

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-07-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	20-07-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (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	Icmr National Institute For Research In Reproductive Health, Mumbai
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :sachdevagnirrh@icmr.gov.in Buyer Email id: gaikwadssnirrh@icmr.gov.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Healthcare , Manpower Outsourcing Services - Minimum wage - Unskilled; Secondary School; Admin
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	520 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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 Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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
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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	26000

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).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/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).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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Director

ICMR NIRWoH, Near KEM Hospital, J. M. Street, Parel, Mumbai - 400012.

(Dr. Geetanjali Sachdeva)

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
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also

subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

8. 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

Scope of work & Job description:[1782733745.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1782733836.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Healthcare (11)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Healthcare

विवरण/ Specification	मूल्य/ Values
List of Profiles	Animal Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Maharashtra
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Sandip Sarjerao Gaikwad	400012,NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE AND CHILD HEALTH JEHANGIR MERWANJI STREET, PAREL MUMBAI 400012 MAHARASHTRA	11	• Minimum daily wage (INR) exclusive of GST : 827 • Bonus (INR per day) : 22.43 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • 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) : 26.25 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Unskilled; Secondary School; Admin (7)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Secondary School

विवरण/ Specification	मूल्य/ Values
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Maharashtra
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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
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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
1	Sandip Sarjerao Gaikwad	400012,NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE AND CHILD HEALTH JEHANGIR MERWANJI STREET, PAREL MUMBAI 400012 MAHARASHTRA	7	• Minimum daily wage (INR) exclusive of GST : 827 • Bonus (INR per day) : 22.43 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • 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) : 26.25 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

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 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the

revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

4. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws,

including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---

**ICMR- NATIONAL INSTITUTE FOR RESEARCH ON
WOMEN'S HEALTH (NIRWoH), MUMBAI**

Notice Inviting Tender (NIT)

**Engagement of External Agency to Outsource Human Resources
(MTS plus ATTENDANTS) Through GeM portal**

INTRODUCTION

ICMR-National Institute for Research on Women's Health (ICMR-NIRWoH) is one of the permanent Research Institute of Indian Council of Medical Research (ICMR), Department of Health Research, Government of India. ICMR-NIRWoH has expanded its research agenda across the broad field of sexual and reproductive health, in tune with the needs and priorities projected in the National Population Policy 2000. A comprehensive approach, on various aspects of reproductive health rather than addressing them in isolation, is adopted. Biomedical research, clinical evaluation and social science questions which allow incorporation of research results into policy and decision making are systematically amalgamated in formulating various research programs. Research at the institute is linked to the potential user's perception, and betterment of delivery systems for effectively meeting the healthcare needs. It is intended to promote the use of research results in policy making and planning at the national level, and contribute to the setting of standards and guidelines in the field of reproductive health research. The perspectives and health needs of women and various underserved population groups such as tribal communities, urban slums and adolescents are given special emphasis while formulating research proposals. Research on some exciting new areas such as functional genomics, structural biology, bioinformatics, preclinical reproductive and genetic toxicology, stem cell research and reproductive tract cancers has been initiated. For more information, please visit www.nirrch.res.in.

On behalf of the Director, ICMR-National Institute for Research on Women's Health (ICMR-NIRWoH), online bids are invited through GeM Portal from reputed, experienced firms for providing human resource services to perform jobs assigned under different categories of Positions such as **MTS plus ATTENDANTS (unskilled Total 18 Nos)** at ICMR-NIRWoH and its units NCPBR, Sasunavghar, Palghar, initially for the period of two years and may be extended, as per the limit in GeM portal with mutual consent.

