



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5381835  
Dated/दिनांक : 13-09-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	04-10-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	04-10-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Health And Family Welfare
Department Name/विभाग का नाम	Department Of Health And Family Welfare
Organisation Name/संगठन का नाम	Central Medical Services Society (cmss)
Office Name/कार्यालय का नाम	li Floor Viswayuvak Kendra Chanakyapuri
Item Category/मद केटेगरी	Manpower Outsourcing Services - Fixed Remuneration - As per functions given in NIT for posts Executive Assistant Junior Pharmacist Data Entry Operator; As per profiles given in NIT ie Executive Assistant Junior Pharmacist Data Entry Operator; As per .. , Manpower Outsourcing Services - Fixed Remuneration - As per functions given in NIT for post Housekeeping Staff Skilled; As per profiles given in NIT ie Housekeeping Staff Skilled; As per educational qualification given in NIT for post Housekeeping St.. , Manpower Outsourcing Services - Fixed Remuneration - As per functions given in NIT for post Security Guard Semi Skilled; As per profiles given in NIT ie Security Guard Semi Skilled; As per educational qualification given in NIT for post Security Guar.. , Manpower Outsourcing Services - Fixed Remuneration - As per functions given in NIT for post Housekeeping Staff Un Skilled; As per profiles given in NIT ie Housekeeping Staff Un Skilled; As per educational qualification given in NIT for post Housekeep..
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)	1000 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Single Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes

#### **EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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#### **ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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#### **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 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.
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.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per NIT**

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per NIT**

**Geographic Presence: Office registration certificate:As per NIT**

**Scope of work & Job Description:**[1726222159.pdf](#)

**In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1726222210.pdf](#)**

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
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19-09-2024 11:00:00

Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021

**Manpower Outsourcing Services - Fixed Remuneration - As Per Functions Given In NIT For Posts Executive Assistant Junior Pharmacist Data Entry Operator; As Per Profiles Given In NIT ie Executive Assistant Junior Pharmacist Data Entry Operator; As Per .. ( 73 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	As per functions given in NIT for posts Executive Assistant Junior Pharmacist Data Entry Operator
List of Profiles	As per profiles given in NIT ie Executive Assistant Junior Pharmacist Data Entry Operator
Educational Qualification	As per educational qualification given in NIT for posts Executive Assistant Junior Pharmacist Data Entry Operator
Specialization	As per specialization given in NIT for posts Executive Assistant Junior Pharmacist Data Entry Operator
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per experience given in NIT for posts Executive Assistant Junior Pharmacist Data Entry Operator
State	NA
District	NA
Zipcode	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Executive Assistant (EA), Junior Pharmacist (JP), Data Entry Operator (DEO)

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	73	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 30000</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 75</li> <li>• EPF Admin Charges (INR Monthly) : 75</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1800</li> <li>• ESI (INR Monthly) : 0</li> <li>• Tenure/ Duration of Employment (In Months) : 24</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - As Per Functions Given In NIT For Post Housekeeping Staff Skilled; As Per Profiles Given In NIT ie Housekeeping Staff Skilled; As Per Educational Qualification Given In NIT For Post Housekeeping St.. ( 10 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	As per functions given in NIT for post Housekeeping Staff Skilled
List of Profiles	As per profiles given in NIT ie Housekeeping Staff Skilled
Educational Qualification	As per educational qualification given in NIT for post Housekeeping Staff Skilled

Specification	Values
Specialization	As per specialization given in NIT for post Housekeeping Staff Skilled
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per experience given in NIT for post Housekeeping Staff Skilled
State	NA
District	NA
Zipcode	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Housekeeping Staff (Skilled)
Title for Optional Allowance 2	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोरटिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	10	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 21215</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 75</li> <li>• EPF Admin Charges (INR Monthly) : 75</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1800</li> <li>• ESI (INR Monthly) : 0</li> <li>• Tenure/ Duration of Employment (In Months) : 24</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - As Per Functions Given In NIT For Post Security Guard Semi Skilled; As Per Profiles Given In NIT ie Security Guard Semi Skilled; As Per Educational Qualification Given In NIT For Post Security Guar.. ( 14 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	As per functions given in NIT for post Security Guard Semi Skilled
List of Profiles	As per profiles given in NIT ie Security Guard Semi Skilled
Educational Qualification	As per educational qualification given in NIT for post Security Guard Semi Skilled

Specification	Values
Specialization	As per specialization given in NIT for post Security Guard Semi Skilled
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per experience given in NIT for post Security Guard Semi Skilled
State	NA
District	NA
Zipcode	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Security Guard (Semi Skilled)
Title for Optional Allowance 2	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	14	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 19279</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 75</li> <li>• EPF Admin Charges (INR Monthly) : 75</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1800</li> <li>• ESI (INR Monthly) : 627</li> <li>• Tenure/ Duration of Employment (In Months) : 24</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - As Per Functions Given In NIT For Post Housekeeping Staff Un Skilled; As Per Profiles Given In NIT ie Housekeeping Staff Un Skilled; As Per Educational Qualification Given In NIT For Post Housekeep.. ( 22 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	As per functions given in NIT for post Housekeeping Staff Un Skilled
List of Profiles	As per profiles given in NIT ie Housekeeping Staff Un Skilled
Educational Qualification	As per educational qualification given in NIT for post Housekeeping Staff Un Skilled

Specification	Values
Specialization	As per specialization given in NIT for post Housekeeping Staff Un Skilled
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per experience given in NIT for post Housekeeping Staff Un Skilled
State	NA
District	NA
Zipcode	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Housekeeping Staff (Un Skilled)
Title for Optional Allowance 2	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	22	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 17494</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 75</li> <li>• EPF Admin Charges (INR Monthly) : 75</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1800</li> <li>• ESI (INR Monthly) : 569</li> <li>• Tenure/ Duration of Employment (In Months) : 24</li> </ul>

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

### 1. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 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. **Service & Support**

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

#### 5. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

#### 6. **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.

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

File Attachment [Click here to view the file.](#)

## **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 कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

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# NOTICE INVITING TENDER(NIT) FOR ENGAGEMENT OF EXTERNAL GOVT. AGENCY TO OUTSOURCE HUMAN RESOURCE AT CMSS

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## CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)

2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg,  
Chanakyapuri, New Delhi-110021

Website: [cmss.gov.in](http://cmss.gov.in), Tel. 011-21410905/6,

email: [adminofficer@cmss.gov.in](mailto:adminofficer@cmss.gov.in), [manageradmin@cmss.gov.in](mailto:manageradmin@cmss.gov.in)

