

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	24-02-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	24-02-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Ayush
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	New Delhi/north
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Pharmacist (Homeopathy); Secondary School , Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Laboratory Assistant/Attendant; matric or equivalent with science , Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator or Office Assistant or Executive Assistant; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Matriculation or Equivalent or ITI , Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Lab. Attendant; Matriculation or Equivalent , Manpower Outsourcing Services - Fixed Remuneration - Healthcare; House Keeping; Middle School , Manpower Outsourcing Services - Fixed Remuneration - Security Guard; watch and guard; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Admin; Mali/Gardener; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Electrical Engineer; Matric or Equivalent Diploma in Electrician Course of Minimum two year duration from ITI or any recognized Institution
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	200 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

बिड विवरण/Bid Details	
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/ MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
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),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	No
बिड का प्रकार/ Type of Bid	Two 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	6000000
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

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एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	60000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी 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.

लाभार्थी /Beneficiary :

Officer In Charge
Regional Research Institute for Homoeopathy, Siliguri, Opp. Art of Living, Siliguri-734012
(Research Officer Ic Clinical)

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 को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. 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.

2. 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.

3. 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.

4. 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.

5. 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:[1770631648.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
12-02-2026 15:00:00	Regional Research Institute for Homoeopathy, Siliguri Opp. Art of Living, Chhota Pathuram Jote, Siliguri-734012

Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Pharmacist (Homeopathy); Secondary School (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Healthcare
List of Profiles	Pharmacist (Homeopathy)

विवरण/ Specification	मूल्य/ Values
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Pharmacist

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 दस्तावेज /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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 150 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Laboratory Assistant/Attendant; Matric Or Equivalent With Science (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Healthcare
List of Profiles	Laboratory Assistant/Attendant
Educational Qualification	matric or equivalent with science
Specialization	Science

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Laboratory assistant

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 150 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (7)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Basic Computer

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Office Assistant

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	7	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 150 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Proficiency in Hindi

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Hindi Assistant

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 150 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Pharmacist (Homeopathy); Secondary School (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Healthcare
List of Profiles	Pharmacist (Homeopathy)
Educational Qualification	Secondary School
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Pharmacy Assistant

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 16000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 120 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Matriculation Or Equivalent Or ITI (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Matriculation or Equivalent or ITI
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addons	
अतिरिक्त विवरण /Additional Details	
Designation	Multitasking Staff

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 16000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 120 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Lab. Attendant; Matriculation Or Equivalent (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Healthcare
List of Profiles	Lab. Attendant
Educational Qualification	Matriculation or Equivalent
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Lab. Attendant

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 16000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 120 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Healthcare; House Keeping; Middle School (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Healthcare
List of Profiles	House Keeping
Educational Qualification	Middle School
Specialization	Not Required
Post Graduation	Not Required

विवरण/ Specification	मूल्य/ Values
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	House Keeping Staff

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

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	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 16000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 120 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Security Guard; Watch And Guard; Not Required (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Security Guard
List of Profiles	watch and guard
Educational Qualification	Not Required
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Security Guard

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 विशिष्ट 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 16000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 120 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Mali/Gardener; Not Required (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Mali/Gardener
Educational Qualification	Not Required
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addons	
अतिरिक्त विवरण /Additional Details	
Designation	Mali/Gardener

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 विशिष्ट दस्तावेज /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

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	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 16000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 120 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Electrical Engineer; Matric Or Equivalent Diploma In Electrician Course Of Minimum Two Year Duration From ITI Or Any Recognized Institution (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Non-IT Technical
List of Profiles	Electrical Engineer
Educational Qualification	Matric or Equivalent Diploma in Electrician Course of Minimum two year duration from ITI or any recognized Institution

विवरण/ Specification	मूल्य/ Values
Specialization	Electrical and Plumbing work
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addons	
अतिरिक्त विवरण /Additional Details	
Designation	Electrician-Cum Plumber

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

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	Baidurjya Bhattacharjee	734012,Chhota Pathuram Jote, Opposite Art of Living Ashram, Silliguri West Bengal-734012	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 24000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 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 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 180 • Tenure/ Duration of Employment (In Months) : 12

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

1. 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

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. 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.

4. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Regional Research Institute for Homoeopathy, Siliguri
Chhota Pathuram Jote
Opp. Art Of Living
Siliguri, West Bengal -734012
India

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

TENDER FOR PROVIDING MANPOWER SERVICES AT RRI(H,) SILIGURI

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Terms and Condition

Eligibility criteria of the bidder: The bidders have to meet the following eligibility criteria for submitting their tender if they fail to provide the entire required documents the Bid would be technically disqualified.

1. Should have adequate experience in carrying out similar works after obtaining a license from the appropriate authority.
2. Valid Registration Proof of having EPF, ESIC, P. Tax, certificate of PAN, Aadhar, and Labour License along with all other registrations, ISO certificate, central license and PSARA license, and GST of Siliguri, West Bengal.
3. The agency or any of its partners/directors must not have been blacklisted/debarred by any Central Government/ State Government/ Autonomous bodies as on the date of submission of the bid for any offense or violation of any labour laws etc. Bidders should submit a declaration on their letter head in this regard.
4. Bidders must have a working registered office in Siliguri, (Valid Proof of the same must be attached) and provide contact details of the same such as full address, email, phone no., shop and establishment registration and trade license.
5. Bidder must have a minimum 3 years working experience with Central Government/ State Government/ Autonomous bodies / PSUs as on the date of submission of the bid in executing similar kind of services. Provide details of past experience with copies of work orders, performance certificates, Completion Certificate etc.
6. Bidders must have minimum GEM rating of 3.0 and above.
7. Bidders should have minimum average turnover of **Rs. 2.00 Crore**. Copies of relevant documents such as Audited Profit & Loss Account and Balance Sheet etc. from authorized Chartered Accountant, be enclosed. **Turnover of minimum 3 years should be submitted.**
8. The bidder should also submit copies of Income Tax return and Audited Balance sheets of last Three years in Technical Bid, if fail to submit the bidder

- get disqualify.
9. Earnest Money Deposit (EMD) exempted in accordance with the Govt. of India instructions.
 10. If bidder failed to meet the eligibility criteria or did not provide any required document as per the Bid terms and conditions the Bidder must be disqualified in the technical evaluation.
 11. The bidder may visit the Institute for pre-bid interaction. Attendance at the pre-bid interaction meeting is not mandatory.
 12. The successful bidder will obtain labour license/registration before commencement of the work from the appropriate authority.
 13. Wage component: minimum wages as noted by Govt. of India and revised from time to time along with all other statutory benefits. However, increased wages may be given on the basis of considerable experience as per the approval of the competent authority.

The Officer In-charge, RRIH, Siliguri reserves the right to accept or reject any or all the Tenders either in full or part thereof without assigning any reasons whatsoever, and his decision on all matters in this regard shall be final and binding.

1. BID - I (TECHNICAL): Comprises of the following: -

Self-attested copy of registration certificate of the Agency/company issued by the appropriate authority.

1. Self-attested copy of valid GST registration certificate.
2. Self-attested copy of registration under EPF in west Bengal.
3. Self-attested copy of registration under ESI in Siliguri, West Bengal with challan of last three months.
4. Self-attested copy of registration under P. Tax in west Bengal.
5. In case of a company, the attested copy of registration under Companies Act., 1956 as applicable.
6. Bidder should provide data of successfully carrying out manpower contract of minimum Rs.50,00,000/- (Rupees Fifty Lakhs only) in each year in last three financial years.
7. Bidder must submit Contract Completion certificate.
8. Copy of PAN, ITR and balance sheet of last three years (for financial year 2022-23, 2023-24, 2024-25).
9. An undertaking that the agency has not been blacklisted/debarred on GeM by any Government Department Central Government/ State Government/ Autonomous bodies/PSUs as on the date of submission of the bid, to be submitted on the agency's letter head.
10. Declaration regarding the bidder having registered office in Siliguri with complete address, email, phone no. etc. To be submitted on their letter head.
11. Bidder must submit valid proof of having a registered working office at Siliguri, West Bengal with appropriate documents i.e. shop and establishment registration over the same address and trade license.
12. If desired, after inspections the venue/ work place the proposed plan t

- ender for providing services to RRI(H), SILIGURI may be submitted.
13. Pre bid meeting to be held on 12.02.2026 at 3:00 to 4:00pm at RRI(H) , Siliguri for discussing the matters like remuneration, matters related to statutory payments, nomenclature of jobs and other issues.
 14. During technical evaluation, in case the Technical Evaluation committee of RRI(H), Siliguri, has any doubt about a bidder, the officials of RRI (H), Siliguri have the right to physically visit the bidder's registered office without giving any prior information.

