

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-07-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-07-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	170 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम/Department Name	Department Of Health Research
संगठन का नाम/Organisation Name	Indian Council Of Medical Research (icmr)
कार्यालय का नाम/Office Name	National Institute Of Medical Statistics, New Delhi-29
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Secondary School; Admin
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	40 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/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) *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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	9960126.23
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

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

लाभार्थी /Beneficiary :

Director
National Institute Of Medical Statistics, New Delhi-29, Department of Health Research, Indian Council of Medical Research (ICMR), Ministry of Health and Family Welfare
(The Director)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
8. 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.
9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March

prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/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:2 projects

Rs. 80 lakh
3 FY

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:1 projects

Rs. 60 lakh
3 FY

Geographic Presence: Office registration certificate:New Delhi and NCR

Scope of work & Job description:[1749732231.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1750317760.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1750321937.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
01-07-2025 11:00:00	Meeting will be conduct through VC. Interested bidders may join the meeting through the following link: Pre bid meeting hiring manpower Monday 7 Jul • 11:00-12:00 (GMT+5) Google Meet joining info Video call link: https://meet.google.com/zva-mmcg-ios The bidders who are interested to participate in the pre-bid meeting are requested to send an email request for the same with their details at "naresh.kd@icmr.gov.in" along with their queries, if any, on or before 03.07.2025 11:00AM

Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Graduate
Type of Function	Admin
List of Profiles	Data Entry Operator

विवरण/ Specification	मूल्य/ Values
Specialization	Commerce , Economics , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	DATA ENTRY OPERATOR

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Naresh Kumar	110029,National Institute of Medical Statistics, ICMR, Ansari Nagar, New Delhi	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 937 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3 • EPF Admin Charge (INR per day) : 3 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Admin (5)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Secondary School
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Multi-tasking Staff
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	MTS

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Naresh Kumar	110029,National Institute of Medical Statistics, ICMR, Ansari Nagar, New Delhi	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 862 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3 • EPF Admin Charge (INR per day) : 3 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**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 buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

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. **Service & Support**

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

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. **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.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Certificate (Requested in ATC)

1. As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned OM.
2. It is the responsibility of the bidder to provide manpower as per Buyer's requirement. Age, education qualification and experience of the person deployed should be as per the eligibility criteria for the respective post.
3. The contract will initially be valid for 36 months to be extended further up to 6 months on same terms and conditions based on satisfactory performance. Contract can be foreclosed by giving one month advance notice at any point of time; as per requirement of the corporation.
4. The bidder should have supply of minimum **10 DEO & 10 Office Helper/ Room Boy/ Peon** in a single contract to any Govt. organisation/ PSU/ autonomous bodies, etc.
5. The agency should not have been declared on court receivership/ liquidation/ blacklisted/ banned/ debarred by any Central/ State Govt Organization/ PSU. An affidavit on **Rs. 100/- non judicial stamp paper** (as per Annexure B of the Buyer Uploaded ATC document) notarized after the date of tender publication shall be furnished by the applicant. In case a bidder is put on holiday/ Black listed after opening of technical bid, then bid of such bidders will be ignored & will not be further evaluated. The bidder will not be considered for issue of order even if the party is the lowest (L1). In such situation next lowest shall be considered as L1.
6. The office of the service provider must be **located in Delhi, NCR.**
7. The orders with the selected service provider will be placed in phased manner as per ICMR-NIRDHDS requirements.