**CENTRAL MEDICAL SERVICES SOCIETY**

(An Autonomous Society Under Ministry of Health & Family Welfare, Govt. of India)  
2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Marg, Teen Murti Marg, Chanakayapuri,  
New Delhi-110021 Phone: 011-21410905, 21410906  
website: [cmss.gov.in](http://cmss.gov.in), email: [adminofficer@cmss.gov.in](mailto:adminofficer@cmss.gov.in), [manageradmin@cmss.gov.in](mailto:manageradmin@cmss.gov.in)

**NOTICE INVITING e-TENDER**  
**(e-PROCUREMENT)****Tender Notice for Engagement of External Govt. Agency to Outsource Human Resource (Manpower) at CMSS**

Central Medical Services Society (CMSS), (An autonomous body under Ministry of Health and Family Welfare, Govt. of India), invites online tenders in prescribed format (SINGLE PACKET BID) on Government e-Marketplace (GeM portal: <https://gem.gov.in/>) portal from State Government/Central Government/PSU/Government undertaking organizations/Any Government Entities through open tender for Providing Outsource Human Resource (Manpower) of various categories/levels at CMSS Headquarter in New Delhi and its 18 Warehouses located in various cities across the country, for a period of two (02) years starting from the issuance/ award of the contract on stipulated NIT terms and conditions.

**CRITICAL DATA SHEET**

i.	Organization Name	Central Medical Services Society
ii.	Tender Reference Number	CMSS/AN/364/2024
iii.	Type of Bid	Single Packet Bid
iv.	EMD	Bid Security Declaration
v.	Date & Time of issue of NIT (Availability of tender documents on GeM for download)	Date: 13.09.2024 (Friday) Time: As published on GEM portal
vi.	Pre-bid meeting date*	Date: 19.09.2024 (Thursday) Time: 11:00 Hrs
vii.	Last Date and Time for Tender submission / upload of bids	Date: As published on GEM portal Time: As published on GEM portal
viii.	Date and time for opening of Tenders	Date: As published on GEM portal Time: As published on GEM portal
ix.	Pre-bid meeting venue	Central Medical Services Society
x.	Place of Bid submission and bid Opening	2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakayapuri, New Delhi-110021
xi.	Address for Communication	

**Note\*** **CMSS will conduct the Pre-bid meeting online and also in person.** The bidders who want to participate in the pre bid meeting are requested to drop a mail to (Email Id: [adminofficer@cmss.gov.in](mailto:adminofficer@cmss.gov.in), [manageradmin@cmss.gov.in](mailto:manageradmin@cmss.gov.in)) from their official Email ID's in the attached format **Annexure-B** - Pre Bid Meeting Authorization Letter only.

**The link of the VIDEO CONFERENCING will be shared with the bidders whose request has been received well before the date of Pre-bid meeting.**

### **SUBMISSION OF BID**

- a. The bids shall be submitted online on Government e-Marketplace portal (GeM portal: <https://gem.gov.in/>). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- b. The bids/offers received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or the bids not in prescribed format will be rejected without assigning any reason.
- c. Further details of the NIT along with the terms and conditions, tender document, other specification and Corrigendum (if any) can be published and downloaded from the GeM website: <https://gem.gov.in/>
- d. The tenderer is at liberty to present either himself or authorize not more than one representative at the time of opening of tender. The representative attending the opening of bid should bring with him letter of authorization.
- e. Central Medical Services Society reserves the right to reject any or all tender process without assigning any reason thereof.
- f. In the event of the date specified being declared as a closed holiday for purchaser's office, the due date for pre bid meeting/submission of bids/opening of bids will be the following working day at the appointed time.
- g. Conditional Bids will be rejected.
- h. Not more than one tender shall be submitted by one bidder or bidders having business relationships.



## 1. OBJECTIVE (SCOPE OF WORK)

Central Medical Services Society (CMSS), proposes for Engagement of External Govt. Agency (State Government/Central Government/PSU/Government undertaking organizations) to outsource the following Human Resources (Manpower) at CMSS Headquarter in New Delhi and its 18 Warehouses located in various cities across the country, for a period of two (02) years on stipulated/ given terms and conditions: -

Sr. No.	Resources (Manpower) Profiles/ Designations	Total No. of Resources (Manpower)	Resource (Manpower) required at Location	Monthly emoluments (Basic Monthly Pay+ PF)	Cumulative cost per Resource per month
1.	Executive Assistant (EA)	35	HQ New Delhi- 35	30,000+PF	Basic Monthly Pay
2.	Junior Pharmacist (JP)	20	CMSS Warehouses- 20	(Percentage of increase in the Basic Monthly Pay may be done at any time based on the resource assessment by CMSS)	+ PF(@12% of Rs.15000 pm)
3.	Data Entry Operator (DEO)	18	CMSS Warehouses- 18		+EPF Admn. Charge(0.5%) + EDLI Charge (0.5%)
4.	Housekeeping Staff (Skilled)	10	HQ New Delhi-10		21,215+PF (Basic monthly pay as per Minimum Wages Notification issued by Govt. of NCT of Delhi)
5.	Security Guard (Semi-Skilled)	14	HQ New Delhi-04 CMSS Warehouses- 10	19,279+PF+ESI (Basic monthly pay as per Minimum Wages Notification issued by Govt. of NCT of Delhi)	+ESI(@3.25% of upto Rs.21000 pm) + EPF Admn. Charge(0.5%) + EDLI Charge (0.5%)
6.	Housekeeping Staff (Un-skilled)	22	HQ New Delhi- 04 CMSS Warehouses- 18	17,494+PF+ESI (Basic monthly pay as per Minimum Wages Notification issued by Govt. of NCT of Delhi)	
<b>Total</b>		<b>119</b>	<b>HQ-53</b>		<b>Warehouse-66</b>

1.1. 'Executive Assistant' (EA) resource profiles are required at different verticals/ departments at location CMSS Headquarter New Delhi: -

Resources (Manpower) Profile/ Designation	Total No. of Resources (Manpower)	Resource (Manpower) required at location-CMSS HQ New Delhi at the following different verticals/ departments: -
<b>Executive Assistant (EA)</b>	<b>35</b>	i. <b>Administration</b> <b>-05</b>
		ii. <b>Procurement</b> <b>-06</b>
		iii. <b>Finance</b> <b>-10</b>

		iv. <b>Logistics &amp; Supply Chain</b>	<b>-10</b>
		v. <b>Quality Assurance</b>	<b>-04</b>

