



भा०कृ०अनु०प०-भारतीय कृषि अनुसंधान संस्थान
क्षेत्रीय स्टेशन, कटराई, कुल्लू घाटी, हि०प्र० - 175129
ICAR - INDIAN AGRICULTURAL RESEARCH INSTITUTE
REGIONAL STATION, KATRAIN (KULLU VALLEY) H.P. - 175129



Dr. Chander Parkash
Head & Principal Scientist

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F.No. 4-14/Cleaning/24-25/ 1276

Dated... 13/6/24

BID DOCUMENT FOR HIRING OF CLEANING SERVICE

Name of Item Category	Custom Bid (Hiring of Cleaning Service)
Bid Number/ Date	GEM/2024/B/5045440 Dated: 13.06.2024
Bid End Date/ Time	04.07.2024, 13:00:00
Bid Opening Date/ Time	04.07.2024, 13:30:00
Bid Offer Validity (From End Date)	180 (Days)
Estimate Value	11,00,000/- (Approx.)
Address for Communication	HEAD ICAR - IARI, Regional Station, Katrain, Kullu Valley, H.P. - 175129

HEAD

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	04-07-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	04-07-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (Icar)
Office Name/कार्यालय का नाम	Indian Agricultural Research Institute, New Delhi
Item Category/मद केटेगरी	Custom Bid for Services - Hiring of Cleaning Service
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1100000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	33000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	30

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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।

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

Beneficiary/लाभार्थी :

HEAD

Indian Agricultural Research Institute, New Delhi, Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare (Head, IARI, Regional Station, Katrain)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid 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.
5. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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 % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 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.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1718261433.pdf](#)

Payment Terms:[1718261451.pdf](#)

GEM Availability Report (GAR):[1718261462.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1718261488.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1718261502.pdf](#)

Custom Bid For Services - Hiring Of Cleaning Service (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of Cleaning Service
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Chatur Dev	175129,Indian Agricultural Research Institute, Regional Station Katrain, Kullu Valley . Himachal Pradesh 175129	1	N/A

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

1. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

HEAD, IARI, Regional Station, Katrain
payable at
SBI, Katrain

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

2. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

3. Forms of EMD and PBG

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

HEAD, IARI, Regional Station, Katrain
payable at
SBI, Katrain

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.

4. 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.

5. 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.

6. Purchase Preference (Centre)

Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service.

7. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. 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.

9. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

HEAD, IARI, Regional Station, Katrain
payable at
SBI, Katrain

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

10. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

HEAD, IARI, Regional Station, Katrain

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

11. Service & Support

The Service Provider is required to have at least 30 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. 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.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और खानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



भा०कृ०अ०प०-भारतीय कृषि अनुसंधान संस्थान

ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE

क्षेत्रीय स्टेशन कटराई, कुल्लू घाटी (हि० प्र०)-175129

REGIONAL STATION, KATRAIN (KULLU VALLEY) H.P. – 175129

दूरभाष : 01902-240124 फैक्स/ (ऑ), 01902-241280(ऑ), 01902-240110(ऑ)

Website: www.iari.res.in, Email: head_katrain@iari.res.in



SCOPE OF WORK

क्रम संख्या/ Sr. No.	कार्य का विवरण /Description of work	कामगारों की संख्या/ No. of workers	अवधि/ Time period
1.	<p>भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन कटराई के मुख्य कार्यालय भवन गैस्ट हाउस, कार्यालय परिसर, आवासीय कलोनी परिसर एवं ट्रेनिंग हॉल में साफ-सफाई का कार्य ।</p> <p>Cleaning work in the main office building, guest house, office premises, residential colony complex and training hall at Indian Agricultural Research Institute, Regional Station, Katrain</p>	2 (दो)	2 वर्ष / Year

कार्य का विवरण :

1. भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन कटराई के मुख्य कार्यालय भवन गैस्ट हाउस, कार्यालय परिसर, आवासीय कलोनी परिसर एवं ट्रेनिंग हॉल में साफ-सफाई का कार्य ।

