



भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

**INDIAN COUNCIL OF MEDICAL RESEARCH
V. RAMALINGASWAMI BHAWAN, P.O. BOX NO. 4911
ANSARI NAGAR, NEW DELHI - 110029**

**EXPRESSION OF INTEREST (EOI) TO EMPANEL AGENCIES TO PROVIDE MANPOWER
ON OUTSOURCING BASIS AT INDIAN COUNCIL OF MEDICAL RESEARCH HQRS.,
NEW DELHI**

Eoi No. ICMR/CPC/2024-25/Eoi/Manpower/02

Issue Date: 08.10.2024

SCHEDULE OF EVENTS

The following is an indicative timeframe for the overall process. ICMR reserves right to vary from this timeframe at its absolute and sole discretion and without providing any notice/ termination or reasons thereof. Changes to the timeframe will be communicated.

Tender inviting authority	Director General, Indian Council of Medical Research
Eol reference number	ICMR/CPC/2024-25/Eol/Manpower/01
Method of selection	Based on Evaluation Criteria indicated in Eol document
Availability of Eol documents	08.10.2024, 11:00 AM Eol document shall be available on ICMR website (URL: https://main.icmr.nic.in/tenders) and CPP portal (https://eprocure.gov.in)
Last date and time for bid submission (on or before)	29.10.2024, 11:00 AM
Bid Opening	29.10.2024, 11:30 AM
Name and address for communication	Head, Central Procurement Cell (CPC), Indian Council of Medical Research, V. RAMALINGASWAMI BHAWAN, P.O. BOX NO. 4911, ANSARI NAGAR, NEW DELHI – 110029 Email: cpcicmr@gmail.com

About ICMR: The Indian Council of Medical Research (ICMR), New Delhi, the apex body in India for the formulation, coordination and promotion of biomedical research, is one of the oldest medical research bodies in the world. The ICMR has always attempted to address the growing demands of scientific advances in biomedical research and to fill the need of finding practical solutions to the health problems of the country. ICMR has following 27 permanent Institutes/ Regional Medical Research Centres across India:

1	ICMR-National JALMA Institute for Leprosy & Other Mycobacterial Diseases, Agra	15	ICMR-National Institute of Child Health and Development Research, New Delhi
2	ICMR-National Institute of Occupational Health, Ahmedabad	16	ICMR-National Institute for Research in Digital Health and Data Science, New Delhi
3	ICMR-National Centre for Disease Informatics and Research, Bengaluru	17	ICMR-National Institute of Cancer Prevention and Research, Noida
4	ICMR-Bhopal Memorial Hospital & Research Center, Bhopal	18	ICMR-Rajendra Memorial Research Institute of Medical Sciences, Patna
5	ICMR-National Institute for Research in Environmental Health, Bhopal	19	ICMR-Vector Control Research Centre, Puducherry
6	ICMR-National Institute of Epidemiology, Chennai	20	ICMR-National Institute of Virology, Pune
7	ICMR-National Institute for Research in Tuberculosis, Chennai	21	ICMR- National Institute of Translational Virology and AIDS Research, Pune
8	ICMR-National Institute for Research in Tribal Health, Jabalpur	22	ICMR-National Institute of Traditional Medicine, Belagavi
9	ICMR-National Institute of Nutrition, Hyderabad	23	ICMR-Regional Medical Research Centre, Bhubaneswar
10	ICMR-National Animal Resource Facility for Biomedical Research, Hyderabad	24	ICMR-Regional Medical Research Centre, NE Region, Dibrugarh
11	ICMR-National Institute of Bacterial Infections, Kolkata	25	ICMR-Regional Medical Research Centre, Gorakhpur
12	ICMR-National Institute for Research in Reproductive & Child Health, Mumbai	26	ICMR-National Institute for Implementation Research on Non-Communicable Diseases, Jodhpur
13	ICMR-National Institute of Immunohaematology, Mumbai	27	ICMR-Regional Medical Research Centre, Port Blair
14	ICMR-National Institute of Malaria Research, New Delhi		

Purpose: The purpose of this document is to invite responses from the agencies/ service provider that have proven experience and necessary expertise to provide human resource to ICMR Hqrs. on outsourcing basis and paying to the selected candidates.