The Eligibility criteria of resource 'Executive Assistant (EA)' department/ vertical wise are as follows: -

1.1.1.	<b>Executive Assistant (Administration)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: Any Graduate from UGC recognized University.</li> <li>3. <u>Experience</u>: 02 (two) Years' post-qualification work experience in assisting administrative/ establishment related matters in Central/State Govt./PSU/ Autonomous body/ Any Govt. entity.</li> <li>4. Should have reasonable level of proficiency in Noting-Drafting, Microsoft Word, Excel, Power Point and PDF Document processing.</li> <li>5. Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
1.1.2.	<b>Executive Assistant (Procurement)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: Any Graduate from UGC recognized University.</li> <li>3. <u>Experience</u>: 02 (two) Years' post-qualification work experience in assisting procurement related matters in Central/State Govt./PSU/ Autonomous body/ Any Govt. entity.</li> <li>4. Should have reasonable level of knowledge of GeM &amp; GFR.</li> <li>5. Should have reasonable level of proficiency in Noting-Drafting, Microsoft Word, Excel, Power Point and PDF Document processing.</li> <li>6. Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
1.1.3.	<b>Executive Assistant (Finance)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: B.Com. degree from UGC recognized University.</li> <li>3. <u>Experience</u>: 02 (two) Years' post-qualification work experience in assisting finance &amp; accounts related matters in Central/State Govt./PSU/ Autonomous body/ Any Govt. entity.</li> <li>4. Should have reasonable level of knowledge of GeM &amp; GFR.</li> <li>5. Should have reasonable level of proficiency in Microsoft Word, Excel, Power Point and PDF Document processing.</li> <li>6. Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
1.1.4.	<b>Executive Assistant (Logistics &amp; Supply Chain)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: Any Graduate from UGC recognized University.</li> <li>3. <u>Experience</u>: 02 (two) Years' post-qualification work experience in assisting in warehousing(store), transport &amp; logistics, supply chain related matters in Central/State Govt./PSU/ Autonomous body/ reputed Private Company.</li> <li>4. Should have reasonable level of knowledge of GeM &amp; GFR.</li> <li>5. Should have reasonable level of proficiency in Microsoft Word, Excel, Power Point and PDF Document processing.</li> <li>6. Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>

1.1.5.	<b>Executive Assistant (Quality Assurance)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: B.Pharma. degree from a reputed university/ Institute recognized by Pharmacy Council of India.</li> <li>3. <u>Experience</u>: 02 (two) Years' post-qualification work experience in assisting Chemist in a pharmaceutical testing laboratory or in QC wing of any pharma MNC.</li> <li>4. Should have reasonable level of knowledge of GeM &amp; GFR.</li> <li>5. Should have reasonable level of proficiency in Microsoft Word, Excel, Power Point and PDF Document processing.</li> </ol> <p>Relaxation in age &amp; experience will be considered in exceptional case.</p>
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1.2. 'Junior Pharmacist (JP)' resource profiles are required at the following CMSS warehouses located at various cities across the country: -

Resources (Manpower) Profile/ Designation	Total No. of Resources (Manpower)	CMSS Warehouse Locations
<b>Junior Pharmacist (JP)</b>	<b>20</b>	Agartala (Tripura), Ahmedabad (Gujarat), Bangalore (Karnataka), Bhopal(MP), Zirakpur (Punjab), Chennai(TN), Delhi, Guwahati (Assam), Hyderabad (Telangana), Jaipur (Rajasthan), Bhubaneshwar (Odisha), Kolkata(WB), Lucknow(UP), Mumbai(Maharashtra), Patna (Bihar), Raipur(Chhattisgarh), Ranchi(Jharkhand), Trivandrum(Kerala)

The Eligibility criteria of resource 'Junior Pharmacist (JP)' is as follows: -

1.2.1.	<b>Junior Pharmacist (JP)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: Diploma in Pharmacy/B. Pharma degree from a reputed university/Institute recognized by Pharmacy Council of India.</li> <li>3. <u>Experience</u>: Minimum 02 years post qualification for D. Pharma and 01 year post qualification for B. Pharma in Pharmaceutical store/ warehouse/ distribution functions.</li> <li>4. Experience in Good Storage &amp; Distribution Practices in accordance with GMP regulations.</li> <li>5. Exposure in handling regulatory audits on store/warehouse/distribution functions of pharmaceutical organizations in accordance with GMP regulation.</li> <li>6. Hands on experience on working in ERP system.</li> <li>7. Knowledge of local language desirable.</li> <li>8. Relaxation in age &amp; experience will be considered in exceptional case.</li> <li>9. Should have good read/written expressions in English.</li> </ol>
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1.3. 'Data Entry Operator (DEO)' resource profiles are required at the following CMSS warehouses located at various cities across the country: -

Resources (Manpower) Profile/ Designation	Total No. of Resources (Manpower)	CMSS Warehouse Locations
<b>Data Entry Operator (DEO)</b>	<b>18</b>	Agartala (Tripura), Ahmedabad (Gujarat), Bangalore (Karnataka), Bhopal(MP), Zirakpur (Punjab), Chennai(TN), Delhi, Guwahati (Assam), Hyderabad (Telangana), Jaipur (Rajasthan), Bhubaneshwar (Odisha), Kolkata(WB), Lucknow(UP), Mumbai(Maharashtra), Patna (Bihar), Raipur(Chhattisgarh), Ranchi(Jharkhand), Trivandrum(Kerala)

The Eligibility criteria of resource 'Data Entry Operator (DEO)' is as follows: -

<b>1.3.1. Data Entry Operator (DEO)</b>	<ol style="list-style-type: none"> <li>1. <u>Age</u>: Below 40 years as on the date of deployment.</li> <li>2. <u>Educational Qualification</u>: Any Graduate from UGC recognized University.</li> <li>3. <u>Experience</u>: 02 (two) Years' post-qualification work experience in the job of an Assistant or higher level in Central/State Govt./PSU/ Autonomous body/ reputed private company.</li> <li>4. Should have reasonable level of proficiency Microsoft Word, Excel, Power Point and PDF Document processing.</li> <li>5. Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
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**1.4.** 'Housekeeping Staff (Skilled)' resource profiles are required at CMSS Headquarter in New Delhi: -

Resources (Manpower) Profile/ Designation	Total No. of Resources (Manpower)	Resource Required at Locations
<b>Housekeeping Staff (Skilled)</b>	<b>10</b>	CMSS HQ New Delhi

The Eligibility criteria of resource 'Housekeeping Staff (Skilled)' is as follows: -