The Technical bid shall be submitted as per list, duly supported by the above documents. The Technical bid as submitted will be evaluated by a committee as constituted by the Competent Authority of RRI (H), Siliguri. The committee will declare the successful technical bids as per the criteria as mentioned above besides any other objective criteria as adopted by them. The Committee may inspect some of the work sites/offices of the tenderer to determine the capabilities of the Contractor. Non-compliance of any of the above criteria will disqualify the technical bids. **The decision of the committee duly approved by the Officer In-charge, RRI (H), Siliguri in this regard will be final.**

Regional Research Institute for Homoeopathy (RRIH), Siliguri
TERMS & CONDITIONS FOR AWARD OF WORK

1.0 SCOPE OF WORK

Research Institute for Homoeopathy, Siliguri, 734012, Under CCRH, Ministry of AYUSH, New Delhi requires approved manpower on an outsourced basis to meet day-to-day requirements in the institute situated at Chhota Pathuram Jote, (oppo. The Art of Living Ashram), P.S- Phansidewa, Siliguri, Dist.- Darjeeling, Pin 734012, West Bengal as per the following details-

Sl. no	Manpower	No of manpower deployed	Criteria
1.	Pharmacist	As requirement	
2.	Laboratory Assistant		
3.	Office Assistant		
4.	Hindi Assistant		
5.	Pharmacy Assistant		
6.	Multi-Tasking Staff		

7.	Lab Attendant	As per CCRH Guidelines
8.	Housekeeping staff	
9.	Security guard	
10.	Electrician	
11.	Gardener	
12.	Lab technician	

The contractor shall provide different Category of Man-power apart from the above list as and when required (i.e. Un-skilled, Semi-skilled, Skilled & highly skilled) to RRIH, Siliguri as per the requirement from time to time based on the CCRH guidelines. Before submitting the tender papers, the tenderer should inspect the site/location, nature of work, working condition and movement of laborer etc. No claim whatsoever will be entertained for any alleged ignorance or otherwise under any circumstances after the award of the contract.

- 1.1 The manpower deployed by the agency shall be employees of the agency for all intents and purposes and in no case, there shall be relationship of Employer and employee between the RRI (H), Siliguri and the said manpower. The agency shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of manpower sponsored by them for deployment in the RRI (H), Siliguri, and RRI (H), Siliguri shall not be responsible for any act of indiscipline, any medical claim and compensation of any personnel employed through the agency. The agency shall be liable for payment of their wages etc. and all other dues payable under labor laws, regulations and other statutory provisions.
- 1.2 The manpower employed by the agency and deployed in RRI (H), Siliguri shall have no right, whatsoever, for any appointment in the CCRH in temporary /ad-hoc/ daily wages/regular capacity based on their work in the RRI (H), Siliguri. If the performance of any manpower is not found satisfactory, the agency shall provide a suitable replacement within 48 hours on receiving a letter from RRI (H), Siliguri in this regard.
- 1.3 The agency shall keep RRI (H), Siliguri indemnified against all claims whatsoever in respect of the employees deployed in RRI (H), Siliguri at various points in time. In case any employee deployed in the RRI (H), Siliguri through the agency enters in dispute of any nature whatsoever it will be sole responsibility of the agency to contest the same at appropriate forum(s) at its own cost, risk and responsibility.
- 1.4 The agency shall not disclose any confidential information received from RRI (H), Siliguri to any third party and shall avoid disclosure of confidential information received in due course of the agreement period.
- 1.5 The agency shall arrange to get the ESI cards in respect of workers deployed at the RRI (H), Siliguri within one month of the commencement of the agreement. The agency shall immediately submit the copies of all returns duly attested by concerned office with regard to ESI act & service tax.

2.0 DURATION

The contract will be initially up to one year from the date of the letter of awarding the contract. However, the first three months will be treated as trial period and if the performance is found satisfactory during the period, the contract will be affirmed up to one year including the first three months of trial period; otherwise, the same will be terminated without any notice. The contract may be extended subsequently, on mutual consent, for a further period of one year at a time (up to a maximum of two extensions of one year each) under same terms and conditions as may be decided by the competent authority, after a review of performance. The Officer In charge, **Regional Research Institute for Homoeopathy**, Siliguri-734012 will have the right to terminate the contract at any time without assigning any reasons.