In this context, ICMR subsequently shall be floating a Limited Tender Enquiry (LTE) for those agencies/ service provider who qualify in this EoI process. The said LTE will be broadly covering the number of human resources required and duration of their contract.

Invitation of Bids: This EoI is an invitation for responses from eligible bidders. No contractual obligation on behalf of ICMR whatsoever shall arise from the EoI process unless and until a formal contract is signed & executed by duly authorized official of ICMR and the successful

Bidder. Bidder(s) are expected to examine all instructions, forms, terms, and other information in the EoI document. Failure to furnish any information required in the EoI document or to submit a bid not substantially responsive to the EoI document in every respect will be at the Bidder's risk and shall result in the rejection of its bid. The procedure and terms & conditions for submission of bid are enumerated in this EoI. All offers of the Bidders shall be unconditional and once accepted (with or without modifications) by ICMR shall be binding between ICMR and such Bidder.

Language of Bids: The language of the bid response, supporting documents and any communication with ICMR must be written in Hindi or English only.

Cost of Bidding: The Bidder shall bear all the costs associated with the preparation and submission of its bid and ICMR will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Place of Deployment for Hired Resources:

The place of posting of hired resources will be ICMR.

Scope of Work: The detailed scope of this EoI shall include, but not limited to:

- The primary scope of this EoI is to select a pool of Agencies/ Service Providers who can provide manpower outsourcing services to ICMR.
- The Service Provider should be able provide resources to ICMR Hqrs within the defined timelines as per the defined evaluation process for the selection of the candidates and on-board them accordingly.
- The Service Provider will receive the requirement details as and when the need arises by Limited Tender Enquiry (LTE). In those LTE, Bid offering service charges of less than 3.85% (incl GST) will be rejected.
- The requirement details may consist of Total no. of Positions, Designation, Location of deployment, Engagement Timeline, and required Experience for each position, Detailed Job description (Primary and Secondary Skills and Responsibilities) and shortlisting Process along with the defined target date to fulfill the required position.

SERVICES TO BE PROVIDED:

- Outsource human resource for the positions mentioned overleaf and depute them to ICMR by issuing appointment letter.

S No	Position	Qualification	Emolument (Rs.)	Maximum Age Limit in years
1.	Project Research Scientist - I (Medical)	MBBS/ MVSc/ BDS	Rs. 67,000/- + HRA, as admissible	35

2.	Project Research Scientist - II (Medical)	1. MBBS/ BVSc/ BDS with three year's experience 2. MBBS/ BVSc/ BDS with MPH/ PhD 3. MBBS/ BVSc/ BDS + Post Graduate Degree, including the integrated PG Degrees	Rs. 80,000/- + HRA, as admissible	40
3.	Project Research Scientist - III (Medical)	MBBS/ BVSc/ BDS + Post Graduate Degree, including the integrated PG Degrees with three years' experience or MPH/ PhD	Rs. 93,000/- + HRA, as admissible	45
4.	Project Research Scientist - I (Non-Medical)	1. First class Post Graduate Degree, including the integrated PG degrees 2. Second class Post Graduate Degree, including the integrated PG degrees with PhD 3. For Engineering/ IT/ CS- First Class Graduate Degree of Four years	Rs. 56,000/- + HRA, as admissible	35
5.	Project Research Scientist - II (Non-Medical)	1. First Class Post Graduate Degree, including the integrated PG Degrees, with three years Experience or PhD 2. Second Class Post Graduate Degree, including the integrated PG Degrees, with PhD and three years Experience 3. For Engineering/ IT/ CS- First Class Graduate Degree of Four Years with three years Experience	Rs. 67,000/- + HRA, as admissible	40