<b>1.4.1. Housekeeping Staff (Skilled)</b>	<ol style="list-style-type: none"> <li>1. Age: upto 40 years as on the date of deployment.</li> <li>2. 10th/12th Pass and Computer Knowledge &amp; Graduate preferable.</li> <li>3. Commensurate with Skilled category as per Notified in Govt. of NCT of Delhi Labour Deptt. issued time to time.</li> <li>4. Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
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**1.5.** 'Security Guard (Semi-Skilled)' resource profiles are required at CMSS Headquarter in New Delhi and its Warehouses in various cities: -

Resources (Manpower) Profile/ Designation	Total No. of Resources (Manpower)	Resource Required at Locations
<b>Security Guard (Semi-Skilled)</b>	<b>14</b>	CMSS HQ New Delhi -04
		Zirakpur(Punjab), Chennai(TN), Delhi, Bhubaneshwar (Odisha), Patna (Bihar) -10

The Eligibility criteria of resource 'Security Guard (Semi-Skilled)' is as follows: -

<b>1.5.1.</b>	<b>Security Guard (Semi-Skilled)</b>	<ol style="list-style-type: none"> <li>Age: upto 55 years as on the date of deployment.</li> <li>8th Pass [Matriculate] with experience of Security.</li> <li>Commensurate with Semi-skilled category as per above mentioned notification.</li> <li>Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
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**1.6.** 'Housekeeping Staff (Un-Skilled)' resource profiles are required at CMSS Headquarter in New Delhi and its Warehouses in various cities: -

Resources (Manpower) Profile/ Designation	Total No. of Resources (Manpower)	Resource Required at Locations
<b>Housekeeping Staff (Un-Skilled)</b>	<b>22</b>	CMSS HQ New Delhi -04
		Agartala (Tripura), Ahmedabad (Gujarat), Bangalore (Karnataka), Bhopal(MP), Zirakpur (Punja) Chennai(TN), Delhi, Guwahati (Assam), Hyderabad (Telangana), Jaipur (Rajasthan), Bhubaneshwar (Odisha), Kolkata(WB), Lucknow(UP), Mumbai(Maharashtra), Patna (Bihar), Raipur(Chhattisgarh), Ranchi(Jharkhand), Trivandrum(Kerala) -18

The Eligibility criteria of resource 'Housekeeping Staff (Un-Skilled)' is as follows: -

<b>1.6.1.</b>	<b>Housekeeping Staff (Un-Skilled)</b>	<ol style="list-style-type: none"> <li>Age: upto 55 years as on the date of deployment.</li> <li>Commensurate with Un-skilled category as per Govt. of NCT of Delhi Labour Deptt. issued from time to time.</li> <li>Relaxation in age &amp; experience will be considered in exceptional case.</li> </ol>
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1.7. Resources (manpower) profiles of Junior Pharmacist (JP), Data Entry Operator (DEO) and Housekeeping Staff (Un-skilled) required at CMSS warehouses located at various cities, details as follows: -

S.No.	Location/ City	State	Number of Resource (Manpower) profiles required				Total
			Junior Pharmacist (JP)	Data Entry Operator (DEO)	Housekeeping (Un-skilled)	Security Guard (Semi-skilled)	
1.	Ahmedabad	Gujarat	1	1	1	NIL	3
2.	Bangalore	Karnataka	1	1	1	NIL	3
3.	Bhopal	Madhya Pradesh	1	1	1	NIL	3
4.	Bhubaneswar	Odisha	1	1	1	2	5
5.	Zirakpur	Punjab	3	1	1	2	7
6.	Chennai	Tamil Nadu	1	1	1	2	5
7.	Delhi	Delhi	1	1	1	2	5
8.	Guwahati	Assam	1	1	1	NIL	3
9.	Agartala	Tripura	1	1	1	NIL	3
10.	Hyderabad	Telangana	1	1	1	NIL	3
11.	Jaipur	Rajasthan	1	1	1	NIL	3
12.	Kolkata	West Bengal	1	1	1	NIL	3
13.	Lucknow	Uttar Pradesh	1	1	1	NIL	3
14.	Mumbai	Maharashtra	1	1	1	NIL	3
15.	Patna	Bihar	1	1	1	2	5
16.	Ranchi	Jharkhand	1	1	1	NIL	3
17.	Raipur	Chhattisgarh	1	1	1	NIL	3
18.	Trivandrum	Kerala	1	1	1	NIL	3
<b>Total</b>	<b>18</b>		<b>20</b>	<b>18</b>	<b>18</b>	<b>10</b>	<b>66</b>

**Note: Number of resources required including eligibility criteria in respect of the resources/ profiles may be revised/ changed any time by CMSS during the tenure of contract.**

## **2. THE BIDDING DOCUMENTS**

### **2.1. Availability of Bid Document**

This tender document is available on the GeM's portal/website <https://gem.gov.in/> to enable the Bidders to view and download the Bidding document, submit their Bids up to the last date and time mentioned in tender document.

## 2.2. Contents of Bid Document

The Scope of work, Bidding procedure, terms and conditions etc. are prescribed in the bid document. The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the tender documents. Failure to furnish all the information required as per the Bidding documents or submission of a Bid not responsive to the tender document in every respect will be at the Bidder's risk and may result in the rejection of his/her Bid.

## 2.3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. Central Medical Services Society will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## 2.4. Clarifications of tender documents

A prospective Bidder requiring any clarification of the tender documents may raise his/her point of clarification to CMSS's E-mail Id i.e. adminofficer@cmss.gov.in, manageradmin@cmss.gov.in

## 2.5. Amendment of tender document

At any time prior to the deadline for submission of Bids, the CMSS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by amendments. Such amendments shall be posted/uploaded on the GeM portal/website: <https://gem.gov.in/> through corrigendum and shall form an integral part of the Bid documents. The relevant clauses of the tender documents shall be treated as amended accordingly.

It shall be the sole responsibility of the prospective Bidders to check the GeM portal/website i.e. <https://gem.gov.in/> from time to time for any amendment in the Bid document. In case of failure to get the amendments, if any, the CMSS shall not be responsible for any negligence on part of the Bidder.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their Bids, CMSS at its discretion, may extend the deadline for the submission of Bids. Such extensions shall be posted/up-loaded on the GeM portal/ website i.e. <https://gem.gov.in/>

## 3. EARNEST MONEY DEPOSIT/BID SECURITY (EMD)

In accordance with Department of Expenditure circular No. F.9/4/2020-PPD, Dated the 12th November 2020, submission of **Bid Security declaration/undertaking** in place of EMD has been allowed (as per **Annexure-C**). Notarized undertaking by Government manpower agency

in the format given in **Annexure-C** in to be uploaded in GeM along with the bid/tender preferably by the date and time specified in the critical date-sheet to submit the technical bid. If required, it may be necessary to submit the original Bid Security Declaration / Undertaking in physical form to the CMSS office.

