



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3152014
Dated/दिनांक : 18-02-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-02-2023 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-02-2023 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Health And Family Welfare
Department Name/विभाग का नाम	Department Of Health Research
Organisation Name/संगठन का नाम	Indian Council Of Medical Research (icmr)
Office Name/कार्यालय का नाम	Icmr National Institute Of Traditional Medicine
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Mali/Gardner Helper , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mali/Gardner Helper
Contract Period	6 Month(s) 4 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *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

Bid Details/बिड विवरण

Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price	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.
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	8

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director ICMR NITM
ICMR National Institute of Traditional Medicine, Department of Health Research, Indian Council of Medical Research (ICMR), Ministry of Health and Family Welfare
(Director Icmr Nitm)

Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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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. 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:The Bidder Should Have Executed At Least 5 No. Projects With Contract Value Not Less Than 40 Lakh For Each Contract Of Providing Manpower Services To Central/ State Government Departments/ Public Sect

Geographic Presence: Office registration certificate:Bidder must have a registered office/branch office within a radius of 150 Kms from NITM- Belagavi for smooth functioning and supervision. Documentary evidence (Establishment cert.) to be submitted.

Scope of work & Job description:[1676703629.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1676703778.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1676703781.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Mali/Gardner Helper (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	0
Designation	Supervisor-Gardener
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Kaveri Mohan Kumbhar	590010,N.H No. 4, Nehru Nagar, (Opposite KLE Hospital)	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 671 • EDLI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Provident Fund (INR per day) : 87.23 • ESI (INR per day) : 21.81 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 6

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mali/Gardner Helper (9)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 3	0
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Designation	Gardener

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Kaveri Mohan Kumbhar	590010,N.H No. 4, Nehru Nagar, (Opposite KLE Hospital)	9	<ul style="list-style-type: none"> • EDLI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 595 • ESI (INR per day) : 19.34 • Number of working days in a month : 26 • Provident Fund (INR per day) : 77.35 • Tenure/ Duration of Employment (in months) : 6

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

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. **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.

4. **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.

5. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides

PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director ICMR-NITM

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Annexure-II

Bid Specific Additional Terms and Conditions (ATC) to GeM pre-defined Terms and Conditions

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1. Experience Criteria Evaluation

Bidders shall upload the WORK COMPLETION CERTIFICATE OR PERFORMANCE CERTIFICATE along with contract order issued by the Central/State Government Dept., institutes/centres, etc., in the following format:-

S.No	Institute/Department Name	Nature of Contract	Period of contract only in last 3 FY	Amount Of Contract (Not less than 50 Lakh per contract)	Furnish Work Completion Certificate /Performance Certificate

2. Minimum Average Annual Turn over Criteria (300% of contract value)

Only Chartered Accountant certified document for last 3 Financial year to be uploaded

d.

3. As per DoE, Ministry of finance, Gol O M No.6/18/2019-PPD dated 23.7.2020 GFR 144 (xi) bidder must submit the following undertaking on GeM Portal.

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/we certify that this bidder is not from such a country. I/we hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for procurement on GeM.

4. Payment of wages to the engaged manpower should be done before 07th of the following month.

5. Character and antecedents of engaged staff must be verified by the bidder agency from the concerned police station/ authorities and proof thereof should be submitted immediately to ICMR-NITM.

6. No vendor can claim service charges beyond the rate at which, GeM order was placed.

7. Payment will be made upon submission of invoice/bills in original on monthly basis to the agency through electronic transfer. The documentary evidence for payment of ESIC and EPF shall be furnished along with the bills. **The bills should be submitted maximum by 10th of the following month.**

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Bill must have the following enclosures:-

A) EPF staff-wise contribution & remittance statement - (EPF contribution is to be paid by the contractor upto the maximum wage ceiling of Rs.15,000/- per month, as amended from time to time)

B) ESI staff-wise contribution & remittance statement (ceiling of Rs.21,000/- per month as amended from time to time)

C) GST Remittance challans/receipts

D) Payslips of all staff indicating all emolument and deductions (the same will be checked and verified by ICMR-NITM while processing the invoice)

E) Agency's Bank statement proof indicating salary disbursement

F) Agency shall not open a separate bank accounts in respect of manpowers. The payment of wages shall be deposited directly to manpower bank accounts by agency.