Cleaning work in the main office building, guest house, office premises, residential colony complex and training hall at Indian Agricultural Research Institute, Regional Station, Katrain

2. सफाई कामगार का कार्य भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन, कटराई के मुख्य कार्यालय भवन गैस्ट हाउस, कार्यालय परिसर, आवासीय कलोनी परिसर एवं ट्रेनिंग हॉल में साफ-सफाई का कार्य ।

The cleaner would be required to cleaning work in the main office building, guest house, office premises, residential colony complex and training hall at Indian Agricultural Research Institute, Regional Station, Katrain

3. एजेंसी द्वारा नियुक्त सफाई कामगार अपने कार्य क्षेत्र में अनुभवी, अनुशासित, शारीरिक तौर से स्वस्थ तथा अच्छे चरित्र वाला होना चाहिए ।

The worker/cleaner appointed by the agency should be experienced in the field of work, disciplined, physically fit and of good character.

Dr. M.R. Dhiman
Chairman/Pr. Scientist

Dr. Raj Kumar
Member/Scientist

Dr. Sandeep Kumar
Member/Scientist

(Smt. Kamla Sharma)
Member/AAO

Approved

Head

175129

कुल्लू घाटी (क्षेत्रीय स्टेशन)

Service Level Agreement

1. बोलीदाता को Quotation में अन्य दस्तावेजों के साथ पूरे ठेके की 3 प्रतिशत Earnest Money Deposit (EMD) डिमांड ड्राफ्ट/एफ.डी.आर./ बैंक गारंटी के रूप में अथवा, भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन, कटराई के नाम में जमा करना होगा जोकि SBI (State Bank of India) Katrain में देय होना चाहिए। जो कि असफल बोलीदाता को ठेके के बाद लौटा दी जाएगी।

1. In quotation along with other documents the bidder must have to deposit three percent of tender value as Earnest Money Deposit (EMD) by demand draft /F.D.R./ for bank guarantee in the name of Head, Indian Agricultural Research Institute, Regional Station, Katrain, which should be payable at State Bank of India, Katrain. Which will be refunded back to unsuccessful bidder after tender.

2. सफल बोलीदाता / निविदादाता को पूरे ठेके की 5 प्रतिशत राशि लिक्विडिटी मनी के रूप में डिमांड ड्राफ्ट/एफ.डी.आर./ बैंक गारंटी/ बैंक बैंक द्वारा अथवा, भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन, कटराई के नाम काम करने के आदेश मिलने से पहले जमा करानी होगी।

The successful bidder will have to deposit 5% of the entire contract as security money in the form of Demand Draft/F.D.R./Bank Guarantee or Bankers Cheque in the name of Head, Indian Agricultural Research Institute, Regional Station, Katrain before getting the work order.

3. कार्य करने वाली एजेंसी पंजीकृत होनी चाहिए तथा इससे सम्बन्धित सभी कागजात जैसे न्यूनतम वेतन की गणना शीट, फर्म पंजीकरण, पिछले 3 वर्षों का करारबाद, अनुभव प्रमाण पत्र की प्रतिलिपि (3 वर्ष), आईएसओ प्रमाण पत्र की प्रतिलिपि, पंजीकरण की प्रतिलिपि, सीए द्वारा स्थापित आईटीआर फॉर्म (पिछले 3 वर्ष), सीए द्वारा स्थापित बकाया शीट, ईपीएफओ पंजीकरण और पैन की प्रतिलिपि संलग्न करनी होगी। पंजीकृत फर्म का पिछले तीन वर्षों का न्यूनतम करारबाद 20 लाख से 25 लाख या उससे अधिक होना चाहिए।

