

### Bid Document

| <b>Bid Details</b>   |  |
|--|--|
| <b>Bid End Date/Time</b>   | 07-12-2022 15:00:00  |
| <b>Bid Opening Date/Time</b>   | 07-12-2022 15:30:00  |
| <b>Bid Offer Validity (From End Date)</b>                                    | 180 (Days)   |
| <b>Ministry/State Name</b>   | Ministry Of Health And Family Welfare  |
| <b>Department Name</b>   | Department Of Health Research  |
| <b>Organisation Name</b>   | Indian Council Of Medical Research (icmr)  |
| <b>Office Name</b>   | Icmr National Institute Of Epidemiology Chennai  |
| <b>Item Category</b>   | Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Supervisor , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Cleaning Staff Female  |
| <b>Contract Period</b>   | 1 Year(s)  |
| <b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>           | 12 Lakh (s)  |
| <b>Years of Past Experience Required for same/similar service</b>            | 3 Year (s)   |
| <b>Past Experience of Similar Services required</b>                          | Yes  |
| <b>MSE Exemption for Years Of Experience and Turnover</b>                    | Yes  |
| <b>Startup Exemption for Years Of Experience and Turnover</b>                | Yes  |
| <b>Document required from seller</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled</b>   | No   |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 2 Days   |
| <b>Floor Price</b>   | This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.   |
| <b>Estimated Bid Value</b>   | 2484768  |
| <b>Evaluation Method</b>   | Total value wise evaluation  |

#### EMD Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

### ePBG Detail

|                                     |                     |
|-------------------------------------|---------------------|
| Advisory Bank                       | State Bank of India |
| ePBG Percentage(%)                  | 3.00                |
| Duration of ePBG required (Months). | 14                  |

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

### Beneficiary:

UDC

ICMR National Institute Of Epidemiology Chennai, Department of Health Research, Indian Council of Medical Research (ICMR), Ministry of Health and Family Welfare  
(Sharly Devi P)

### Splitting

Bid splitting not applied.

### MSE Purchase Preference

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **Additional Qualification/Data Required**

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**Should have completed at least 1 project value not less than Rs.20 lakhs / 2 projects value not less than Rs.13 lakhs / 3 projects value not less than Rs.10 lakhs

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**Should have completed at least 3 project with supply of 5 manpower in each contract.

**Geographic Presence: Office registration certificate:**Chennai / Thiruvallur

**Scope of work & Job description:**[1668077605.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1668590093.pdf](#)

#### **Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Supervisor ( 1 )**

#### **Technical Specifications**

| Specification             | Values            |
|---------------------------|-------------------|
| <b>Core</b>               |                   |
| Skill Category            | Semi-skilled      |
| Type of Function          | Others            |
| List of Profiles          | Supervisor        |
| Educational Qualification | Under Matriculate |
| Specialization            | Not Required      |
| Post Graduation           | Not Required      |
| Specialization for PG     | Not Applicable    |
| Experience                | 3 to 7 Years      |
| State                     | NA                |
| Zipcode                   | NA                |
| District                  | NA                |
| <b>Addon(s)</b>           |                   |

## Additional Specification Documents

### Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address   | Number of Resources to be hired | Additional Requirement  |
|-------|-----------------------------|---|---------------------------------|---|
| 1     | Sharly Devi P               | 600077,ICMR-NIE, R-127, 3rd Avenue, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Near Ambattur, Chennai, Tamil Nadu 600077<br>DIRECTIONS: From Dunlop, Ambattur Turn left near Ambedkar Statue , Travel straight about 2 kms, take right near Annachi Lalackadai, take left near pillaiyar temple and travel to Ration Shop. (opp to Ration Shop and next to Narcotics Bureau is ICMR - NIE)<br>Contact : Security No: 044-26136470 | 1                               | <ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.88</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 788</li> <li>• Number of working days in a month : 26</li> <li>• ESI (INR per day) : 25.61</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

### Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Cleaning Staff Female ( 7 )

#### Technical Specifications

| Specification             | Values                |
|---------------------------|-----------------------|
| <b>Core</b>               |                       |
| Skill Category            | Unskilled             |
| Type of Function          | Others                |
| List of Profiles          | Cleaning Staff Female |
| Educational Qualification | Under Matriculate     |

| Specification         | Values         |
|-----------------------|----------------|
| Specialization        | Not Required   |
| Post Graduation       | Not Required   |
| Specialization for PG | Not Applicable |
| Experience            | 0 to 3 Years   |
| State                 | NA             |
| Zipcode               | NA             |
| District              | NA             |
| <b>Addon(s)</b>       |                |

### Additional Specification Documents

### Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address   | Number of Resources to be hired | Additional Requirement  |
|-------|-----------------------------|---|---------------------------------|---|
| 1     | Sharly Devi P               | 600077,ICMR-NIE, R-127, 3rd Avenue, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Near Ambattur, Chennai, Tamil Nadu 600077<br>DIRECTIONS: From Dunlop, Ambattur Turn left near Ambedkar Statue , Travel straight about 2 kms, take right near Annachi Lalackadai, take left near pillaiyar temple and travel to Ration Shop. (opp to Ration Shop and next to Narcotics Bureau is ICMR - NIE)<br>Contact : Security No: 044-26136470 | 7                               | <ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Minimum daily wage (INR) exclusive of GST : 711</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 23.11</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

## Buyer Added Bid Specific Terms and Conditions

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 50% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 4. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 5. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Buyer Added text based ATC clauses

1. An office of the service provider must be located in the state of consignee (Tamil Nadu). Registration Certificate / Certificate of Incorporation must be submitted by the bidder.
2. The contractor has to abide by all the terms and conditions given in the bid documents and scope of work.
3. Payment will be made 100% upon submission of invoice on monthly basis, in the following month through Bank.
4. EPF contribution is to paid by the contractor upto the maximum wage ceiling of Rs.15,000/-
5. Income Tax at source will be deducted as per rules.
6. Pay slip and details of PF, ESI, GST etc payment must be submitted along with invoice on monthly basis.
7. Child labour is strictly prohibited and if the contractor violates them, the contract will be terminated.
8. The contractor for the work is liable to pay applicable taxes.
9. The contractor shall ensure that they deploy only qualified personnel at site for the work. The contractor must provide suitable uniform, ID Card / Badge, Shoes and Safety equipment for safety and shall ensure their proper maintenance.
10. The contractor should furnish the detail number of the labour employed by the for the maintenance work.
11. The manpower deployed by the contractor as mentioned in the bid document to be maintained and if there is any difference in man power, the proportionate amount will be deducted from the monthly bill.

12. Contractor should pay Central Government Minimum wages under Category 'A' and other statutory payments as mentioned in the Bid document.

13. The Contractor should submit ESIC Registration Certificate and EPF Registration Certificate. The deduction towards ESIC and EPF to be furnished.

14. Behavior of personnel employed by the contractor shall in no way be detrimental to the administration. The contractor shall provide personnel of good character, physically fit, efficient, well behaved and skillful in their duties.

15. Punctuality to duty and unauthorized absence will be viewed seriously.

## **8. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## **9. Past Project Experience**

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

## **10. Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## **11. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of The Director, NIE payable at Chennai. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## **12. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name Director, National Institute of Epidemiology Account No. 0936201002864 IFSC Code CNRB0000936 Bank Name Canara Bank Branch address Ambattur. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

## **13. Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the

Service Provider in case he gets the contract against this bid.

#### 14. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

#### 15. **Generic**

Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

- i) The Seller fails to comply with any material term of the Contract.
- ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
- iv) The Seller becomes bankrupt or goes into liquidation.
- v) The Seller makes a general assignment for the benefit of creditors.
- vi) A receiver is appointed for any substantial property owned by the Seller.
- vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

## **Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**