**ICMR- NATIONAL INSTITUTE FOR RESEARCH ON
WOMEN'S HEALTH (NIRWoH), MUMBAI**

ADDITIONAL TERMS AND CONDITIONS

- 1) The bid security (EMD) @ 2% of total contract value has to be submitted in a separate cover along with technical bid only, in form of account payee Demand Draft in favour of the Director, ICMR-National Institute for Research on Women's Health, payable at Mumbai. The Bid Security should be valid for a period of 45 (forty-five) days beyond the bid validity period. In case, bidder agrees to extend the validity of bid, he / she shall also extend the validity of bid security suitably.
- 2) The bid security will not carry any interest. **The bids submitted without the EMD will be summarily rejected.**
- 3) The Bidder should scan a copy of the Earnest Money Deposit and upload it online through GeM Portal. The original copy of the Earnest Money Deposit should be sent through Speed Post or Registered Post to **The Director, ICMR-National Institute for Research on Women's Health, J. M. Street, Parel, Mumbai – 400012** on or before due date of the Bid. It can also be submitted by hand in person. In the event of non- receipt of the EMD before the closing of the uploading of the Bids, the bid shall not be entertained.
- 4) Bid Security will be forfeited if the bidder withdraws or amends its/his bid or impairs or derogates from the tender in any respect within the period of validity of the bid or if the successful bidder fails to furnish the required Performance Security within the specified period. In absence of such valid registration certificate the bid will be rejected. The bid security bears no interest.
- 5) Bid securities of the unsuccessful bidders will be released to them without any interest after expiry of the final bid validity period and latest by the 30th day after the award of the contract. Bid Security will be released to the successful bidder without any interest on receipt of a performance security.
- 6) Bid security (EMD) relaxation applicable to MSEs will be allowed as per the prevailing Government Guidelines / Provisions. MSME and NSIC certificates should be submitted by the bidder.
- 7) **The minimum service charges are fixed at 3.85% and bid offering service charges of less than 3.85% will be rejected.**
- 8) 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, Bonus etc.) and taxes, as applicable.
- 9) The contract will be awarded initially for a period of two years and based on the satisfactory services it can be increased by 50% per annum. All the rights to extend or reduce the period of contract or termination of the contract will be at the discretion/jurisdiction of the Director, ICMR-NIRWoH, Mumbai and will be binding on the agency.

- 10) ICMR-NIRWoH reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
- 11) To ensure due performance of the contract, the successful bidder shall furnish performance security equivalent to 5% of contract value within 15 (fifteen) days of acceptance of contract. The performance security shall remain valid up to 26 months from date of commencement of contract. The performance security bears no interest. The bidders shall furnish the suitable performance security for extended period also, if any.
- 12) The performance security can be furnished in form of insurance security bonds, account payee Demand Drafts, FDRs from a commercial bank, Bank Guarantee (including e-BG) from a commercial bank in favour the Director, ICMR-National Institute for Research on Women's Health payable at Mumbai.
- 13) The Performance Security will be forfeited and credited to the buyer's account in the event of a breach of contract, any default, or failure or neglect on part of the service provider in fulfilment or performance in all respect of contract or any part thereof or for any loss or damage caused by bidder. The performance security shall be released to the bidder without any interest, after he / she duly performs and completes the contract in all respects but not later than 60 (sixty) days of completion of all such obligations under the contract.
- 14) Service & Support: AVAILABILITY OF OFFICE OF SERVICE PROVIDER:
An office of the Service Provider must be located in the Mumbai District. The bidders possessing registration certificate under Maharashtra Shops and Establishment Act shall be considered for participation in the bid.
- 15) Director / Director In-Charge, ICMR-NIRWoH, Mumbai reserves the rights to terminate the contract by giving one-month notice at any time on the ground of unsatisfactory services provided by the contractor / agency or any other ground detrimental to the interest of the Institute. The Director / Director In-Charge, ICMR-NIRWoH, Mumbai will be the sole discretion in this regards. Decision regarding whether the services are effective / proper / timely etc. shall be taken by Director / Director In-Charge, ICMR-NIRWoH, Mumbai. In case the service provider wishes to terminate the contract, he shall do so by giving three-months' notice in writing.
- 16) Agencies or appointed contractors may visit ICMR-NIRWoH on any working day between 15.00 and 16.00 hours to understand the scope / nature of work.
- 17) Agency / contractor should possess the requisite registration license of Shop Act / Establishment, Employees' State Insurance (ESI), Employees Provident Fund (EPF), Goods and Services Tax (GST), Professional Tax for the state of Maharashtra, Tax Deducted at Source (TDS) etc., from state / central government departments as applicable from time to time. The agency / contractor will have to maintain registers / records as required under the provision of various acts and complete the formalities prescribed therein. ICMR-NIRWoH shall not be responsible in any way for any breach of these rules and regulations by the agency / contractor.
- 18) License under the provision of Contract Labour (R&A) Act (1970) have to be obtained / renewed and kept operative by the Agency / Contractor.
- 19) Registration number (registered under Contract Labour Act) and GST number of the agency

should be given (mandatory) while submitting the quotation.