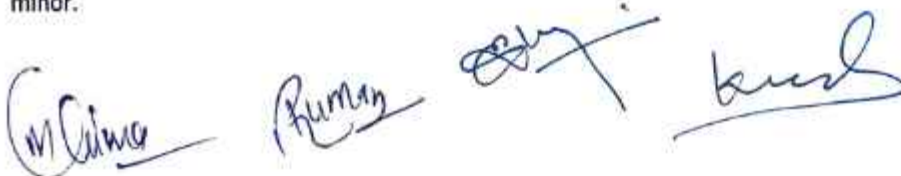
The agency should be registered and all the documents related to it i.e. calculation sheet of minimum wages, Firm Registration, Annual turnover of Last 3 Years, Copy of experience certificate (3 Years), Copy of ISO Certificate, Copy of Registration, ITR Form (Last 3 Years) verified by CA, Balance sheet verified by CA, EPFO Registration and copy of PAN etc. should be attached. The minimum turnover of Registered Firm should be at least 20 Lac to 25 Lac or more than.

4. एजेंसी कार्यकर्ता की उपस्थिति सुनिश्चित करेगी। अगर कामगार छुट्टी पर जाता है या बीमार पड़ता है तो एजेंसी को कार्य सुचारु रूप से चलाने हेतु तुरंत वैकल्पिक व्यवस्था करनी होगी तथा एजेंसी कार्यालय को सूचित करेगी। यदि एजेंसी द्वारा नियुक्त कामगार का कार्य संतोषजनक नहीं पाया जाता है तो अथवा, माओओओओओ, क्षेत्रीय स्टेशन, कटराई को कामगार को हटाने का पूरा अधिकार होगा और एजेंसी को इसकी लिखित सूचना मिलने पर तुरंत बदलना होगा। एजेंसी को समय-समय पर कामगार का निरीक्षण करना होगा।

The agency will ensure the presence of the worker. If the worker goes on leave or falls ill, the agency will have to make alternate arrangements immediately for smooth functioning and will inform the office. If the work of the worker appointed by the agency is not found satisfactory, the Head, Indian Agricultural Research Institute, Regional Station, Katrain shall have full right to remove the worker and agency will have to replace it immediately upon receipt of the notice. The agency will have to inspect the worker from time to time.

5. एजेंसी केवल वयस्क कामगार को ही नियुक्त करे। नाबालिग को नियुक्त करने पर ठेकेदारी समाप्त कर दी जाएगी।

The Agency should employ only adult worker. The contract will be terminated on the appointment of a minor.



6. एजेंसी द्वारा रखे गए कामगार इस तरह की भावना न रखे कि वह भा0कू0अ0सं0, क्षेत्रीय स्टेशन, कटराई का एक हिस्सा है। केवल एजेंसी ही उनका नियोक्ता हो और वे किसी भी तरह से भा0कू0अ0सं0 के कर्मचारी नहीं माने जाएंगे।

The workers employed by the agency should not give the impression that they are a part of the IARI, Regional Station, Katrain. Their employer should be the agency only and they will not in any way be treated as an employee of ICAR.

7. अध्यक्ष, भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन, कटराई को बिना कोई कारण बताए कुटेशन को मंजूर/नामंजूर करने का अधिकार होगा।

The Head, Indian Agricultural Research Institute, Regional Station, Katrain shall be entitled to accept/reject the quotation without assigning any reason thereof.

8. GeM द्वारा प्रस्तावित मैनपावर आउटसोर्सिंग सेवाओं की खरीद में न्यूनतम सेवा शुल्क 3.85% (3% लाभ प्लस लेन-देन शुल्क जो वर्तमान में 0.85% है) होना चाहिए।

The minimum service charges in the procurement of Manpower Outsourcing Service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) as proposed by Gem.

9. जहाँ भी आवश्यक हो खरीद करने वाली संस्थाएं फाईल में उचित औचित्य के साथ 3.85% से ऊपर सेवा शुल्क भी तय कर सकती हैं। हालाँकि, ऐसे शुल्क किसी भी मामले में 7% (लेन-देन शुल्क सहित) अधिक नहीं होना चाहिये।

The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required, However, such charges should not exceed 7% (including transaction charges) in any case.