#### **4. ELIGIBILITY CRITERIA**

- 4.1. Any State Government/Central Government/ PSU/ Government undertaking organizations/Any Government Entities which are providing manpower are eligible to submit their bids.
- 4.2. The Manpower agency should be registered with the appropriate registration authority under, "The Contract Labour (Regulation and Abolition) Act, 1970".
- 4.3. The Manpower agency should have PAN issued by the income Tax Authority.
- 4.4. The Manpower agency should have GST registration number.
- 4.5. The Manpower agency should be registered with appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance (ESI) Acts.
- 4.6. The Registered Office or one of the Branch office of the manpower agency should be located in Delhi NCR.
- 4.7. The Manpower Agency must have successfully executed **at least one contract each in Financial Year 2022-2023 and Financial Year 2023-2024** for providing **minimum 100 employees as manpower** to any Central or State Government organization/ PSU/ Government autonomous organization/ Government undertaking organizations/any Government Entity. Copies of **Satisfactory Performance Certificate(s) from Government clients / Proof of monthly payments from Government clients** duly certified by a Chartered Accountant with UDIN with regard to manpower provided, salary provided to the employee in time and other statutory contribution i.e. ESI, EPF, etc.
- 4.8. The Manpower agency should have **Average Annual Financial Turnover of minimum 10 (Ten Crore)** during the last three financial years i.e. 2020-21, 2021-22 and 2022-23.
- 4.9. The Manpower agency should have its own Bank Account.
- 4.10. The Manpower agency shall submit affidavit/undertaking on their letter head stating that the agency has not been blacklisted by Central Government/State Government/any PSU/any other firm.
- 4.11. **Documentary proof for each item above i.e. "4.1" to "4.10" must be furnished with the tender document, in absence of any of the above will render the bidder ineligible.**

#### **5. POWER OF ATTORNEY**

Duly notarized general power of Attorney (on non-judicial stamp paper of worth Rs.50/-) in favor of authorized signatory in case of partnership firm (to be signed by all partners) /



proprietorship firm or board resolution in case of a company to sign the bid and bind the bidder. The signature of authorized signatory should be duly attested. In case of proprietorship on its letter head of firm declares himself as proprietor with specimen signature.

## 6. CONTRACT PERIOD

The contract is for a **period of Two Years**. CMSS shall have option to extend the contract for a further period of one year, if mutually agreed between the CMSS and the Manpower agency on the same terms and conditions. Total period of contract shall not exceed **Three Years** including original period.

## 7. TERMS & CONDITIONS

### 7.1. GENERAL

- 7.1.1. The Manpower Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of CMSS.
- 7.1.2. The tenderer will be bound by the details furnished by it to CMSS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- 7.1.3. Financial bids of only those tenderers who are declared qualified technically shall be proceed further.
- 7.1.4. Bid shall remain valid for 120 days from the date of opening of bids. A bid valid for a shorter period shall be rejected by CMSS being non-responsive.
- 7.1.5. Director General & Chief Executive Officer, CMSS reserves right to terminate the contract during initial period also after giving **three months' notice to the contracting Agency**. In case the contractor desires to terminate the contract during its period of pendency, he shall have to give a **notice of three months to CMSS**.
- 7.1.6. The contracting manpower agency shall ensure that the manpower deployed at CMSS, conforms to the eligibility conditions of age and educational and professional qualification, etc. local language skills and experience as prescribed in the Tender Document.
- 7.1.7. The manpower employed by the manpower agency shall be required to work as per the CMSS working days and timings. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. **No extra wages will be paid for attending the office on such holidays.**

7.1.8. The manpower agency shall furnish the following documents in respect of the individual manpower that will be deployed by it in this Department before the commencement of work.

Sr. No.	Requirement	Time period in which it must be made available
i.	List of persons shortlisted by manpower agency for deployment at CMSS containing full details i.e. date of birth, marital status, address, educational and professional qualification, experience etc.	Before commencement of work
ii.	Bio-data of the person to be deployed with photograph.	Before commencement of work
iii.	Name and contact number and address of the coordinator deputed for CMSS	Before commencement of work
iv.	Certificate of verification of antecedents of persons by local police authority	Within one month of joining work
v.	EPF account numbers of the staff deployed	Within one month of joining work
vi.	ESI card (if applicable)	Within one month of joining work

7.1.9. In case, the person employed by the successful Company/ Firm/ Agency commits any act of omission/ Commission that amounts to misconduct / indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the CMSS within 2 days of being brought to their notice.

7.1.10. **The manpower agency shall provide identity cards to the personnel deployed in the CMSS carrying the photograph of the personnel and personal information as to name, DoB, Age and Identification mark etc. It may be ensured that deployed staff/manpower always display the ID card while on duty in CMSS premises.**

7.1.11. The manpower agency shall ensure that any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in the CMSS.

7.1.12. The manpower agency shall ensure proper conduct of his/her personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.

7.1.13. The person deployed shall be required to report for work at 9:00 AM to the CMSS office under whom they are deployed which will be intimated separately and would leave at 5.30 PM. In case, person deployed is absent on a particular day or comes late/ leaves early, deduction in leaves/ wages will be made as per CMSS administrative policy. In

case of repetition of such instances, an administrative action will be taken as deemed fit.