8. Manpower is to be deployed at ICMR-NIRDHDS Building in Ansari Nagar, New Delhi-110029.
9. Working hours for the post of Data Entry Operator, Junior Data Entry Operator and Office Helper/ Peon will be 26 days in a month, 09:00 AM to 05:30 PM including 30 minutes lunch break time.
10. In case of non-availability of specifically demanded manpower; the Service Provider shall communicate the same to Buyer within a week's time.
11. The consent of ICMR-NIRDHDS-NIRDHDS is necessary before removing any manpower.
12. Only service charge in % up to two decimal to be quoted by the service provider.
13. (a) Bank statement indicating payment made to individual manpower to be provided along with each invoice. (b) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work. (c) The contractor shall pay to the employee before the expiry of the seventh day of the following month and raise invoice to buyer (ICMR-NIRDHDS-NIRDHDS). (d) Each monthly bill must accompany the copies of authenticated documents of payment of such contributions of EPF/ESIC. (e) Overtime as applicable as per rule will be admissible.
14. The bidder should have executed at least **single work order of 80% of work value (Rs. 0.8 Cr) OR two work order of 60 % of work value (Rs. 0.6 Cr) OR three work order of 40% of work value (Rs. 0.4 Cr) to be executed in last 3 financial years.**
15. The successful bidder shall furnish the performance security for an amount equal to 5% of bid amount within 20 calendar days from the date of award of the contract. The bidder has to extend the validity of the PG up to the extended period also at his own cost.
16. The payment to the Service Provider will be made directly by the ICMR-NIRDHDS.
17. Prospective bidders to please note carefully the schedule for Pre-Bid meeting since all the clarifications, if any, with regard to Technical/ Commercial conditions shall be given therein. Bidders are advised to ensure that their queries must reach by e-mail as specified in the tender at least 24 hours in advance for this purpose. Bidders may also note that after the pre-bid meeting, no further queries shall be entertained.
18. Any Addendum/ Corrigendum/ Bid End Date Extension in respect of the tender shall be issued on GeM portal or ICMR-NIRDHDS-NIRDHDS website only.
19. The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this tender and subsequent contract shall be with the Courts of New Delhi only.
20. Bidders may note that the following are attached separately and uploaded in the Buyer Uploaded ATC documents that are mandatory to be submitted at the bid stage strictly as per the prescribed format: (a) Undertaking by the bidder(s) (b) Preformat for declaration on court receivership/ liquidation/ blacklisted (c) Bidder(s) profile

21. In addition to above, bidders are also required to submit the following documents: (a) PAN CARD (b) GST Registration Certificate (GSTIN no.) (c) EPF Registration Certificate clearly indicating PF code number (d) ESI Certificate (e) Copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business (f) Certificate of registration under Shop and Establishment Act issued by the Competent Authority, should be submitted as documentary evidence in support of the geographical presence of bidder in Delhi, NCR. (g) For Minimum Average Annual Turnover of the bidder (For 3 Years): 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 (h) For Years of Past Experience required for same/similar service: Copies of relevant contracts/ orders for providing similar type of services to any Central/ State Govt. Organization/ PSU and documentary evidence of successful execution / completion in support of Past Experience of Similar Services during each of the Financial year.
22. Following bidder(s) will be exempted from the criteria of Minimum Average Annual Turnover and Years of Past Experience: (a) Micro and Small Enterprises who are Service Provider (Major Activity as Services) of the Primary Service Category and whose credentials are validated online through Udyam Registration/ Udyog Aadhaar website. (b) Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
23. In case of any revision in rate of statutory minimum wages during the contract period, the contractor shall be compensated for the additional implication arising out of the revision, including the implication on related statutory payments, based on proof of payment to the contract manpower by the contractor i.e. wages sheet, PF challan, ESI challan (if applicable) to establish the differential implication.
24. All the manpower outsourced to ICMR-NIRDHDS shall wear Identity Card provided by the Service Provider every day during working hours.
25. PENALTY: (a) In case of delay in payment of salary for a month beyond due date i.e. 7th of the succeeding month Rs. 1000 per person per day (b) In case, the specified number of manpower is not deployed due to any reason/ there is any absenteeism on the part of workmen assigned for the jobs on work timing and the contractor fails to provide a replacement Rs. 500 per person per day (c) If any person employed by the contractor does not wear his/ her identity card during the duty period Rs. 200 per person per day
26. The successful bidder will furnish complete details of his employees prior to deployment such as residential address, passport size photo, ID proof and contact No.
27. In case where ESI is not applicable, the contractor will be responsible for any compensation payable under the Employees' Compensation Act 1923 (earlier known as Workmen Compensation Act 1923) and amendments thereto for injuries /disablement/death caused to their employees as a result of any accident while carrying out their assigned work. The Contractor will obtain adequate insurance policy towards meeting the liability under the said Act.
28. In case two or more than two bidders quote the same service charges, L-1 will be decided by Run L1 feature of GeM.