- 20) All the employees shall be covered under EPF & ESI as per the eligibility and ceiling under EPF Act (1952) & ESI act (1948) and appropriate deductions may be made from the salary/ wages as per the provision of the payment of wages act (1936).
- 21) All employees have to be paid wages and allowances as prescribed by the Government of India under the minimum wages Act (1948) and its subsequent amendments. All the statutory payments and wages as per prevalent applicable Minimum Wages Act to its employee shall be the responsibility of the agency / contractor and the ICMR-NIRWOH shall not be responsible for any lapse on the part of the agency /contractor in this regard.
- 22) The appropriate payment of wages and other benefits to the employees of the agency / contractor shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the agency / contractor shall have NO CLAIM whatsoever on ICMR-NIRWOH.

23) **Provision of payment of Wages to the staff:**

- (a) The Service Provider will pay the monthly wages to the staff by 7th day of the succeeding month, irrespective of release of payment to him from ICMR-NIRWOH, Mumbai.
- (b) The payment of wages shall be made in Bank Account of the staff with the proof of payment.
- (c) Monthly Contributions towards ESI, EPF (both the employee and employer's shares) shall be contributed as per statutory provisions contained in the relevant Acts.
- (d) The Service Provider will issue wage slips every month to the staff at the time of payment of salary.
- (e) EPF and ESIC card must be issued to the staff within 30 days of award of contract and its copy must be submitted to ICMR-NIRWOH, Mumbai
- (f) Wages to staff shall be paid without any deductions except those specified by special order or permissible under the Payment of Wages Act.
- (g) Penalty of 1% shall be charged if the vendor fails to make payment to outsourced staff on or before the 7th of every month.

24) **Provision of Payment to the service providers:**

- (a) 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.
- (b) Payment for the work completed will be done on monthly basis and on submission of bill to the Contract & Services section as per bill format (Annexure-I). The bill must contain the GST details and bank details of the Service Provider. 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.
- (c) Bank statements duly verified by banker has to be provided while submission of the Bill along with ESIC, EPF vouchers along with challan and TRRN payment details document, Professional Tax voucher/challan, copy of wage slip paid to staff etc to ICMR-NIRWOH, Mumbai.

- (d) Payment will be remitted after tax deductions (TDS) as per rule. The TDS certificate will be issued by ICMR-NIRWoH, Mumbai. Payment of income tax on profits of the Service Provider is the sole responsibility of the Service Provider.
- (e) Payment will be made after deducting the cost of damages, penalties if any and any taxes and dues as applicable.
- (f) The duly completed bills will be settled at the earliest. In case there are any
- (g) observations/discrepancies in the bill, then the bill be returned for corrections & thereafter payment will be released upon re-submission.
- (h) Payment to the Service Provider is liable to be held if he fails to make payment due to the workmen engaged by him within statutory time period. Payment will be held back, if the Service Provider fails to honour any of contractual obligations.
- (i) The Payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
- (j) The payment shall be made in electronic mode directly to the contractors account through NEFT/RTGS. No advance / mobilization payments will be made.
- (k) No upward revision in cost except the statutory revisions will be acceptable during the tenure of the contract.

25) **General:**

- (a) None of the employees of the agency / contractor will have any right of facilities offered by the ICMR-NIRWoH to its regular/ project staff. They will not have any claim for gratuity and permanent position in ICMR-NIRWoH and its units. Agency has bound to submit undertaking of each worker before entering into contract in this regards.
 - (b) The personnel deployed by the Service Provider will not become member of any trade union of the Institute. If the personnel employed by the Service Provider indulge in union activities which affect the service obligation of the Service Provider or safety and security of the Institute, the contract will be liable for termination.
 - (c) The personnel deployed by the Service Provider shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.
 - (d) No housing/accommodation will be provided by the institute to the personnel deployed by the Service Provider.
 - (e) The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks, allowances and other facilities admissible to regular employees during the currency or after expiry of the Agreement.
 - (f) No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- 26) Additional/replacement manpower to be provided as per requirement of Institute within one week.
- 27) Overtime will be admissible only when hired staff works for more than 26 days in a month with prior approval from the designated Officer of the Institute.