8. The contractor is liable for payment of all applicable taxes/cess/levies, etc.,

9. The contractor shall ensure that they deploy only qualified personnel at site as per requirement of ICMR-NITM. The contractor must provide ESI Card, Suitable uniform, I D Card / Badge, Shoes and Safety equipment **at their own cost**, for safety and shall ensure their proper maintenance.

10. Before undertaking the contract, the bidder should furnish the details of manpower to be employed by them.

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 replacement to be provided with prior intimation.

12. The Contractor should submit ESIC Registration Certificate and EPF Registration Certificate immediately after award of contract. The deduction towards ESIC and EPF to be furnished along with the bills.

13. 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. In case the behavior of the deployed manpower is found to be non-satisfactory, the same manpower should immediately be replaced by agency as per instruction of ICMR-NITM, Belagavi.

14. Unpunctuality to duty and unauthorized absence of manpower will be viewed seriously.

15. Bidders must in writing provide Acceptance of Additional Terms and Condition (ATC) document.

16. In case, any unforeseen incident/unfavorable incident occurs towards deployed manpower, the responsibility lies with agency only.

17. The bid is liable for rejection if any of the documents/annexures requested in ATC is not submitted in the prescribed format.

18. Bids will be summarily rejected if the rendered services in the past do not comply with statutory provisions, viz., EPF, ESI, Payment of taxes and salary to the engaged staff, and the payments not made in a specific time.

19. The Director ICMR-NITM reserves the right for termination of contract with one month notice during its tenure, in case the services are found to be unsatisfactory and breach of any of terms and condition of contract.

20. Agency shall not take any decision on terminating /replacing contract staff without consulting Administration, ICMR-NITM, Belagavi.

21. Any kind of unethical and corrupt practices from the contractor will not be entertained and serious action will be taken.

22. TECHNICAL BID DOCUMENT & TENDER ACCEPTANCE LETTER IS ENCLOSED AS ANNEXURE -A & ANNEXURE-B RESPECTIVELY, WHICH MANDATORILY NEEDS TO BE SUBMITTED BY BIDDER.

Annexure -A

TECHNICAL BID DOCUMENT

(Bidder should upload the following documents in bid with Checklist)

Sl. No.	Particulars	Page No.
1.	Name of the Registered Firm/Company	
2.	Organization Registration (MSME/GST/Establishment Registration Certificate in Karnataka)	
3.	Labour Contract (Central) license.	

4.	License No. obtained from the controlling authority under Section 7(5) of The Private Security Agencies (Regulation) Act, 2005 (attach photocopy of the license with validity) for security services (If applicable)	
5.	Annual Turnover for the last three Financial Year (attach Audit Certificate - Chartered Accountant Certified only)	
6.	Experience atleast 3 Nos. of contract value not less than Rs.20 lakhs for each contract for providing manpower services to Central/State Government Department for last 3 years- (attach only performance/completion certificate)	
7.	Tender acceptance letter - Annexure B	

Seal & Signature of the bidder

Annexure- B

TENDER ACCEPTANCE LETTER

(To be given on company Letter Head)

To
Director
ICMR-National Institute of Traditional Medicine
Nehru Nagar, Belagavi - 590 010.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____ hiring service at ICMR-NITM,
Belagavi - Reg.

Dear Sir

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Work" from the GeM site(s) namely: <https://gem.gov.in>
2. I/We hereby certify that I/We have read the entire terms and conditions of the te

nder documents (including all documents like annexures/scope of works/SLA) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum (s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum (s) in its totality/entirely.
5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking in last 3 years.
6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights.
- 7. We are in compliance with the provisions of Contract Labour (R&A) Act 1970, Minimum Wages Act, 1948, the Minimum Wages Rules 1950, Provisions of EPF & ESIC Rules.**
8. We have valid License as per Section 12 of Contract Labour (R&A) Act 1970, obtained from Labour Department for the contract works and the necessary registration with PF & ESIC
9. We have not been in default of payment to any labour employed/Provided by us to any other Principal Employer.
10. We have not defaulted/short paid EPFO or ESIC contributions to our employees.

Yours faithfully

(Signature of the Bidder, with Office Seal)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---