3.0 QUOTATION

3.1 The tenderer should not write any conditions or make any changes, additions alterations and modifications in the tender except writing the rates and amount. Bidders who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender. However, conditional tender will be summarily rejected.

While quoting the amount, the tenderer must keep in view as follows: -

3.2 The Institute shall reimburse the amount of GST, if any paid by the contractor or to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of original deposit of the same. All the provision of the GST rules as applicable is to be complied by the contractor.

3.3 All required items for the work will be provided by the Institute. Contractor has to arrange only workers of different categories depending upon the nature of work.

3.4 Payment on account of enhancement/escalation charges due to revision in wages by the appropriate Authority from time to time shall be payable by the RRIH to the contractor.

3.5 The Contractor shall be liable for payment of minimum salary/wages to their personnel. He shall issue wage slip every month to each contract worker deployed by him. He shall also be responsible for remittance of GST, EPF, ESI and any other statutory payments on behalf of the personnel deployed by him to the appropriate authority. The monthly reimbursement towards GST, EPF & ESI in respect of workers deployed at RRIH, Siliguri will be paid to the contractor after proof of depositing the same before the appropriate authority. The proof of deposit in this regard should be in respect of the workers deployed at RRIH, Siliguri and should not be clubbed together with other departments /organizations where the contractor is having similar contracts. The contractor should produce the original challan for verification regarding GST, EPF & ESI reimbursement. The contractor should also submit copies of electronic returns as submitted for EPF & ESI through online. They shall not be entitled to any other allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.

3.6 The agency shall be fully responsible for timely monthly payment of wages

which should not be later than 7th day if every month and any other dues to the personnel deployed in Organization.

3.7 the agency shall be solely responsible for any accident/ medical/ health related liability/ compensation for the personnel deployed by it in the Organization. The organization shall have no liability in this regard.

3.8 Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.

3.9 In case of any dispute between the agency and the organization, the organization shall have the right to decide. However, all the matters of jurisdiction shall be at local courts located at Siliguri.

5.0 INCOME TAX

Income Tax at applicable rate according to the Law of the being in force will be deducted from the total sum paid against the monthly bill of the Contractor and any other arrear dues paid separately.

6.0 PERFORMANCE SECURITY

6.1. The successful contractor who will be awarded the contract has to furnish a Bank Guarantee @ 3% in favor of Officer In charge, RRIH, Siliguri within 15 days from the date of issue of award letter as Performance Security.

6.2. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

6.3. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for rejection.

6.4 Exemption of EMD is limited to those registered under Start-ups and MSME. Others must attach EMD with the Bid.

7.0 INDEMNIFICATION

7.1 The contractor shall keep the RRI(H), Siliguri indemnified against all claims whatsoever in respect of the employee deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case RRIH, Siliguri is made party and is supposed to contest the case, the RRIH, Siliguri will be reimbursed by the Contractor the actual expenses incurred towards Counsel Fees and other expenses, and the contractor shall pay it in advance to RRIH, Siliguri on demand. Further, the contractor shall ensure that no financial or any other liability comes on RRIH, Siliguri in this respect and shall keep RRIH/CCRH indemnified.

7.2 The contractor shall further keep the RRI(H), Siliguri (CCRH) indemnified against any loss to the RRI(H), Siliguri property and assets. The RRI(H), Siliguri shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

8.0 AGREEMENT

'An Agreement' (**Annexure-A**) for the contract is to be signed by the contractor/tenderer before commencement of the work. The awarded bid shall be rejected if the tenderer fails to execute the agreement within the specified period as p

er the letter of award and start work accordingly.

The agency, on award of the contract, should execute an agreement of Rs. 100/- non-judicial stamp paper with RRI(H), Siliguri incorporating the relevant terms and conditions.

9.0 CONTRACTOR'S OBLIGATIONS

9.1 The contractor shall obtain a valid license under the Contract Labor (Regulation & Abolition) Act, 1970 from Regional Labor Commissioner (Central) or Assistant Labor Commissioner (Central), Kolkata before the commencement of work and continue to have the same till completion of the contract. The contractor shall also maintain all statutory records as may be required from time to time under the said Act, and furnish the same for verification by the Employer/Labour Authority as and when required. The Contractor shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986 and will not employ any labour below the age 18 years.