- 7.1.14. **The Agency shall depute a Coordinator, who would be responsible for immediate interaction with the Central Medical Services Society, New Delhi so that optimal services of the persons deployed by the agency could be availed without any disruption. The name & Telephone number of the nominated coordinator shall be provided to CMSS, Delhi.**
- 7.1.15. **The manpower agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons, it deploys with CMSS. The manpower agency must instruct that the persons deployed at CMSS should not involve CMSS in any manner. CMSS shall, in no way, be responsible for settlement of such issues whatsoever.**
- 7.1.16. It will be the responsibility of the manpower agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this CMSS and CMSS will have no liabilities in this regard.
- 7.1.17. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in CMSS. **The persons deployed by the Agency in the CMSS shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against CMSS, New Delhi.**
- 7.1.18. CMSS shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by manpower agency in the course of their performing the functions/ duties, or for payment towards any compensation.
- 7.1.19. The persons deployed by the manpower agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/ confirmed employees of CMSS during the currency or after expiry of the contracts.
- 7.1.20. In case of termination of this contract on its expiry or otherwise, the persons deployed by the manpower agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ otherwise capacity.
- 7.1.21. The agency will provide the list of short-listed candidates to CMSS. CMSS may conduct interaction at CMSS Headquarter for final selection of candidates. Expenses towards TA/DA for appearing in interaction if any shall not be borne by CMSS.
- 7.1.22. **CMSS has made & continued several efforts to improve the efficiency to build up the capacity of existing outsourced employees. Therefore, all existing outsourced employees of CMSS may be continued & merged with selected manpower agency. If, CMSS finds any existing outsourced staff inefficient during the signing of contract agreement, they may not be merged with the selected manpower agency.**
- 7.1.23. The selected manpower agency shall not charge any kind of charges such as

registration fee etc. from the existing continuing outsourced employees of CMSS.

- 7.1.24. CMSS may increase the basic monthly pay of resources 'Executive Assistant (EA)', 'Junior Pharmacist (JP)' and 'Data Entry Operator (DEO)' by a percentage/ fixed amount based on the resource assessment done at any time.
- 7.1.25. CMSS shall pay the manpower company an advance equivalent to one month's estimated payment (Salary, PF, ESI and other charges etc.). The advance payment will be adjusted/settled with the invoice of the last month of the tenure.
- 7.1.26. The last payment of the Company will be cleared only after ascertaining clearance of all liabilities pending with the Company.

## **7.2. FRAUD AND CORRUPT PRACTICES**

- 7.2.1. The bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the CMSS may reject the bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- 7.2.2. Without prejudice to the rights of the CMSS hereinabove, if a bidder is found by the CMSS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, during the Bidding Process, such bidder shall be debarred as per the guidelines vide DoE OM.No.F.1/20/2018-PPD dated 02.11.2021.
- 7.2.3. For the purposes of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- 7.2.3.1. "Corrupt practice" means (a) the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of any person connected with the Bidding Process or (b) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been arise legal, financial or technical advisor of the Authority in relation to any matter concerning the Project or the LOA or the Agreement.
- 7.2.3.2. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, on order to influence the Bidding Process;

- 7.2.3.3. "Coercive Practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
- 7.2.3.4. "Undesirable practice" means (a) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (b) having a Conflict of Interest; and
- 7.2.3.5. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process;
- 7.2.3.6. "Undesirable Practice" means (a) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (b) having a Conflict of Interest; and "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among tenderers with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

### **7.3. LEAVE**

The staff may be given total 12 days casual leave in one calendar year on pro-rata basis i.e. 1 day for every completed one month. Leave of no other kind would be admissible and will be subject to deduction of wages proportionately.

### **7.4. LEGAL**

- 7.4.1. The Manpower agency shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the person's deployed by it in CMSS.
- 7.4.2. The Manpower agency shall also be liable for depositing all taxes etc. on account of services rendered by it to CMSS to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 7.4.3. The Manpower agency shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of CMSS or any other authority under Law.

- 7.4.4. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the manpower agency by CMSS.
- 7.4.5. In case, the tendering manpower agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof CMSS is put to any loss/ obligation, monetary or otherwise, the CMSS will be entitled to get itself reimbursed out of the outstanding bills of the service provider, to the extent of the loss or obligation in monetary terms.
- 7.4.6. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be CMSS, New Delhi.
- 7.4.7. **No suit, prosecution or any legal proceedings shall lie against the Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of the tender.**
8. **The financial bid shall be valid for a period of 120 days from the date of opening of Technical Bid and prior to the expiry of the bid validity, the Tender Inviting Authority may request to the Tenderers to extend the bid validity for such further period as deemed fit.**
9. Bidders are hereby cautioned that any attempt of cartel formation will be viewed seriously and may at the discretion of purchaser, lead to cancellation of such bids. Purchaser in its discretion may decide to black list or debar these bidders for a period of two years besides taking other punitive measures. Decision of purchaser in this regard shall be final and binding.
10. **Bidder should pay its minimum wages as applicable for NCT of Delhi Govt. for the pertinent category [Housekeeping Staff (Skilled), Security Guard (Semi-Skilled), Housekeeping Staff (Un-skilled)]. It means, the wages should be as per Minimum Wages of NCT of Delhi.**
11. **In financial bid, the bidder has to quote only service charges to execute the contract.**
12. **As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above-mentioned OM.**
13. **Tender inviting authority reserves the right to increase or decrease by 50 % of the tendered quantity beyond that originally specified in the tender document during the contract period at the same rate and terms & conditions.**

**14. ACCEPTANCE OF TENDER**

On finalization of Tender, CMSS will communicate acceptance of the tender by way of letter of acceptance which will conclude a binding contract between the parties and the Purchaser shall act upon such acceptance letter.

**15. PAYMENT PROVISIONS**

- 15.1. The Manpower agency shall make payment to its work force for period of 1<sup>st</sup> of the month to last day of the month and payment shall be made latest by 7<sup>th</sup> of the next month.**
- 15.2. The payment shall be made on conclusion of the calendar month without waiting release of funds by CMSS. The payment may be made on the basis of number of working days for which duty has been performed by the personnel.**
- 15.3. Manpower agency shall transfer the salary amount to the deployed employees by 7<sup>th</sup> of the month. Manpower agency shall submit the bill along with the signed & stamped register of wages-cum- master roll of one month along with proof of transfer of salary amount and pay slips to his employees by the 7<sup>th</sup> of the next month. Proof of payment of EPF, ESI (if applicable) and any other mandatory deductions under Contract Labour Act to competent authority in respect of all the employees shall be submitted to CMSS along with the succeeding months' bills.**
- 15.4. The Manpower agency shall open Bank Account in SBI or any other bank (if not having any Bank Account currently) within 15 days of assumption of contract and maintain it until the duration of the contract. The Manpower agency will also get the Saving Bank Accounts of all his employees opened in the Bank and deposit/transfer their wages directly to these accounts. He will also be required to provide the details of EPF and ESI account reports of all the staff deployed by him in CMSS, Delhi within one month of their deployment. **The Manpower agency must provide to their employees EPF pass books issued by the Provident Fund Department within 30 days.****
- 15.5. The payment will be released after the deduction of any penalty that may be imposed by the Competent Authority as per contract agreement.**
- 15.6. It will be the responsibility of the agency to deposit the component of the CTC and the statutory deductions along with the GST with the concerned authority within the prescribed time limit. The CMSS will not be responsible for delay or default in case of non-compliance in this regard.**