- 28) It will be the responsibility of the service provider to provide relievers as and when required. Additional manpower to be provided as per requirement within 1 week.
- 29) It will be the responsibility of the Service provider to ensure the Biometric Attendance of the contract staff is maintained apart from the manual attendance sheet. The service provider shall provide the system/machine for biometric attendance, if required.
- 30) In case of non-availability of specifically demanded manpower; the Service Provider shall communicate the same to Buyer within a week's time.
- 31) The consent of buyer is necessary before removing / replacing any manpower.
- 32) The agency will deploy manpower as per requirement of the Institute. If required, they will be deployed on shift duties including all holidays.
- 33) In case of loss of property due to the theft / negligence of the agency / contractor during the contract period, the cost of properties shall be borne by the agency / contractor and such loss/ damage of ICMR-NIRWoH property shall be recovered from the monthly bills or security deposit of the agency / contractor.
- 34) The Service Provider shall be bound by all security procedures followed at ICMR-NIRWoH and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the Service Provider's employee shall be Service Provider's responsibility.
- 35) Absence or deployment of less manpower shall be liable for penal recovery from monthly bills of concerned agency or contractor.
- 36) **The employees engaged by the agency/contractor should observe the discipline and office decorum during their working hours/duration of employment.**
- 37) Agency / contractor should supply reliable personnel after thoroughly verifying their personal identity along with police verification. Physical/medical fitness certificate of the employee is mandatory. Personnel above the age of 50 years and below the age of 18 years should not be deployed. The credential of the employed contractual staff will be verified by ICMR-NIRWoH authorities. It is mandatory to insure the contract staff by the agency and copy should be submitted to ICMR-NIRWoH before engaging them for work. One set of verified documents must be provided for Administrative records. If ICMR-NIRWOH is not satisfied with services of any Individual on contract, the contractor must replace concerned contractual staff immediately.
- 38) Agency / contractor should issue identity cards to their employees, which is mandatory to wear during working hours and make available for inspection at any time.
- 39) The agency / contractor shall **supply good quality uniforms to their employees** and the staff must wear during working hours. Any employee(s) /without uniform will not be allowed to enter the Institute and will be treated as absent for the day. In such cases, immediate replacement of the manpower must be provided by the contractor to support the particular job.
- 40) **It is the sole responsibility of the contractor/agency to settle the claims in case of any**

injury, damage or loss of a life of the contract staff. In case, the contract staffs engaged by the agency / contractor have any grievances, the same should be resolved by the agency / contractor without creating any disturbance to the Institute. The agency / contractor will be solely responsible if the employees misbehave or create problems at the Institute; such employees should be removed from duties immediately and the agency/ contractor shall provide the replacement immediately.

- 41) On the expiry of the contract, the agency / contractor undertakes the responsibility to leave the premises in peace with all the workers without creating any disturbance to the Institute.
- 42) The Director ICMR-NIRWoH has the right to modify any conditions as and when required with the mutual understanding with the agency / contractor.
- 43) The Director ICMR-NIRWoH has the right to increase or decrease the manpower up to 25% of bid quantity at the any stage of contract.
- 44) The contractor or his/her representative shall visit ICMR-NIRWOH at least twice a month to ensure supervision and smooth functioning of the agency / contract.
- 45) **The contractor shall not be allowed to sub-contract any part of the contract.**
- 46) **It is mandatory for prospective bidders to mark numbering on each and every pages and the detail as asked at Checklist-I must be attached/uploaded with Technical Bid. It is clarified that if any document submitted by the bidders is damaged or unreadable the bid may be considered as disqualified. 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.**
- 47) The bidder shall submit all duly filled forms (Fom-2 to Form-5) of ATC and Form-1 of ATC on **Rs. 100 non-judicial stamp paper.**
- 48) The bidders are advised to study carefully the various clauses contained in the Terms and Conditions before submitting their bids.
- 49) **Jurisdiction:** The courts at Mumbai only shall have the jurisdiction for the purpose of this agreement.
- 50) **Indemnity and agreement clause.** The successful bidder will be required to enter into an agreement with ICMR-NIRWoH, Mumbai as per the prescribed format and execute a notarized indemnity bond on 500 Rs. non-judicial stamp paper of appropriate value at his own cost to indemnify ICMR-NIRWoH, Mumbai against possible or unforeseen eventualities arising out of or flowing from the contract awarded. Terms and conditions in this Tender Document will form a part of the Contract agreement.
- 51) **Arbitration:** Any dispute arising out of the terms of this contract or the interpretation of any clause herein shall be settled by mutual discussion between the ICMR-NIRWoH authorities and agency / contractor. The Director, ICMR-NIRWoH will be the final authority in resolving such disputes and the Director's decision will be binding on the agency/ contractor. The jurisdiction of arbitration shall be Mumbai.
- 52) The bidder shall provide Chartered Accountants Certified copy as a proof for minimum average

turnover.