29. Data Entry Operator should possess typing speed of 35 words per minute in English/ 30 words per minute in Hindi. Data Entry Operator should be well versed with MS Office.

30. PAYMENT TERMS

30.1 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 (minimum wage, insurance, PF, ESI, etc) and taxes, as applicable. (b) The Payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.

30.2 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 up on submission of invoice, logbook and service feedback.

30.3 Payment Process: (a) Payment shall be made only after submission of invoices, bio-metric 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.

31. Bidder should have financial standing to pay at least 02 months wages to all the manpower provided to ICMR-NIRDHDS. In case of delay in making payment to the bidder due to clarification/ shortage of document, the bidder should make payment to manpower provided timely as per the tender condition.

32. The bidder shall nominate/ authorize a coordinator who shall be responsible for regular interaction with ICMR-NIRDHDS so that optimal services of the persons deployed could be availed without any disruption. This nominated/ authorized representative of the bidder will regularly visit ICMR-NIRDHDS and also as and when required by ICMR-NIRDHDS.

33. The bidder shall submit medical certificate of fitness issued by Government Medical Officer/ Civil Surgeon/ Staff Surgeon/ Authorized Medical Attendant/ Registered Medical Practitioner and police verification report w.r.t character and antecedents of the manpower provided.

34. Services of the bidder shall be reviewed after a period of 01 year of the contract. Service will be continued for the next 01 year of the contract only in case of satisfactory performance of the bidder and it will be continued for 03 years.

*The Competent Authority reserves the right to cancel, withdraw, or reject the tender/bid process at any stage without assigning any reason thereof. No claim or liability shall be entertained by the authority on account of such cancellation.

* All bidders are required to submit the necessary documents strictly in the prescribed format as mentioned in the tender. If any bidder fails to submit the documents in the specified format, such documents shall not be considered for evaluation, and the bid may be rejected at the discretion of the Competent Authority.

Note to Bidders: The bidder must fill up the proforma provided without making

g any changes in the terms, conditions or format (with documents). Any changes in the format or content provided will be summarily rejected without any prior notice to the bidder.

ICMR-National Institute for Research in Digital health and Data Science, Ansari Nagar, New Delhi-29

Minimum marks for qualifying in technical bid = 75 out of 100

*Note: All documents should be properly indexed while uploading in the Bid

Ranking Methodology for Technical Evaluation

Sr No.	Technical Evaluation Criteria	Score Criteria	Score	Max Score
1	A valid copy of Annual Turnover in last 3 years	Rs. 2.00 Cr ≤ Rs.5Cr	10	30
		Rs.5Cr ≤ Rs.10Cr	20	
		> Rs.10Cr	30	
2	Work order of human resource on payroll provided of last 3 years (verified by PF and ESI documents)	20 nos. ≤ 50 nos.	15	35
		50 nos. ≤ 100 nos.	25	
		Additional every 25 human resource- 1 mark each, capped at 10	35	
3	A valid copy of experience in the relevant field (services from Central Government/ State Government organizations / PSUs/ Autonomous bodies/Govt. Organizations with documentary evidence)	3 years ≤ 7 years	10	20
		7 years ≤ 10 years	15	
		>more than 10 years	20	
4	Submission of Annexures/forms/pro-forma	--	05	05
5	Performance star rating in GeM (screenshot to be submitted Govt. e-Market portal)	4 & above	10	10
		Less than 4	5	

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.

9. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract

and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/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 सामान्य नियम और शर्तें/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.

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 कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---