6.	Project Research Scientist - III (Non-Medical)	<p>1. First Class Post Graduate Degree, including the integrated PG Degrees, with three years Experience or PhD</p> <p>2. Second Class Post Graduate Degree, including the integrated PG Degrees, with PhD and three years Experience</p> <p>3. Must have handled minimum five Projects relevant to the requirement, as Principal Investigator or Co-PI</p> <p>4. For Engineering/ IT/CS- First Class Graduate Degree of Four Years with Five years Experience</p>	Rs. 78,000/- + HRA, as admissible	45
7.	Project Technical Support - I	10 th + Diploma (MLT/ DMLT/ ITI) + two years experience in relevant subject/ field	Rs. 18,000/- + HRA, as admissible	28
8.	Project Technical Support - II	12 th in Science + Diploma (MLT/ DMLT/ Engineering) + five years experience in relevant subject/ field	Rs. 20,000/- + HRA, as admissible	30
9.	Project Technical Support - III	<p>1. Three Years Graduate in relevant subject/ field + three Years experience or PG in relevant subject/ field.</p> <p>2. For Engineering/ IT/ CS – First Class Four Years Graduate Degree + Three Years Experience</p>	Rs. 28,000/- + HRA, as admissible	35
10.	Project Nurse - I	Two years Auxiliary Nurse & Midwife (ANM) course.	Rs. 18,000/- + HRA, as admissible	25
11.	Project Nurse - II	Minimum Second Class or equivalent CGPA three-year General Nursing & Midwife (GNM) course.	Rs. 20,000/- + HRA, as admissible	30

12.	Project Nurse - III	Minimum Second Class or equivalent CGPA four-year Nursing Course	Rs. 28,000/- + HRA, as admissible	35
13.	Senior Project Assistant (Skilled)	Graduate in any discipline with 5 yrs experience of administration/ finance and accounts work	Rs. 30,600/-	30
14.	Consultant (Scientific Technical/ Medical/ Non-Medical)	Professionals with MD or PhD in relevant subject and published papers OR Retired Government employee with requisite educational qualification drawing pay in the Pay Band Rs.15600-39100 +Grade Pay of Rs.6600/- at the time of retirement and having adequate working experience in the required domain/ field.	Max. Rs. 1,00,000/- depending upon experience and knowledge	70
15.	Consultant (Scientific Technical/ Non-Medical)	Professional having M.Sc./ B.Tech/ M. Tech./ MBA/ MBBS qualifications in relevant subject with R&D experience and published papers OR Retired Government employees drawing pay in the Pay Band Rs. 15600-39100 + Grade Pay of Rs. 5400/- at the time of retirement and having at least 20 years experience in the required domain/ field	Max. Rs.70,000/- depending upon experience and knowledge	70
16.	Consultant (Administration) and Consultant (Finance & Accounts)	Retired Government employees with Bachelor degree in any discipline drawing pay in the Pay Band Rs. 9300-34800 + Grade Pay of Rs. 5400/- and above at time of retirement and having at	Max. Rs.60,000/- depending upon experience and knowledge	70

		least 10 years' work experience in the administration, finance and accounts matters.		
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Note: Emolument of Consultant (Scientific Technical/ Medical/ Non-Medical), Consultant (Scientific Technical/ Non-Medical), Consultant (Administration) and Consultant (Finance & Accounts) is under consideration and may change as per the attest order issued in this context.

- Manage the contract with all outsource human resource, including their payroll for the time period as specified by ICMR. The agency/ service provider shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of ICMR, nor seek to be treated as employees of ICMR for any purpose, including any kind of income or benefits. The Bidder alone shall file all applicable tax returns for all its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services and the Bidder will make all required payments and deposits of taxes in a timely manner. In this context, Service Provider is required to pay emolument of contracted staff deployed at buyer location first i.e. on their own and then claim payment from ICMR. ICMR will not be liable for direct payment on account of Bonus.

