

Bid Document

Bid Details	
Bid End Date/Time	29-07-2021 16:00:00
Bid Opening Date/Time	29-07-2021 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Delhi
Department Name	Health And Family Welfare Department Delhi
Organisation Name	Institute Of Human Behaviour And Allied Sciences (ihbas)
Office Name	East Delhi
Item Category	Healthcare Human Resource Outsourcing Service
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	219 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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	No
Time allowed for Technical Clarifications during technical evaluation	7 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Administrative Officer

Institute of Human Behaviour and Allied Sciences (IHBAS) , East Delhi, Health and Family Welfare Department
Delhi, Dilshad Garden, Delhi 110095

(Krishna Kumar)

Splitting

Bid splitting not applied.

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Healthcare Human Resource Outsourcing Service (247)**Technical Specifications**

Specification	Values
Core	
Type of Service	Human Healthcare
Category of Service	Nursing Orderly
Experience (in Years)	0-3
Number Of Working Days in Week	7
Qualifications	Under Matriculate
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Krishna Kumar	110095, Institute of Human Behaviour & Allied Sciences ; Autonomous Academic Institute under Govt. of NCT of Delhi, Dilshad Garden Delhi-10095	247	<ul style="list-style-type: none">Monthly Remuneration (Including ESI, PF, ELDI, PF Admin Charge, other components) in INR Exclusive of GST : 19704.62

Healthcare Human Resource Outsourcing Service (8)**Technical Specifications**

Specification	Values
Core	
Type of Service	Human Healthcare
Category of Service	Nursing Orderly Supervisor
Experience (in Years)	0-3
Number Of Working Days in Week	7
Qualifications	Graduate Degree
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Krishna Kumar	110095, Institute of Human Behaviour & Allied Sciences ; Autonomous Academic Institute under Govt. of NCT of Delhi, Dilshad Garden Delhi-10095	8	<ul style="list-style-type: none"> Monthly Remuneration (Including ESI, PF, ELDI, PF Admin Charge, other components) in INR Exclusive of GST : 23475.92

Healthcare Human Resource Outsourcing Service (4)

Technical Specifications

Specification	Values
Core	
Type of Service	Human Healthcare
Category of Service	Multipurpose Health Worker (SPM)
Experience (in Years)	0-3
Number Of Working Days in Week	7
Qualifications	Higher Secondary
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Krishna Kumar	110095, Institute of Human Behaviour & Allied Sciences ; Autonomous Academic Institute under Govt. of NCT of Delhi, Dilshad Garden Delhi-10095	4	<ul style="list-style-type: none"> Monthly Remuneration (Including ESI, PF, ELDI, PF Admin Charge, other components) in INR Exclusive of GST : 23475.92

Buyer Added Bid Specific Additional Terms and Conditions

- Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.
- 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.
- 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.
- 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.
- Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- Buyer uploaded ATC document [Click here to view the file.](#)
- ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
- NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.
- OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- 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.
- 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 Director, IHBAS payable at Delhi. 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.
- 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 Director, IHBAS 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.
- Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in

Beneficiary name Director, IHBAS Account No. 10172504586 IFSC Code SBIN0009370 Bank Name SBI Branch address Dilshad Garden, Delhi 110095. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

14. Buyer Added text based ATC clauses

INDEXING /CHECK LIST OF THE DOCUMENTS WHICH ARE TO BE UPLOADED ON GEM PORTAL BY BIDDER IN PDF FORM INDICATING DESCRIPTION/TYPE OF THE DOCUMENTS & NUMBER OF PAGES ON EACH PDF FOLDER			
Sl. No.	Description/ Name/Title of the Document	Serial No. of Pages	
		From	To
1.	Gross Turnover Certificate of the intending bidder duly certified by their Chartered Accounts for the last three financial years: 2018-19,2019-20,2020-21 showing average value of turnover. The Average Value should not be below than Rs. 219.00 lakh (Rd) i.e 30% of their estimated cost of the Rs. 7,29,12,525/- as per stipulated terms & conditions on GeM Portal.		
2	PAST EXPERIENCE FOR SERVICES : (i) The Bidder must have executed at least one single work order of 80% value of the Bid Value Rs.7,29,12,525/- i.e. not less than Rs.583.30 Lakh Or (ii) 2 (Two) work orders each of 50% value of the Bid value of Rs.7,29,12,525/- i.e. not less than Rs.364.56 lakh Or (iii) ii) Three (3) work orders each of 40% value of Rs.7,29,12,525/- i.e. not less than Rs.291.65 lakh of the Bid for similar service(s) in last three years (July, 2018 to June, 2021) related to Govt / PSU / Limited Company containing similar products. The documentary proof to be submitted along with the Bid and each of work completion certificates of the execution of work should be satisfactory performance issued by the respective authorities where work execution done or going on otherwise experience certificate will not be entertained.		

3	<u>Earnest Money Deposit</u> Bid Security Declaration by each bidder irrespective of their registration status etc. is to be uploaded on GeM Portal in specified format of Annexure-A attached on non-judicial stamp paper of valuing of Rs.100/- in pursuance of <u>4th Para of Office Memorandum</u> of Govt. of India, Ministry of Finance, Deptt. Of Expenditure (Procurement Policy Division) No.F.9/4/2020-PPD dated 12th November, 2021 <i>a s “no provision regarding Bid Security should be kept in the Bid Documents in future and only provision for Bid Security Declaration ”</i>		
4	Income Tax Returns (I.T.Rs) for following last three years :- (a) Assessment years 2018-19 (F.Y.-2017-18) (b) Assessment Year -2019-20 (F.Y.2018-19) (C) Assessment Year -2020-21 (F.Y.2019-20)		
5	<u>Documentary Evidence</u> for <u>an office of the Service Provider in the state of “Delhi”</u>		
6	ISO-9001 Certification		

ANNEXURE-A

Bid Security Declaration Form

Date _____
No. **GEM/2021/B/** _____

Tender/Bid

To

Director,

Human Behavior and Allied Sciences(IHBAS),

(An Autonomous Body of Government of NCT of Delhi),
Dilshad Garden, Delhi-110095

Institute of

I/We understand that according to your conditions, bids must be supported by a Bid Security Declaration

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of 02 (Two) years from the date of notification, if I am/ We are in a breach of any obligation under the Bid conditions, because I/We

- (a) Have withdrawn/ modified / amended , impairs or derogates from the tender, my /our Bid during the period of bid validity specified in the form of Bid ; or

- (b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to bidders.

I/We understand the Bid Security Declaration shall cease to be valid if I am / We are not the successful bidder, upon the earlier of (I) the receipt of your notification of the name of the successful Bidder or (II) thirty days after the expiration of the validity of my/own Bid.

Signed _____ (Insert Signature of persons whose name and capacity are shown)

In the capacity of _____ (insert legal capacity of person signing the id securing declaration)

Name _____ (Insert Complete name of person signing the Bid Securing Declaration)

Duly authorized to sing the bid for an on behalf of (Insert complete name of bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Note : In case of Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submit the bid)

(To be submitted on notarized non judicial stamp paper of Rs.100/-)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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](#), conditons 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 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.

---Thank You---