- Release of advertisement in the national newspapers.
- Publishing of advertisement in newspapers, recruitment/employment websites, employment news, government websites etc.
- Collection of applications, Scrutiny of applications.



- Preliminary discussion with the prospective applicants.
- Conducting entrance examination/interview wherever applicable & conducting background check along with verification of testimonials/documents (academic, professional and work experience).
- Final recommendation of the short-listed candidates.
- Submission of shortlisted candidates list to the tender inviting authority.

Interested firms may apply giving brief introduction along with documentary evidence of the above requirements. The agency will be required to submit the technical and commercial bids in separate envelopes duly marked "Appointment of HR / Recruitment Agency" addressed to the Asst. Director (GA & IT), Indian Institute of Packaging, E2, MIDC Area, Andheri East, Mumbai – 400093. The last date of submission of applications is 22nd July, 2021.

For any clarification, please send email to iip@iip-in.com.

- 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 balance sheet / annual report along with other company credentials and client list.
- f) The institute reserves its sole discretion about selection / rejection about appointment of the agency without giving any reason.

MODE OF SUBMISSION

Offline through submission of sealed envelopes at IIP Mumbai.

TERMS OF PAYMENT

1. Payment will be made only after submission of the work completion detailed report by the agency against 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 AND CONDITIONS FOR TECHNICAL BID AND FINANCIAL BID FOR OFFLINE BID SUBMISSION THROUGH SEALED ENVELOPES

1. **Financial bid should have the lumpsum amount to be quoted for the complete assignment.**
2. The offers received after the due date and time will not be considered.
3. Preparation of Bids: The offer/bid should be submitted in two bid system (i.e. Technical bid and Financial bid).
4. The Technical bid (Annexure I) should consist of all technical details and supporting documents along with scan copies of DD for Tender fee in favour of Indian Institute of Packaging. Original DDs for Tender fee should reach Asst. Director (GA & IT) - Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri East, Mumbai-93.
5. The Financial bid (Annexure II) should indicate price and applicable taxes.
6. 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.
7. Conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
8. Responsibilities of the vendor for executing the contract.
 - a. Timely delivery is the essence of the contract.
9. The agency shall comply with the instructions issued by Indian Institute of Packaging from time to time.

Note: Agencies who have already submitted their bid should not apply again.

BID SUBMISSION DETAILS

Bids to be submitted through mode offline in sealed envelopes at IIP Mumbai

Envelope – 1: Technical Bid		
1	Annexure – I (With Supporting Documents)	In PDF format
2	Scan Copy of DD for Tender Fee	In PDF format
Original Demand drafts for Tender fee and EMD should reach Asst. Director (GA & IT) - Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-400093.		
Envelope – 2: Financial Bid		
1	Annexure II	In PDF format