- 15.7. The manpower agency shall deploy the manpower specified. CMSS reserves the right to increase/decrease the minimum manpower in a given calendar year with the approval of the competent authority by giving the Manpower agency a notice of 3 working days. The payment as per the contract agreement shall be regulated accordingly.
- 15.8. The Manpower agency shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him together with submission of form-C under 'The Payment of Bonus Act, 1965'. As far as EPF and ESI are concerned, it shall be the duty of the Manpower agency to deposit the Employees share of EPF/ESI from the wages of the personnel engaged by him and supply the complete particular/details of each employee i.e. name, father's/husband's name, EPF/ESI account number, wages for the month & both employee's as well as employer's shares to the CMSS by 7<sup>th</sup> of the following month along with soft & hard copy. It will be the responsibility of the Manpower agency to provide certified details of manpower deployed by him on monthly basis in the 'CMSS' and to the Labour Department in appropriate format by 2<sup>nd</sup> of the succeeding month. Default on the part of the manpower agency in terms of payment to the employees by the 7<sup>th</sup> of the succeeding month will attract penalty at the rate of Rs.10,000/- per day w.e.f. 8<sup>th</sup> of the month.
- 15.9. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Manpower agency for carrying out this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the 'CMSS' may, failing payment of the said money by the Manpower agency make payment of such claim on behalf of the Manpower agency to the said Labour Authorities/employee and any sums so paid shall be recoverable by the 'CMSS' from the Service Provider.
- 15.10. If any money, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulation, be directed to be paid by the 'CMSS', such money shall be deemed to be payable by the Manpower agency to the 'CMSS' within seven days. CMSS shall be entitled to recover the amount from the Manpower agency by deduction from money due to the Manpower agency along with administrative/departmental charges as provided in **clause-21(4) of the Contract Labour (Regulation & Abolition) ACT-1970(ACT No- 37 of 1970)**.
- 15.11. The manpower agency will allow CMSS or its authorized representative access to its records/premises to ascertain compliances.



## 16. PENALTY PROVISIONS

### 16.1. **Failure to commence/execute work:**

In case the manpower agency fails to commence/execute the contract as stipulated in the agreement, the CMSS reserves the right to impose and recover penalty as detailed below:

16.1.1. Rs. 5000/- per day of delay for non-commencement of service.

16.1.2. After five weeks delay, CMSS may cancel the agreement and get this job carried out preferably from any other agency from the open market at the risk & cost of defaulter bidder. The difference in cost, if any, will be recovered from the defaulting manpower agency as damages and he shall also be black listed for a period of two years from participating in such type of tenders, if so warranted.

### 16.2. **Absence of Manpower:**

16.2.1. In case the employee reports late for duty or leaves his duty before time, a penalty of Rs 100/episode/employee may be imposed on the manpower agency and may be deducted from his monthly bill.

16.2.2. The selected manpower agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons or remaining absent without intimation. **The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages@Rs.100/-per day (per such case) on the service provider, besides deduction in payment on pro-rata basis.**

### 16.3. **Delay in payment of salary/wages:**

Default on the part of the manpower agency in paying salary/wages by 7<sup>th</sup> of the month to its employee or in the deposition of EPF/ESI within the prescribed time limit, as applicable, shall attract penalty at the rate of Rs.10,000/- per day for each day of delay.

### 16.4. **Misconduct of personnel:**

In case any public complaint is received which is attributable to misconduct / regularized of service provider's personnel and as verified by the competent authority, a penalty of Rs.100/-for each such incident shall be levied and the same shall be deducted from service provider's bill. Further, the concerned guilty person shall be withdrawn by the service provider. Besides legal action as required under relevant rules/acts be also initiated against the guilty person by the Service Provider.

**16.5. Notice period of employee:**

The employee will serve one month notice period during his/her resignations. In case, he/she will not serve one month notice period, CMSS will deduct the wages of one month of same staff from the bill of manpower agency. Therefore, the manpower agency will ensure that the employee deployed by them will serve one month notice period during his/her resignations.

**16.6.** The Competent Authority for imposing the penalty shall be Director General and Chief Executive Officer, CMSS.

**16.7.** That in the event of any loss occasioned to the 'CMSS' as a result of any lapse on the part of the manpower agency or his deployed staff and that would be established after an enquiry conducted by the 'CMSS', the said loss may be claimed from the Manpower agency up to the value of the loss. The decision of CMSS will be final and binding on the Service Provider.

**17. JURISDICTION:**

In the event of any dispute arising out of the tender such dispute would subject to the jurisdiction of the Civil Court within the city of New Delhi only.

**18. INDEMNITY BOND:**

The manpower agency shall provide indemnity to CMSS for any illegal acts carried out by the manpower supplied to CMSS in its premises. The manpower agency shall be the "employer" for all purposes in respect of the manpower so provided and he shall be responsible for and ensure the implementation of the Labour and Industrial law. The manpower agency staff deployed/ persons deputed shall not claim any compensation/ absorption/regularization of services with the first party i.e. CMSS in any case.

**19. FORCE MAJEURE:**

The terms and conditions mentioned herein shall be subject to Force Majeure which shall mean and be limited to the following:

**19.1.** Any war or hostilities

**19.2.** Any riot or civil commotion

**19.3.** Any earthquake, flood, tempest, lightning or other natural physical disaster, impossibility of the use of any Railway, Port, Airport, disaster, services or other means of transport;

**19.4.** Any strike or lock-out (only those exceeding 10 continuous days in duration affecting the performance of the seller's/CMSS obligations)

**TECHNICAL BID**

S. No.	Technical Requirements (Mandatory)	Document's Description (To be filled by bidder)	Supporting Documents at Page Nos.
1.	Name of the Agency		
2.	Postal Address		
3.	Telephone, Fax Number, Email Address, Website URL (if any), etc.		
4.	Nature of activity		
5.	Details of ownership		
6.	Registration under, "The Contract Labour (Regulation and Abolition) Act, 1970"		
7.	Copy of EPF registration		
8.	Copy of ESIC registration		
9.	Valid Goods and Service Tax registration (GST)		
10.	Valid PAN Card		
11.	Average Annual Financial Turnover of minimum 10 (ten) Crore for Tenderer during the last three financial years i.e. 2020-21, 2021-22 and 2022-23		
12.	Details of Agency's own Bank Account		
13.	Details of Registered office or one of the branch office of the manpower agency located in Delhi NCR		
14.	Details of successful execution at least one contract each in Financial Year 2022-2023 and Financial Year 2023-2024 for providing minimum 100 employees as manpower to any Central or State Government organization/ PSU/ Government autonomous organization/ Government undertaking organizations/any		