10. इस अनुबंध के तहत एजेंसी द्वारा प्रदान किए गए व्यक्ति IARI के कर्मचारी नहीं होंगे और उपरोक्त सेवाओं में ठेकेदार द्वारा नियुक्त व्यक्ति के बीच कोई नियोक्ता-कर्मचारी संबंध नहीं होगा।

The persons so provided by the agency under this contract will not be the employee of the IARI and there will be no employer-employee relationship between the IARI and the person so engaged by the contractor in the aforesaid services.

11. सफाई कार्य हेतु सामग्री जैसे कि झाड़ू, पोछा, फिनाईल, टॉयलेट क्लीनर, नेप्थलीन टेबलेट आदि केवल एजेंसी/फर्म द्वारा ही उपलब्ध करवाया जाए।

Materials for cleaning work like Broom, Mop, Phenyl, Toilet Cleaner, Napthalene tablets etc. should be made available only by the Agency/Firm







12. बिडज की वैधता

फर्म/एजेंसी द्वारा प्रस्तुत निविदा स्वीकृति और कार्य सौंपने के उद्देश्य से खुलने की तारीख से 180 दिनों तक वैध रहेगी। खोलने की तारीख से 180 दिनों से अधिक की वैधता आपसी सहमति से होगी। बोली वैधता अवधि के भीतर निविदाएं जमा करने के बाद किसी भी फर्म को वापस लेने/बदलने/संशोधित करने की अनुमति नहीं दी जाएगी।

Validity of the Bids


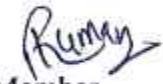


The tender submitted by the firm/agency shall remain valid for 180 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 180 days from the date of opening shall be by mutual consent. No firm will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period.

13. तकनीकी बोलियों पर हस्ताक्षर


बोली के प्रत्येक पृष्ठ पर बोली लगाने वाले/फर्म/एजेंसी या फर्म/एजेंसी की मुहर के साथ अनुबंध के लिए फर्म/बोली लगाने वाले को बोली लगाने के लिए विधिवत अधिकृत व्यक्ति द्वारा हस्ताक्षर किए जाएंगे।

Signing of Technical bid

Each page of the bid shall be signed by the bidder/firm/agency or a person duly authorized to bid the firm/bidder to the contract with stamp of the firm/agency

			
Chairman (Dr. M.R. Dhiman)	Member (Dr. Raj Kumar)	Member (Dr. Sandeep Kumar)	Member (Smt. Kamla Sharma)

Approved


Head
कोषाध्यक्ष, एन.डी.ए. 175120
कुल्लू बाटी (हिमाचल प्रदेश)

Payment Terms

1. एजेंसी/ठेकेदार को न्यूनतम दैनिक वेतन तथा अन्य लेवट नियम/ लेवट ऐक्ट का सख्ती से पालन करना होगा ।
The agency/contractor will have to strictly adhere to the minimum daily wage and other wage rules/labour act.

2. एजेंसी द्वारा काम पर नियुक्त कामगार को एजेंसी महीने के हिसाब से मानदेय भुगतान करेगी ।
The agency will pay monthly salary to the worker employed by the agency.

3. एजेंसी द्वारा किए गए बिल में विवरण घाट /न्यूनतम वेतन/ईपीएफ/ईडीएलआई/ईएसआई तथा अन्य प्रभाट के साथ दर्शाना होगा । इसके अतिरिक्त जिस महीने का बिल कार्यालय में प्रेषित किया जाएगा उसके साथ कामगार को दिए गए वेतन की लेन-देन विवरण भी संलग्न करनी होगी तथा यह भी ध्यान रखना होगा कि कामगार को पूरा वेतन देय हो ।

Detail wise/Minimum wages/EPF/EDLI/ESI and other charges will be shown in the bill given by the agency. Apart from this, the transaction details of the salary paid to the worker will also have to be attached with the month for which the bill will be sent to the office and it will also have to be kept in mind that the full salary is payable to the worker.

4. एजेंसी द्वारा दिए गए बिल के साथ ईपीएफ इलेक्ट्रॉनिक चालान (ईसीआर), ईपीएफ कम्बाइंड चालान, ईएसआई भुगतान पुष्टिकरण रसीद और पिछले महीने की ईपीएफ भुगतान पुष्टिकरण रसीद की प्रति भी संलग्न करनी होगी ।

A copy of EPF Electronic Challan Cum Return (ECR), EPF Combined Challan, ESIC Payment Confirmation Receipt and previous month EPF Payment Confirmation Receipt must be attached along with the bill given by Agency.