- 53) As per Department of Expenditure, Ministry of Finance OM No. 6/18/2019-PPD dated 23.07.2020, bidder must submit an undertaking regarding fulfillment of required land border sharing restrictions.
- 54) In case two or more than two agencies quote the same service charges, L-1 will be selected by “GeM Auto Selection” only.

55) **Technical BID evaluation criteria:**

- (i) The Outsourcing Agency (Service Provider) must be a registered legal entity like a company, society, LLP etc. **registered with Registrar of Companies (ROC)/ Registrar of Firms.** A copy of registration certificate should be submitted. Either the Registered Office or one of the Branch Offices of the bidder should be located in Mumbai. The bidders located in Mumbai possessing registration certificate under Maharashtra Shops and Establishment Act only considered for participation in the bid.
- (ii) Should submit Self-Attested copy of Chartered Account certificate with **last three-year balance sheet, Income Tax Returns.** CA certified copy of **last three-year annual turnover.**
- (iii) The bidder must have an **Annual Turnover of not less than of Rs.10 crores** during the last three consecutive financial years. Chartered Accountant certified copies of Profit & Loss account, audited accounts/ balance sheet and IT Return and IT clearance certificate also to be attached. The bidder should not have incurred loss in any two years during the last three years.
- (iv) Detailed company profile with **at least 5 (Five) years’ experience in providing human resource services** to Central Government/ State Government organizations/ Government of PSUs/ Undertaking/ Organizations with documentary evidence. The experience shown should be for providing continuous human resource service for at least one year for each client. Satisfactory document proof from end users must be submitted.
- (v) **The bidder must possess a minimum GeM Four-Star Seller Rating for qualification.**
- (vi) The bidder should possess **ISO 9001:2015 or latest** updated version of the certification in providing Human resource services and the certificates should be enclosed along with the bid.
- (vii) The bidder should have **valid registration from the concerned authorities for Services & Taxes** (proof to be enclosed).
- (viii) To submit the copy of **PAN/TAN/GST Registration.**
- (ix) A company, firm or agency should be registered with/ have requested required business **License** and should be valid at least three months as on date of opening of bids.
- (x) The firm **should not have been black-listed** by any Central Govt./ State Govt./ Govt. PSUs/

Undertaking/ Organizations or allies' agencies. No Vigilance/ CBI case should be pending against the bidder. A certificate to be given to this effect on own letterhead.

- (xi) A Bank Solvency Certificate of at least ₹15 lakh, i.e., three times the monthly bill amount, shall be submitted immediately after the award of the service contract.**
- (xii) Police Verification Certificate of the Proprietor/Director/Partners, obtained within the last six months, shall be submitted in respect of Proprietorship/Private Limited/LLP firms.
- (xiii) Duly filled Annexures I to V must be submitted; incomplete annexures will be technically disqualified.
- (xiv) Prospective bidders must serially number each page of the bid documents and upload all details/documents as specified in Checklist-I along with the Technical Bid. Any damaged or unreadable document may lead to disqualification. The bid is liable to be rejected if any certificate/document required under the Bid Document, ATC, or Corrigendum (if any) is not uploaded.**

(On Rs. 500 Non-Judicial Stamp Paper)