Replacement Requirement:

If the selected candidate resigns, or if a particular employment contract is terminated, agency/ service provider shall find a replacement acceptable to ICMR within 30 days of such resignation or termination or in the inability to do by the agency/ service provider, the payment received against invoice raised for such candidate shall be refunded to ICMR within 15 days of the lapse of 30 days of resignation/ termination.

In such cases, ICMR reserves the right to select the replacement candidate from any other empanelled agency/ service provider and no claims shall be entertained from any other agency/ service provider on duplicate/ overlapping profiles.

Duration of empanelment of agency: 2 years to be extended further up to 6 months on same terms and conditions based on satisfactory performance.

Eligibility Criteria for Participation in this EoI: Subject to provisions in the EoI, participation in this EoI is open to all bidders who fulfill the 'Eligibility' and 'Qualification criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of the contract. Bidder must be a private entity/ public entity (State-owned enterprise or institution)/ PSU with valid registration regarding GSTIN, PAN and Labour License.

Bidder must:

- not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
- not stand declared ineligible/ blacklisted/ banned/ debarred by any Central / State Govt Organization / PSU in its Tender Processes; and/ or

- not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for:
 - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
 - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
 - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
- Not have changed its name or created a new “Allied Firm”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
- Not have an association/ relation with any of the executives of ICMR involved in this Eol Process

Submission of Bids: Bid must be submitted through email to cpcicmr@gmail.com before **29.10.2024, 11:00 AM**. Subject of the email must be “Submission of bid against Eol to Empanel Agencies to provide Manpower on Outsourcing basis at ICMR Hqrs., New Delhi”. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall not be extended.

Bid Opening: Bids received shall be opened at the specified date and time given in Eol. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

Technical Bid Evaluation: The selection of successful bidders for Empanelment will be based on Technical Evaluation Score achieved by qualified bidder. ICMR will empanel Top 5 to 10 – Technically Qualifying Bidders.

The following criteria and weightage system shall be used for evaluation of technical proposals:

S No	Criteria (Documentary evidence to be submitted for each criteria)	Score
1.	Total years of experience (as on the date of publish of tender) in outsourcing Scientific/ Technical human resource in Central Govt. Scientific/ Research organization	15
	3 – 5 years	05
	6 – 10 years	10
	More than 10 years	15
2.	Appreciation letter from Central Govt. Scientific/ Research organization for providing similar type of services i.e. outsourcing of Scientific/ Technical human resource in the last 3 Financial Year	15 05 marks for each contract up to maximum of 3 contracts
3.	Average annual turnover in previous three financial years	15

	Rs. 1.00 Cr \geq Rs. 5.00 Cr	05
	Rs. 5.00 Cr \geq Rs. 11.00 Cr	10
	> Rs. 11.00 Cr	15
4.	Human resource on Payroll (verified by PF and ESI documents)	15
	Minimum 100 human resource	10
	Additional every 25 human resource – 1 mark each, capped at 10	10
5.	Performance Star Rating in Government e-Market (GeM): 4 & above (screenshot to be submitted)	15
6.	Presentation - Bidder should present to the Committee during interaction arranged (either physically or through VC) by ICMR	20
	Understanding of requirement of ICMR	04
	Proposed Methodology/ Approach	04
	Proposed Deployment Architecture	04
	Proposed Resources and Technology	04
	Demo of the proposed model	04
7.	ISO Certification	05

Micro & Small Enterprises who are Service Provider of the Primary Service Category and whose credentials are validated online through Udyam Registration/ Udyog Aadhaar and Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP), shall be given full score in the criteria of Total years of experience and Average annual turnover.

Bidders, whose technical proposals are responsive, fully compliant and score 70 marks in above mentioned technical evaluation, shall be considered technically qualified. All technically qualified Bidders on the basis of their scores achieved, would be ranked and Top 5 to 10 scorers (bidders) would be considered for the Empanelment.

Notification of Empanelment: On completion of evaluation as defined, ICMR will notify the empaneled bidders and publish the list of empanelled agencies on ICMR website concluding the EoI process and shortlisting of the bidders.