9.2 On demand by the RRI(H), Siliguri, the Outsourcing Agency shall submit the eligible nominations along with Curriculum Vitae and other supporting documents relating to educational qualifications.

9.3 The Outsourcing Agency shall issue appointment letter at the time of initial appointment as well as letter for continuation/renewal of contract to the outsourced employees.

9.4 The Outsourcing Agency shall ensure that the personal engaged are strictly as per the requirement of the RRI(H), Siliguri. They will not insist or make any demand for relaxation of guidelines.

9.5 The Outsourcing Agency shall ensure the verification of character antecedents of the selected candidate by police and submit a certificate to this effect to the RRI(H), Siliguri.

9.6 The agency will provide ID cards to the manpower engaged with prior permission from RRI(H), Siliguri. Further, the agency will also provide 2 set of uniforms each for summer and winter season including shoes for Office Assistant and Hindi Assistant (sky color shirt and black pant), multi-tasking attendant (white color shirt and pant), electrician (deep blue shirt, black pant), housekeeping staff (green color shirt & pant) & security guard (standard guard uniform) and they will have to wear the uniform on duty.

9.7 He shall maintain all records of the workers deployed by him in the Institute as required under various Labour Laws, time being in force, and the Institute will have no responsibility in this regard. The contractor should have own code number under Employees' Provident Fund Act, 1952 and Employees' State Insurance, 1948 and the amount recovered on this account is required to be deposited with the respective authorities by the contractor every month as required under law of the land.

9.8 The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of 'Employer' and "Employee" between the said persons and the RRIH (CCRH) shall accrue/arise implicitly or explicitly.

9.9 In case, any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the RRIH (CCRH) in this respect. Further, the contractor shall immediately replace the said person on demand of the Officer In-charge, RRIH in case of any of the aforesaid acts.

9.10 The contractor shall ensure that the persons are punctual and disciplined in performance of their duties. It is further agreed that he shall engage medically and physically fit persons.

9.11 The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the persons employed for the aforesaid services to RRI(H), Siliguri and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees' State Insurance Act: Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees' Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938 etc. as amended up to date and/or any other laws time being in force make in this behalf.

9.12 Rules/regulations and/or statutes that may be applicable to them and shall further keep the RRI(H), Siliguri indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations here under and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under any of these, RRIH (CCRH) shall be entitled to recover any such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from his quarterly payments.

9.13 The contractor shall submit the proof for depositing/paying the amount of contribution claimed by him on account of ESI, EPF, P. Tax, GST towards the persons deployed at RRIH, Kolkata premises in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI, EPF contribution will be withheld till submission of required documents.

9.14 The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of life and property of RRIH (CCRH).

9.15 The contractor shall deploy his persons in such a way that they may get weekly rest. The working hours/leave for them do not violate relevant provisions of Shops and Establishment Act, 1963 as amended time to time. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. The monthly wages of the workers as engaged by the contractor will not exceed 26 days in a month as per the provision of the applicable laws. There should not be any payment of overtime. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall (without prejudice to any other liability) pay to the Officer In charge, RRIH, Siliguri a

um as may be claimed by thereof.

9.16 He shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at RRIH (CCRH) in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents. The Institute will reimburse employer's share of EPF and ESI every month as permissible under the provision of the respective acts as amended from time to time. The same amount will be reimbursed by the Institute. The Institute will pay wages & service charge based on the proof of making the wage payment to the workers and will also reimburse the EPF (Employer's share), ESI, GST and Contractor service charge at the minimum prescribed rate. No other payment will be paid to the contractor. The contractor shall not ask any kind of money/benefits from the contractor actual workers who work under the Institute.

9.17 The Outsourcing Agency shall make payment of monthly remuneration through ECS by the first week of every month and submit the proof of remittance along with the bill to the Institute.

9.18 The monthly remuneration does not include statutory payments like ESI and EPF, wherever applicable, and service charge of the outsourcing agency. The above remuneration may get enhanced from time to time as per the notification of the competent authority, CCRH, New Delhi which may be notified to the agency for the same.

9.19 a) On satisfactory completion of one year's service by the outsourced staff concerned to the agency and on the recommendation of the competent authority and concerned Officer In charge, an increase in annual remuneration up to 5% can be considered to neutralize the dearness subject to clearance from the competent authority of CCRH, New Delhi.