**SELF DECLARATION - UNDERTAKING, NO BLACKLISTING, INSOLVANCY,
BANKRUPTCY OR DEFAULTER**

1. This is to certify that I/We before signing the special terms and conditions of GeM Bid No. _____ have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves to abide by the said terms and conditions.
2. The corrigendum (s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum (s) in its totality/entirely.
4. I/We have the required licenses, registration and permissions of the Competent Authority of the Government to run our assigned work order in the premises of the Buyer (ICMR- NIRWoH).
5. I/We have not been in default of payment to any project staff deployed/provided by us to any other Principal Employer.
6. I/We have not defaulted/short paid any of our statutory liabilities.
7. I/We will abide by the Minimum Wages Act Contract Labour Act etc. as applicable from time to time for the workers employed. Bonus, Gratuity, PF and ESI if applicable will have to be borne by us. If selected, the number of persons employed will be adequate to provide quick, efficient and un-interrupted service
8. If selected, I/We shall provide quality services to the buyer with amenities as mentioned in the said terms and conditions.
9. I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.
10. I/we also certify that I undersigned is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.
11. We further declare that presently (name and address of the bidder) is not blacklisted or _____ debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by _____

any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

12. I/We do here by solemnly declare that we are neither in any way Insolvent, Bankrupt or Defaulter in terms of rules & regulations presently invoke in India.
13. In case of any such event is found during bids evaluation and award of contract, I/We have no objection if my/our tender is rejected.
14. If any of the above declaration is found to be incorrect then without prejudice to any other action that may be taken, our performance security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future at ICMR-NIRWoH.

Date and place with seal

Name, signature of the authorized
representative of the bidder

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.

(On the letter head of the Service Provider)

Capacity of the Applicant**1. Turnover**

S. No.	Financial Year	Annual Turnover (Rs. in crores)
1.	FY 2022-23	
2.	FY 2023-24	
3.	FY 2024-25	
	Average	

2. Net Worth

S. No.	Financial Year	Net worth
1.	FY 2024-25	

Date and place with
sealName, signature of the authorized
representative of the bidder

Note:

1. Please attach Annual Financial Statements for FY 2022-23, FY 2023-24 and FY 2024-25, and Net worth for FY 2024-25 endorsed by registered chartered accountant.
2. The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.

ICMR – NIRWoH**Engagement of External Agency to Outsource Human Resources Through GeM portal,****Experience Certificate of the Firm for Similar nature of Work**

S. No.	Name of work/ Project & Client name	Category of Client (Central / State Govt Organization / PSU / Public Listed Company)	Contract Location/ City	Number of outsourced contractual human resource for client	Start Date of the assignment	Completion date of the assignment (mention ongoing, if not completed)	Annualized Value of the Human resource Outsourced to the Client(Rs)	Documentary Evidence to authenticate the experience details to be Attached on Page No.
1.								
2.								
3.								
4.								
5.								
6.								

Certification from Authorized Signatory of the Firm

This is to certify that the information contained above is correct as per the accounts of the Applicant and/or the clients.

Date and place with seal

Name, signature of the authorized
representative of the bidder

FORM 4

**ICMR – NIRWoH Engagement of External Agency to Outsource Human
Resources Through GeM portal, under
Particulars of the**

Applicant

Sr. No.	Particulars of the Applicant	Response
1	State whether applying as Sole Firm: Yes/No	
2	Name of Firm:	
3	Legal status (e.g. sole proprietorship or partnership, Company)	
4	Registered address:	
5	Year of Incorporation:	
6	GST Number:	
7	PAN Number:	
8	Professional Tax for the state of Maharashtra Registration No:	
9	EPF Registration Number:	
10	ESI Number:	
11	Company Registration Number:	
12	Year of commencement of business:	
13	Principal place of business:	
14	Name, designation, address and phone numbers of authorized signatory of the	
15	Applicant:	
16	Name:	

17	Designation:	
18	Company:	
19	Address:	
20	Phone No.:	
21	E-mail address:	
22	For the Applicant state the following information: i) Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years? : Yes/No ii) Has the Applicant ever failed to complete any work awarded to it by any public authority/entity in last five years? : Yes/No	

	iii) Has the Applicant or any member of the Consortium been blacklisted by any Government department/Public Sector Undertaking in the last five years? : Yes/No iv) Has the Applicant or any of its Associates, in case of Consortium, suffered bankruptcy/ insolvency in the last five years? : Yes/No Note: If answer to any of the questions at (ii) to (iv) is yes, the Applicant is not eligible	
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Date and place with seal

Name, signature of the authorized representative of the bidder

(On the letter head of the Service Provider)

Undertaking on GST

**ICMR – NIRWOH Engagement of External Agency to Outsource
Human Resources Through GeM portal, under**

I (Name),
aged.....years, S/o (Name), Proprietor /
Managing Partner / Managing Director of (Name of the Agency) do hereby solemnly affirm
and state as follows:

- (a) That we are registered under GST and compliant of GST provision.
- (b) In case of non-compliance of GST provisions and blockage of any input credit we shall be responsible to indemnify ICMR-NIRWOH.
- (c) That all input credits shall be passed on to ICMR-NIRWOH by the us.