5. अनुमानित बोली मूल्य: अनुमानित निविदा मूल्य दो वर्ष के लिए लगभग 11.00 लाख

Estimated Bid Value : The estimated tender value is Rs. 11.00 Lakh approximately for two years.



Chairman

(Dr. M.R. Dhiman)



Member

(Dr. Raj Kumar)



Member

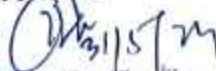
(Dr. Sandeep Kumar)



Member

(Smt. Kamla Sharma)

Approved



Head

बिदायत नगर प्र. सं. सं. सं. सं.
कोड नं. 175129
कृष्ण बाटा (175129 सं. सं.)

SCHEDULE OF MINIMUM WAGES

Sr. No.	Particulars	Amount in (Rs.)
1.	Minimum Wages per day	522.00
2.	EPF @ 12% on ceiling of Rs. 15000/-	62.64
3.	EDLI @ 0.5%	2.61
4.	EPF Admin. Charges @ 0.5%	2.61
5.	ESI @ 3.25 %	16.96
6.	Total	606.82
7.	OrRs.	607.00

Note:-

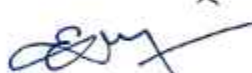
1. Cleaning worker to be paid minimum wages as fixed by the Central Govt./State Govt. whichever is higher + VDA as declared by the Govt. from time to time is to be ensured by the contractor.
2. The minimum service charges in the procurement of Manpower Outsourcing Service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) as proposed by GeM.
3. The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required. However, such charges should not exceed 7% (including transaction charges) in any case.



Dr. Mast Ram Dhiman
Chairman/Pr. Scientist



Dr. Raj Kumar
Member/Scientist

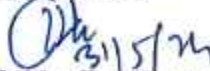


Dr. Sandeep Kumar
Member/Scientist



Smt. Kamla Devi Sharma
Member /AAO

Approved



HEAD
31/5/24
175120
कुलु पाटी (हिमाचल प्रदेश)

No.1/7(5)/2024-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 01/03/2024
24

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 190(E) dated 19th January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024;-

RATES OF V.D.A.FOR EMPLOYEES EMPLOYED IN "Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993".

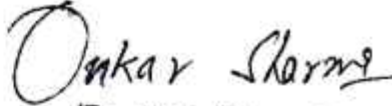
AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	255
B	214
C	172

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.04.2024 shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY			Total (Rs.)	
	Basic Wages (Rs.)		V.D.A (Rs.)		
A	523	+	255	=	778
B	437	+	214	=	651
C	350	+	172	=	522

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.


(Dr. Onkar Sharma)
Chief Labour Commissioner(C)

No.F.6/1/2023-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

264 C, North Block, New Delhi.
Dated the 6th January, 2023.

OFFICE MEMORANDUM

Subject: Proposal on Minimum Floor price for minimum wage based Manpower Outsourcing Service.

The undersigned is directed to refer to Government e-Marketplace (GeM) OM No. 9/JS&ACEO/2022 dated 22.12.2022 regarding the subject cited above and to say as under:

- a. The minimum service charges in the procurement of Manpower Outsourcing Service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) as proposed by GeM.
 - b. The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required. However, such charges should not exceed 7% (including transaction charges) in any case.
 - c. Least Cost System (LCS) may be considered for procurement, wherever appropriate, especially in high value cases.
- ? This issues with the approval of Finance Secretary.

Wj
6/1/23
(Kanwalpreet)
Director (PPD)
Tel.No. 2309 3811
email: kanwal.irss@gov.in

To

Shri Prashant Kumar Singh,
Chief Executive Officer,
Government e-Marketplace,
2nd Floor, Jeevan Bharati Building,
Janpath, New Delhi.
e-mail: ceo-gem@gov.in