9.19 b) The manpower deployed by the contractor shall be required to work normally as per the office working hours i.e. from Monday to Saturday from....AM to....PM with a lunch of 0.5 hour (1:30 to 2:00PM). As per need & requirement of RRI(H) may ask manpower to sit late or come early, or may attend office on Holiday (Sat-Sunday & Gazetted Holiday)

9.19 c) The contractor shall furnish the following documents in respect of the individual personal of work to be deployed after the contract is awarded. A) List of personnel shortlisted by contractor for deployment in RRI(H) containing full details i.e. date of birth, Marital status, address etc. B) Bio data of the persons with photograph fixed. C) Documents relating to educational & professional qualification. D) As contract is initially for one year there is no requirement of gratuity.

9.20 The contractor shall ensure proper conduct of his personnel in office premises & enforce prohibition of consumption of alcoholic drinks, smoking, chewing tobacco, loitering around etc.

9.21 Provision maternity leave shall also be applicable as per maternity benefit act, 176I as awarded time to time

9.22 Experience certificate, pay slip and other certificates of the incumbent shall be provided by the agency as and when desired by the incumbent. Pay slip of the incumbent shall be provided only after disbursement of their respective salary after every month.

10.0 PENALTIES/LIABILITIES

The contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the Performance Security will be forfeited and further the work may be got done from another agency at their risk and cost. In case, the contractor violates any of the terms and conditions of the agreement or commits any fault or their services are not to the entire satisfaction of the officer authorized by the Director of the Institute on his behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount & bill for a particular month will be imposed. The Performance Security shall be liable to be forfeited or appropriated or invoked in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

11.0 TERMINATION OF CONTRACT

11.1 The contract shall be terminated on any of the following contingencies: -

1. On the expiry of the contract period as stated above;
2. By giving one month's notice by RRI(H), Siliguri (CCRH) on account of:
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement;
 - ii) Assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Officer in charge, RRI(H), Siliguri.
 - iii) If contractor being declared insolvent by the Court of Law.

11.2 During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.

11.3 It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for the Institute.

11.4 The undersigned reserves the right to cancel the bid and the service anytime between agreement periods without assigning any reasons.

12.0 ARBITRATION

In the event of any question, dispute/difference arising under the contract or agreement or in connection with (except as to matters the decision of which is specially provided under the agreement) the same, will be resolved by taking recourse to mutual settlement in the instance, failing which the dispute will be subjected to Siliguri jurisdiction only.

Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

13. 0 VALIDITY OF TENDER

Tenders submitted by the Contractor shall remain valid for **90** days from the date of opening for the purpose of acceptance and award of work and validity beyond 90 days from the date of opening shall be by mutual consent. The Officer In charge, RRI(H), Siliguri is not bound to accept the lowest tender or any other tender and reserves the right of accepting the whole or any part of the tender without assigning any reasons and the Tenderer shall be bound to comply with the same at the rates quoted.

Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractor/s who resort to canvassing, are liable for rejection.

ANNEXURE - A

Regional Research Institute for Homoeopathy, Siliguri-734012

1. All the Persons proposed to be engaged for the job contract work by the contractor shall be verified by the police for their antecedents before their engagement.
2. Persons engaged for job contract work by the contractor should not cause any obstruction to the office work. They should be cordial, polite and well behaved.
3. That if any complaint of sexual harassment is received from or against the deployed manpower, it shall be dealt with by the internal committee of RRI(H), Siliguri as appointed under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013.
4. The contractor along with his agent, representative or employee will be allowed to enter into the premises for the purpose of rendering the said service.
5. All the employees of the contractor shall wear identity card and uniform for identification supplied by the contractor free of cost, wherever on duty in the premises.
6. The rate mentioned in the tender is for the duration of one year from the date of commencement of work. Variation in price during the contract period is not acceptable.
7. Tenderer should note that different firms / agencies having common partners / directors are not permitted to quote for more than one tender offer from any of such firms.
8. The employees of the Contractors shall not be allowed to remain in the premises of RRIH, beyond their duty hours.
9. The contractor shall be responsible to engage required number of fully trained and adequately experienced persons, who shall be medically fit. They should be free from all infections / diseases.
10. Requirement of Manpower against post shall be informed through E mail by the Office and the contractor shall examine the eligibility criteria of the rec

ommended staff with the recruitment rules against the said post provided by RRI(H), Siliguri. The name of such staff shall be communicated through E mail at least 03 days in advance before the interview.