Dated this, the day of month..... Year.

Date and place with seal

Name, signature of the authorized
representative of the bidder

Check List-1

Proforma for Submitting Requisite Information/Documents:

(As per Technical Evaluation Eligibility Criteria)

Sr.No.	Particulars	Attached or Not (Yes or No)	Supporting Documents attached on Page No.
1	Name, Email, Phone No. of Contact Person & Escalation Matrix for service support		
2	EMD Details or NSIC/MSME Registration Certificate for EMD Exemption		
3	Shops & Establishment Registration Details:		
4	Office/Brach address in MMR (Mumbai Metropolitan Region) details (Shop & Establishment Registration in MMR):		
5	E.S.I. Registration Details:		
6	E.P.F. Registration Details :		
7	Profession Tax Registration Details:		
8	PAN Registration Details:		
9	GST Registration Details:		
10	Copies of ITR returns of previous three years		
11	Labour License Details:		
12	The Outsourcing agency (Service Provider) must be a registered legal entity like a company, society, LLP,etc: Company /Partnership Deed (LLP)/ Society/ Co-operative/Proprietorship registration certificate :		
13	Self-Attested copy of CA certificate with last three-year of Annual Turnover i.e. 2022-23, 2023-24 & 2024-2025 The bidder must have an Annual Turnover of not less than of Rs. 10 Cr.		

14	Currently Running no. of Projects for supply of Human resource (currently running): Satisfactory document proof such as Work Orders of currently running contracts from Central/State Govt. /PSUs/ PSBs/Autonomous Bodies must be submitted		
15	Currently running projects in consignee location i.e. Mumbai & Mumbai Suburban District: Satisfactory document proof such as Work Orders of currently running contracts from Central/State Govt. /PSUs/ PSBs/Autonomous Bodies located in MMR must be submitted .		
20	ISO Certification- ISO 9001:2015 or Latest valid certificate to be submitted (Having at least 6 monthly validity).		
21	Copy of A Bank Solvency Certificate of at least ₹15 lakh, i.e., three times the monthly bill amount, shall be submitted immediately after the award of the service contract.		
22	Copy of Police Verification Certificate of the Proprietor/Director/Partners, obtained within the last six months, shall be submitted in respect of Proprietorship/Private Limited/LLP firms		
23	Appreciation letter from the existing clients: Copies to be furnished		
24	GeM Star Rating: Screenshot to be submitted		
25	Forms to be filled with relevant documents duly numbered		
a)	Form 1 - Self-declaration undertaking, no blacklisting, insolvency, bankruptcy or defaulter		
b)	Form 2 - Financial capacity of the Applicant		
c)	Form 3 - Experience certificate of the Firm for similar nature of work		
d)	Form 4 - Particulars of the Applicant		
i)	Form 5 - Undertaking of GST		

26	If signed by authorized representative of bidder: Authorization Letter / Power of Attorney- Scanned copy of duly signed & stamped to be uploaded		
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Declaration:

I/We, (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my tender document may be rejected.

Date and place with seal

Name, signature of the authorized
representative of the bidder

1. Cost breakup format of individuals to be submitted with bills

Name	Designation	Total No of days served	Daily wage	Total daily Wage for 26/22 days	Employer's share of ESI	Employer's share of EPF Limited on Rs 15000	Bonus	Total Monthly wage	Extra days	Relieving charges	Total Cost	Employee's ESI Contribution	Employee's ESI Contribution	Amount to be credited in account
	Total													

2. Format of the bill to be submitted on a monthly basis

Sl. No.	Charge for providing the manpower at ICMR-NIRWOH for the Month of -	Cost	Qty (Nos.)	Sum total
a)	Cost towards providing _____ Manpower as per tender terms for one month (cost breakup as Ser No. 1 above is to be attached)			
d)	Cost towards profit margin of the service provider for providing service for the month/Service Charges per month		As per bid	
e)	Total cost of providing Manpower			
f)	GST applicable to providing manpower service	Rate	NA	
g)	Total Amount			
h)	Total amount (in words):			