	Government Entity. Copies of Satisfactory Performance Certificate(s) from Government clients / Proof of monthly payments from Government clients duly certified by a Chartered Accountant with UDIN with regard to manpower provided, salary provided to the employee in time and other statutory contribution i.e. ESI, EPF, etc.		
15.	An Affidavit/ Undertaking on agency's letter head stating that the agency has not been BLACKLISTING by Central Government/ State Government/ any PSU/ any other firm.		
16.	Tender documents duly signed and stamped on each page		
17.	Acceptance on agency's letter head by mentioning buyer's name: CENTRAL MEDICAL SERVICES SOCIETY, NEW DELHI and GeM Bid Number, over General Terms and Conditions, Scope of work and all other terms and clauses mentioned in NIT. [ORIGINAL SELF-ATTESTED NIT, T&C DOCUMENT AND ANNEXURES, CORRIGENDUM (IF ANY) TO BE SUBMITTED IN TECHNICAL BID]		

**Note:**

- (a) Bidders are required to submit self-attested copies of all supporting documents.
- (b) Bidders are required to fill the above given mandatory details on letter head of organization's and signed & stamped supporting documents to be uploaded on GeM portal along with other supporting Annexures in their bid.
- (c) The bidders are required to produce copies of Satisfactory Performance Certificate(s) from Government clients / Proof of monthly payments from Government clients duly certified by a Chartered Accountant with UDIN with regard to manpower provided, salary provided to the employee in time and other statutory contribution i.e. ESI, EPF, etc.
- (d) Financial Turnover during the last three (3) financial years ending 31st March of the previous financial year (i.e. 2020-21, 2021-22 and 2022-23) should be furnished duly certified by the practicing Chartered Accountant with UDIN. Copies of the audited Annual reports including the Balance Sheet and Profit and Loss Account along with all the annexures for the last three years duly certified by a Chartered Accountant with UDIN.

(Filled by Bidder Only)

**We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection. All documentary evidence / certificates confirming compliance to it should be part of Technical Bid.**

<b>Date:</b>	<b>Signature with seal</b>
	<b>Name:</b>
	<b>Designation:</b>
<b>Place:</b>	<b>Organization Name:</b>



**TENDER FORWARDING LETTER**  
(To be given on Company Letter Head)

Date:

To,  
DG&CEO,  
Central Medical Services Society,  
II Floor, Viswa Yuvak Kendra Teen Murti Marg  
Chanakyapuri, New Delhi- 110021.

**Sub: Acceptance of Terms & Conditions of Tender Ref No. CMSS/AN/364/2024.**

Dear Sir,

1. I/We have downloaded/obtained the above tender document from the website of GeM: <https://gem.gov.in/>
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), Scope of work etc.), which form part of the contract agreement and I/we shall abide hereby by the terms /conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I /We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department/Public sector undertaking.
6. I/Whereby declare that bid will remain valid for a period of 120 days after opening of technical bid.
7. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other right so remedy absolutely.

Yours Faithfully,

<b>Date:</b>	<b>Signature with seal</b>
	<b>Name :</b>
<b>Place:</b>	<b>Designation:</b>
	<b>Organization Name:</b>

**Pre-Bid Meeting Authorization letter  
(To be submitted on company letterhead via email)**

To,

The Administrative Officer,  
Central Medical Services Society  
2nd Floor, Vishwa Yuvak Kendra,  
Teen Murti Marg, Chanakyapuri,  
New Delhi-110021

Dear Sir,

**Sub: - Authorization Letter - Pre Bid Meeting –for Tender:\_\_\_\_\_**

We,\_\_\_\_\_ (name of the company) hereby authorize the following executive from our company to attend the pre bid meeting of the subject bid.

The details of the authorized personnel(s) is as under;

Sr.No.	Name	Designation	Mobile No	Email ID for VC invite

Kindly send the VC link for pre bid meeting on the ABOVE email ids of the authorized personnel.

Yours faithfully,

<b>Date:</b>	<b>Signature with seal</b>
	<b>Name:</b>
<b>Place:</b>	<b>Designation:</b>
	<b>Organization Name:</b>

## "Bid Security Declaration"

(Should be notarised on Rs. 100 stamp papers & on Company Letter-head)

[Note: To be submitted as part of Technical bid, along with supporting documents, if any. Submit as Annexure-C as part of Technical bid, a Bid Securing Declaration In lieu of bid security in the following format. Bidders exempted from submission of bid security are also required to submit this.]

Bidder's Name \_\_\_\_\_ [Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

To

DG & CEO,

Central Medical Services Society,

Ministry of Health and Family welfare, Government of India, New Delhi

Address: 2nd floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road, Opposite

Police Station Chanakaya Puri, New Delhi-110021

Telephones: 011-21410905, 21410906

**Ref: Your Tender Document No CMSS/AN/364/2024; Tender Title: Tender Notice for Engagement of External Govt. Agency to Outsource Human Resource (Manpower) at CMSS.**

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, for Government Entity, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We confirm that we are State Government/Central Government/PSU/Government undertaking organizations/ Government Entity and unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
  - a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
  - b) Fail or refuse to sign the contract. We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:
    - 1) receipt by us of your notification
      - a) of cancellation of the entire tender process or rejection of all bids or
      - b) of the name of the successful bidder or
    - 2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on..... day of ..... [insert date of signing] Place.....[ insert place of signing]

DA:.....



## Near Relative Certificate

(In case of Proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Govt. of India/Financial Institutions nominees and independent non-official part time directors appointed by Govt. of India or the Governor of the state. Authorised signatory of bid may also sign this bid on behalf of the entire directors/ partners/ proprietor).

This is to certify that none of my/our Company Directors' near relative as defined below currently works in CMSS where I am/we are going to apply for the tender. I/We also agree to the condition that due to any breach of conditions by the company or firm or any other related person the bid submitted on behalf of the company or firm will be cancelled and bid security will be forfeited at any stage whenever it is noticed and CMSS will not pay any damage to the company or firm or the concerned person. The company or firm will also be debarred for further participation for the quoted item in CMSS for a period of one year.

The near relatives for this purpose are defined as:

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & son's wife (Daughter in law), daughter(s) and daughter's husband (son in law), brothers(s) and brother's wife, sister(s) and sister's husband (brother in law).

Signature/Signatures (with Stamp)