11. The candidates recommended shall appear before the selection committee constituted by Officer in-charge, RRI(H), Siliguri. The final selection of the candidate shall be informed to the contractor through E mail.
12. All the personnel of the contractor will report for duty at a fixed point to be decided by the Officer In charge, RRI(H), Siliguri for their attendance. Appropriate record in reference to above shall be maintained by the contractor at his own cost.
13. All the contract employees have to adhere to the laid down safety guidelines on the subject. Adequate precautions are to be exercised to prevent any kind of loss to men and materials.
14. The contractor shall be directly responsible for any untoward consequences arising out of any such violation by his agency / staff.
15. The Contractor shall not collect any fees/charges in any form from his workers to be engaged by him under the scope of this contract and he shall not also deduct any other charges other than statutory charges as per rules from the wage. The Contractor shall ensure that each engaged worker has an EPF account and is issued with ESI card within a month of engagement. Contractor shall abide by all existing laws including welfare laws ESI, EPF, Bonus, Income Tax, GST or any other extra tax levied by Govt., The Company Act. etc. and adopt all required welfare measures for his employees and discharge all other obligations concerning thereto. He shall furnish adequate proof to RRI(H), Siliguri in this regard. It is again clarified that all such responsibilities and obligations whether specified herein shall be the exclusive responsibility of the contractor.

16. A. Duties and Responsibilities of Contractual Personnel: Duties and responsibilities against the post shall be provided along with Recruitment rules against the post. We may add duties and responsibilities for the contractual personnel as per requirement

B. Leave:

Contractual personnel shall be entitled to avail maximum 12 day's paid leave in a calendar year. Un-availed leave in a calendar year shall neither be carried forward to the next calendar year nor shall qualify for leave encashment.

C. Working Hours:

All incumbents shall be required to observe normal office timings and may also be called upon to attend the office on Sunday or any holiday in case of urgency. They shall mark their attendance in ABBAS mandatory, failing which it may result in deduction of remuneration.

D. Confidentiality of data and documents:

The incumbent will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.

The incumbent shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the term.

E. Conflict of interest:

The personnel engaged by the contractor under the contract shall not claim

any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act.1947 or Contract Labour (Regulation and Abolition) Act, 1970.

F. Termination of Services:

The Institute may direct the Contractor to terminate the services of any of the contractual personnel, in case of following and it would be binding on the contractor to terminate the services of such incumbent as per the direction of the Institute:

- i. The incumbent is unable to address/carry out the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Officer/Department.
- iii. The Incumbent is found lacking in honesty and integrity.
- iv. The Institute also retains the right to terminate the service at any time without giving any notice and also without assigning any reason therefore.

G. Working System:

The incumbent shall work either in section/Department of the Institute.

H. Police Verification: The incumbent shall be engaged only after verification of antecedent by the police.

ANNEXURE-III

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that in last two years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government Central or State.

b) We hereby certify we have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charged by any agency of the Government or convicted by a Court of Law.

e) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.

INTEGRITY PACT

The Pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification.

As per the order no 2 © of OM dated: 10.06.2022 contain necessary conditions which are required to be included in tender/bid and contract documents.

- Promise on the part of the principal not to seek or accept any benefit, which is not legally available.
- Principal to treat all bidders with equity and reason.
- Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
- Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certification, subsidiary contracts etc.
- Bidders not to pass any information provided by the principal as part of business relationship to others not to commit any offense under PC/IPC act.
- Foreign bidders to disclose the name and address of agents and representatives in India and Indian bidders to disclose their foreign principal associates.
- Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary.
- Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the Competent Authority. The period for which such transgression(s)

is/are to be reported by the bidders shall be the last three years to be reckoned from date of bid submission. The transgression(s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.

- Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc. as may be applicable to the organization concerned.

(Regional Research Institute for Homoeopathy, Siliguri reserves the right to accept or reject any bid or all bids at any time prior to award to work order, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidders or bidders of the ground for the said section.)

6. **Buyer Added Bid Specific ATC**

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

7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Research Officer (IC) Clinical, Acc no: 11089181980, IFSC Code: SBIN0010421
payable at
SBI NBMCH, Sushruta Nagar

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

8. **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.

9. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.
Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

10. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [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 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 [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---