

Bid Number: GEM/2022/B/2024105

Dated: 15-03-2022

Bid Document

Bid Details					
Bid End Date/Time	25-03-2022 17:00:00				
Bid Opening Date/Time	25-03-2022 17:30:00				
Bid Life Cycle (From Publish Date)	90 (Days)				
Bid Offer Validity (From End Date)	45 (Days)				
Ministry/State Name	Ministry Of Science And Technology				
Department Name	Department Of Scientific And Industrial Research (dsir)				
Organisation Name	Council Of Scientific And Industrial Research (csir)				
Office Name	Central Institute Of Medicinal And Aromatic Plants				
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Mali/Gardner Helper , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Attendant , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Multitasking Staff , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Office Peon , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Administrative Operator or Office Assistant or Executive Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver (Engine Tractor M.T. Motor) Agriculture , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Labour Agriculture				
Contract Period	1 Year(s)				
Minimum Average Annual Turnover of the Bidder	51 Lakh (s)				
Years of Past Experience required	1 Year (s)				
Past Experience of Similar Services required	Yes				
MSE Exemption for Years Of Experience	Yes				
Startup Exemption for Years Of Experience	Yes				
SHG Exemption for Years Of Experience	Yes				
Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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 to RA enabled	No				

Bid Details	
Time allowed for Technical Clarifications during technical evaluation 5 Days	
Estimated Bid Value	12870609
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India	
EMD Percentage(%)	2.00	
EMD Amount	257412	

ePBG Detail

Advisory Bank	State Bank of India	
ePBG Percentage(%)	10.00	
Duration of ePBG required (Months).	12	

- (a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
- (b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

DIRECTOR

CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS, KUKRAIL PICNIC SPOT ROAD, P.O. CIMAP LUCKNOW 226015

(Dr. Prabodh Kumar Trivedi)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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

Annual turnover Required by Buyer in Crores: An annual turnover of not less than 50% of the estimated cost of the tender i.e. Rs. 0.51 crores in Central/ State Govt./Autonomous Bodies/Public Sector Undertaking/Institutions/CSIR

Scope of work & Job description: 1646906234.pdf

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:1646906243.pdf

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: 1646910427.pdf

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Mali/Gardner Helper (2)

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	Not Required
Specialization	Not Required

Specification	Values		
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	NA		
Title for Optional Allowances 3	NA		
Title for Optional Allowances 2	NA		
Designation	NA		

S.No.	oorti	S.No.	Address	Number of Resources to be hired	Additional Requirement	
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S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	2	 Minimum daily wage (INR) exclusive of GST: 418 ELDI (INR per day): 2.09 Bonus (INR per day): 34.82 EPF Admin Charge (INR per day): 2.09 Optional Allowances 1 (INR per day): 0 Optional Allowances 2 (INR per day): 0 Optional Allowances 3 (INR per day): 0 Number of working days in a month: 26 Provident Fund (INR per day): 50.16 ESI (INR per day): 13.58 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Attendant (2)

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles Attendant	
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State NA	

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

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	2	 ELDI (INR per day) : 2.09 Bonus (INR per day): 34.82 EPF Admin Charge (INR per day): 2.09 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: 418 Number of working days in a month: 26 Provident Fund (INR per day): 50.16 ESI (INR per day): 13.585 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper (2)

Technical Specifications

Specification	Values			
Core				
Skill Category	Unskilled			
Type of Function	Others			
List of Profiles	Sweeper			
Educational Qualification	Not Required			
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	NA			
Title for Optional Allowances 3	NA			
Title for Optional Allowances 2	NA			

Additional Specification Documents

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	2	 ELDI (INR per day) : 2.185 Bonus (INR per day): 36.4 EPF Admin Charge (INR per day): 2.185 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: 437 Number of working days in a month: 26 ESI (INR per day): 14.2 Provident Fund (INR per day): 52.44 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Multitasking Staff ($\bf 4$)

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	4	 ELDI (INR per day) : 2.275 Bonus (INR per day): 37.9 EPF Admin Charge (INR per day): 2.275 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: 455 Number of working days in a month: 26 Provident Fund (INR per day): 54.6 ESI (INR per day): 14.79 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Office Peon (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Office Peon
Educational Qualification	Secondary 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	
Designation	NA
Title for Optional Allowances 1	NA
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA

Additional Specification Documents

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	2	 Minimum daily wage (INR) exclusive of GST: 418 Bonus (INR per day): 34.82 ELDI (INR per day): 2.09 EPF Admin Charge (INR per day): 2.09 Optional Allowances 1 (INR per day): 0 Optional Allowances 2 (INR per day): 0 Optional Allowances 3 (INR per day): 0 ESI (INR per day): 13.585 Number of working days in a month: 26 Provident Fund (INR per day): 50.16 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant (2)

Specification	Values		
Core			
Skill Category	Highly-Skilled		
Type of Function	Admin		
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant		
Educational Qualification	Secondary School		
Specialization	Not Required		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	0 to 3 Years		
State	NA		

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

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	2	 ELDI (INR per day) : 2.275 Bonus (INR per day): 37.9 EPF Admin Charge (INR per day): 2.275 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: 455 Number of working days in a month: 26 ESI (INR per day): 14.79 Provident Fund (INR per day): 54.6 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver (Engine Tractor M.T. Motor) Agriculture (2)

Technical Specifications

Specification	Values			
Core				
Skill Category	Skilled			
Type of Function	Others			
List of Profiles	Driver (Engine Tractor M.T. Motor) Agriculture			
Educational Qualification	8			
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 3	NA			
Title for Optional Allowances 2	NA			
Designation	NA			
Title for Optional Allowances 1	NA			

Additional Specification Documents

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	2	 ELDI (INR per day) : 2.09 Bonus (INR per day): 34.82 EPF Admin Charge (INR per day): 2.09 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: 418 Number of working days in a month: 26 Provident Fund (INR per day): 50.16 ESI (INR per day): 13.585 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Labour Agriculture (45)

Specification	Values	
Core		
Skill Category	Unskilled	
Type of Function	Others	
List of Profiles	Labour Agriculture	
Educational Qualification	Not Required	
Specialization	Not Required	
Post Graduation	Not Required	
Specialization for PG	Not Applicable	
Experience	0 to 3 Years	
State	NA	

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

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
1	Rajendra Chandra Padalia	263149,CSIR -Central Institute of Medicinall and Aromatic Plants Resource Center Pantnagar, Dairy Farm,Nangla	45	 ELDI (INR per day) : 1.885 Bonus (INR per day): 31.4 EPF Admin Charge (INR per day): 1.885 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: 377 Number of working days in a month: 26 Provident Fund (INR per day): 45.24 ESI (INR per day): 12.25 Tenure/ Duration of Employment (in months): 12

Buyer Added Bid Specific Terms and Conditions

1. 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.

2. 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, CSIR-CIMAP, Lucknow 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.

3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment Click here to view the file.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document Click here to view the file.

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 specification 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.

This Bid is governed by the <u>General Terms and Conditions</u>, conditons stipulated in Bid and <u>Service Level</u>
<u>Agreement</u> 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---