

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-02-2023 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-02-2023 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (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	International Institute For Population Sciences (iips)
Office Name/कार्यालय का नाम	Mumbai
Item Category/मद केटेगरी	Custom Bid for Services - Codification of Accounts
Contract Period	2 Year(s) 6 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	No
Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requ *In case any bidder is seeking exemption from Experi Criteria, the supporting documents to prove his eligib must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	500001
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	6000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	2.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	30

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के प्राप्ति के दायरे से बाहर रखा गया है।

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

Beneficiary/लाभार्थी :

Director & Sr. Prof.

Mumbai, Department of Health and Family Welfare, International Institute for Population Sciences (IIPS), Ministry of Health and Welfare

(Prof. K.s.james)

Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited financial statements of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant periods shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, then the 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 the bid document (in the month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization or Private Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services.

Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Pui services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quote 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to bidder subject to acceptance of L1 bid price.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or 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 determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 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 service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality

Instruction To Bidder:[1673868325.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1673868330.pdf](#)

Scope of Work:[1673868335.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1673868344.pdf](#)

Service Level Agreement (SLA):[1673868348.pdf](#)

Payment Terms:[1673868375.pdf](#)

Penalties:[1673868379.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1673868384.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1673868390.pdf](#)

GEM Availability Report (GAR):[1673868504.pdf](#)

Buyer's Competent Authority Approval:[1673871094.pdf](#)

Custom Bid For Services - Codification Of Accounts (1)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र.सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Addition
1	Manjiri Mangesh Rane	400088,International Institute For Population Sciences Govandi station Road , Govandi east, Deonar, Mumbai - 400088	1	N/A

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

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

NOTICE INVITING TENDER FOR CODIFICATION OF ACCOUNTS AT IIPS, MUMBAI THROUGH GeM PORTAL

Name of the work	:	Codification of Accounts
Earnest Money Deposit	:	₹6000/-in form of Demand Draft in favour of Director, IIPS, payable at Mumbai/FDR/Physical BG or e-BG/as per the specified form mentioned in GFR 2017 (Exempted for MSME registered agencies)
Tender Cost	:	Rs. 500/- in form of Demand Draft in favour of Director, IIPS, payable at Mumbai (Exempted for MSME registered agencies)
Date & Time of Closing of Tender	:	
Date & Time for Opening of Tender - (Technical Bid)	:	

Annexure 1

TECHNICAL BID

(Please go through the terms and conditions before filling up the Technical & Financial Bid)

Sl	Particular	Details	Remarks if any
1	Name of the Firm/Agency/ Company		
2	Full Address of the Registered Office/Branch Office(if any)		
3	Telephone No		
4	Email Address		
5	Website(if any)		

6	Status(whether firm is Proprietary/Partnership Firm/Private Limited/Public Limited, Registered under Societies Registration Act Etc.		
7	Registration Number of the Organization(Please attach a certificate of Registration/Incorporation)		
8	Name of the Director/Proprietor		
9	Designation		
10	Complete Address		
11	Phone No		
12	Mobile No		
13	Email:		
14	Annual Turn Over (Amount in Lakhs) (Please attach a copy of Audited Accounts for each financial year)	2019-2020:	
		2020-2021:	
		2021-2022:	

15	No of employees directly working under the firm		
16	Details of Registration under various statutes		

Sr. N	Registration Under	Registration NO.	Certificate Attached (Pls.mention YES/NO)
1	Shops & Establishment Act		
2	License Under the Contract Labour Act		
3	Provident Fund Registration Number		
4	Employee State Insurance Registration Number		
5	Service Tax Registration Number		
6	Permanent Account No. (PAN)		
7	Trademark/Copyright if any		Attach copies certified
8	Certified extracts of the bank's Current Account containing transactions during the last three years	1)Name of the Bank: Branch:	Attach copies certified
		2)Name of the Bank: Branch:	
9	Valid MSEM/NSIC certificate for exemption in processing fees and EMD if claimed		
10	Any other relevant document (if you wish to enclose - please give details - if the space provided is insufficient, a separate sheet may be attached duly signed and sealed		

Give details of the major similar contracts handled by the agency in Government or Semi- Government Organizational Undertakings/Universities/Reputed Institutions during **the last ten years** supporting documents like work order/appointment order and/or contract successfully completed order(if any) (in the GeM portal). The details of the experiences to be given in the below m

Sr. No.	Year/Period	Name and	Nature of the organization	Details of the works	No. of employees deployed	Copies of the documents
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		address of the firm		carried out		

Annexure 2 FINANCIAL BID

- 1) After opening of **TECHNICAL BID** the capability and suitability of the Tenderer shall be evaluated and **FINANCIAL BID** of the tenderers shall be opened on the date informed accordingly:

1.	Name of the Tenderer	
2.	Address of the Tenderer	
3.	Phone No. :	
4.	Whether proprietary/partnership firm or company	
5.	Name(s) of the Proprietor or Partners or Director of the firms	

Charges for providing services – All rates should be inclusive of all taxes and specified under individual heads and amount to be on monthly basis.