Sub-Contracting: The Bidder shall not subcontract or permit anyone other than its personnel and the parties enlisted in the response to this EoI, to perform any of the work, service or other performance required of the Bidder under the contract without the prior written consent of ICMR.

Bid Security: Bidders needs to sign a Bid securing declaration accepting that if they withdraw or modify their Bids, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/request for proposals document, they will be suspended for the period of 2 year for bids/request for proposals document from being eligible to submit Bids/Proposals for contracts with ICMR.

Performance Security: Performance Security of Rs. may be furnished in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.

PAYMENT TERMS:

Payment Condition: (a) The cost of services quoted by the Service Provider shall be cover all aspects of service delivery and include all the components of salary/ wages and taxes, as

applicable. (b) The Payment shall be made as per the financial quotes submitted by the Service Provider and accepted by ICMR.

Payment Cycle: (a) Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same. (b) The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook and service feedback.

Payment Process: (a) Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback, non-submission of the same may lead to delay/ deduction in payment. (b) All the penalties/ fine/ interest (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same. (c) Payment shall be made through bank transfer only, in no circumstance cash/ cheque payment shall be made.

Disclaimers and Rights of Procuring Entity: The issue of the EoI does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to:

reject any or all of the Bids, or
cancel the EoI process; or
abandon the procurement of the Services; or
issue another tender for identical or similar Services

JURISDICTION: The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this EoI and subsequent contract shall be with the Courts of New Delhi only.

Annexure A: Bidder's Profile

(The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted)

1	Bidder(s) Organization Name	
2	Bidder(s) Country of Registration	
3	Bidder(s) Year of Registration	
4	Bidder(s) Legal Address where the organization has been registered	
5	Bidder(s) Proprietor/ Partners/ Directors/ Information Name: Address: Telephone/ Mobile Number: Email Address:	
6	Bidder(s) Authorized Representative/s Information who will co-ordinate with ICMR in case contract is awarded Name: Address: Telephone/ Mobile Number: Email Address:	
7	Status of the firm (Proprietorship/ Partnership/ Private Limited Company/ Co-operative Society/ PSU)	
8	GSTIN number (copy attached)	
9	PAN No. (copy attached)	
10	EPF (copy attached)	
11	ESIC (copy attached)	

Name and Signature of authorised signatory and Seal of Company

Annexure B: Minimum Eligibility Criteria

The Bidder may note that the below criteria is of critical importance and non-adherence of the Bidders proposed solution to any would lead to disqualification from further bid process:

S No	Requirements	Yes/ No	List of Documents to be Submitted
1	The Bidder must be an entity registered with the Registrar of Companies under Companies Act, 1956/2013 OR Public entity (State-owned enterprise or Institution) OR Public Sector Undertaking (PSU)		• Copy of the Partnership deed/ Bye Law/ Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office.
2	The Bidder should have a Positive Net Worth in the last three financial year 2021-22, 2022-23, 2023-24		Certificate of the Chartered Accountant specifying the Positive Net Worth for the specified period.
3	The bidder should be in Net Profit (Profit After Tax) in the last three financial year 2021-22, 2022-23, 2023-24		Audited financial statements including profit and loss statement to be submitted/ or Certificate of the Chartered Accountant for the specified period.
4	The bidder should have an Average Annual Turnover of atleast Rs 1 Cr in the last three financial year 2021-22, 2022-23, 2023-24		
5	The Statutory compliance to Employees Provident Fund, Employees' State Insurance, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965', any other law of the land requirement/ compliance.		Submission of Undertaking on Bidder's letter head on adherence to statutory compliances
6	Bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.		An affidavit on Rs. 100/- non judicial stamp paper in this regard notarized after the date of EoI shall be furnished by the applicant
7	Bidder must not stand declared ineligible/ blacklisted/ banned/ debarred by any Central / State Govt Organization / PSU in its Tender Processes		
8	Bidder must not be convicted (within three years preceding the last date of bid submission) or		

<p>stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for:</p> <ul style="list-style-type: none"> ○ offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or ○ offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or ○ suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India. 		
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