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Part-II

Nature of Work	Implementation Fee 2022-23
Codification of Accounts in Tally ERP Prime Gold Software for IIPS Main Accounts (MoHFW, Govt. of India Funded Institute) upto the preparation of the annual accounts of the Institute for financial year wise. The number of the transactions of the accounts of the Institute will be range of 100 to 300 (monthly) (approx.)	
Codification of Accounts in Tally Software for Sponsored Projects Accounts (around 30 sponsored Project Accounts) (Funded by Central Govt./State Govt./ National and International organizations) upto the preparation of the annual accounts of the projects for financial year wise. The number of the transactions of the accounts of the projects will be range of 500 to 1000 (monthly) (approx.)	
Add: GST as per applicable Rate	
TOTAL	

Nature of Work

Annual Maintenance Fee (Annually based
for F.Y 2023-24 and F.Y 2024-25)

Codification of Accounts in Tally ERP Prime Gold Software for IIPS Main Accounts (MoHFW, Govt. of India Funded Institute) upto the preparation of the annual accounts of the Institute for financial year wise. The number of the transactions of the accounts of the Institute will be range of 100 to 300 (monthly) (approx.)	
Codification of Accounts in Tally Software for Sponsored Projects Accounts (around 30 sponsored Project Accounts) (Funded by Central Govt./State Govt./ National and International organizations) upto the preparation of the annual accounts of the projects for financial year wise. The number of the transactions of the accounts of the projects will be range of 500 to 1000 (monthly) (approx.)	
Add: GST as per applicable Rate	
TOTAL	

NOTE: The L1 bidder will be considered based on the combined fee of part I and Part II.

GENERAL TERMS AND CONDITIONS OF THE TENDER:

- The Technical Bid will be opened in GeM portal as notified by IIPS.
- The tendered work, if awarded, is not transferable.
- The experienced and professionally sound agency (at least 10 years experience) will be given preference.**
- The MSME/NSIC registered organization will be given preference as per the Govt. rules.**
- The agency having similar nature of experience in academic/research Institutes will be preferred.**
- The entire implementation work of Part I has to be completed within 15 days after receiving of the contract.**
- Director & Sr. Professor of the Institute reserve the right to terminate the contract at any time without giving any reason thereof. However the agency will be paid for the actual work performed.
- The data to be provided against the contract is the sole property of IIPS and the agency shall not use the same for any purpose other than execution of the contract. They have to maintain the data.
- Arbitration**– All disputes arising between parties shall be referred to and settled through Arbitrations conducted in accordance with the Provisions of the Arbitration and Conciliation Act 1996 and the rules framed there under. Such disputes shall be adjudicated by an Arbitrator appointed by the Director & Sr. Professor, IIPS, Mumbai. The Arbitrator shall have powers to award only such remedy as is contemplated by this Agreement as appropriate, injunctive relief. The place of Arbitration shall be Mumbai. The Language of Arbitration shall be English.
- Jurisdiction**– notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same has been the subject matter of suit, any appeal and proceedings arising out of the contract (including any Arbitration in terms thereof) shall lie only in the court of competent jurisdiction at Mumbai only and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.
- Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the

authority who is competent finally to accept if after he has submitted his tender or any endeavour to secure any interest of prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

12. **The Service Provider shall deposit an amount of @5% of the Order value as Security Deposit with the IIP**
entire duration of the contract in the

form of Online/physical Bank Guarantee or Fixed Deposit Receipt or Demand Draft/Bankers Cheque.

13. IPS authority/committee may relax any of the aforesaid conditions.

14. The Service Provider shall not assign, transfer, pledge or subcontract the performance of service

15. Bidders with valid MSME/NSIC certificate will be exempted from payment of Tender Fees and EMD as per the

16. The Work Contract would be initially for the Financial Year 2022-23 and the Annual Maintenance Contract will be given based on the work of the IIPS Mumbai.

17. In case of any dispute arises during the process, the decision of Director IIPS shall be binding to both the parties.

FINANCIAL TERMS AND CONDITIONS:

1. Payment for Part I will be made to the agency after successful completion of the implementation work.
2. Payment for Part II will be made on a quarterly basis for the work completed thereon.
3. TDS will be deducted at source as per Income Tax rules & regulation in force from time to time.
4. TDS (GST) will be deducted as per the GST Act.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process. Consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued in regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to existing rules for such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category restriction.
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.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition sp Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, t the conditions in the General Terms and Conditions.

---Thank You/धन्यवाद---