

Bid Document

Bid Details	
Bid End Date/Time	28-11-2022 18:00:00
Bid Opening Date/Time	28-11-2022 18:30:00
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Health And Family Welfare
Department Name	Department Of Health And Family Welfare
Organisation Name	International Institute For Population Sciences (iips)
Office Name	Mumbai
Item Category	Custom Bid for Services - Online Computer Based Test for various PG programmes
Contract Period	8 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	525000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Amount	25000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	2

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

Beneficiary:

STENO GR III

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

Splitting

Bid splitting not applied.

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. 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.
3. 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.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed 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.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1668422915.pdf](#)

Instruction To Bidder:[1668423135.pdf](#)

Scope of Work:[1668423287.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1668423534.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1668423732.pdf](#)

Service Level Agreement (SLA):[1668426064.pdf](#)

Payment Terms:[1668426076.pdf](#)

GEM Availability Report (GAR):[1668426123.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
COMPUTER BASED TEST FOR PG PROGRAMMES	100	43	View File

Total Minimum Qualifying Marks for Technical Score: 43

QCBS Weightage(Technical:Financial):30:70

Presentation Venue:ILPS, DEONAR, MUMBAI

Custom Bid For Services - Online Computer Based Test For Various PG Programmes (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Online Computer Based Test for various PG programmes
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Yogita Hiraji Rangari	400088,International Institute For Population Sciences Govandi station Road , Govandi east, Deonar, Mumbai -400088	1	N/A

Buyer Added Bid Specific Terms and Conditions

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

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 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 50% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

4. 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.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of DIRECTOR & SR PROFESSOR payable at DEONAR, MUMBAI.

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

6. Forms of EMD and PBG

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

7. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of DIRECTOR & SR. PROFESSOR payable at DEONAR, MUMBAI.

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

8. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name DIRECTOR & SR. PROFESSOR Account No. 1089604179 IFSC Code SBIN0003109 Bank Name STATE BANK OF INDIA Branch address DEONAR, MUMBAI.

Bidder to indicate bid number and name of bidding 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 along with bid.

9. **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.

10. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

3.1 The tender is "Two Bid" document. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (BID SECURITY) in one envelope. The Financial Bid should contain only commercial. **In case, any bidder encloses the Financial Bid within Technical Bid, the same shall be rejected summarily. Duly sealed Technical Bid (in separate envelope) and the Financial Bid (in separate envelope) has to be then put into one single envelope and its should be subscribed as "Tender for Online Examination (Computer Based Test) for Various PG Programmes at IIPS, Mumbai"**

3.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by email and those received late will not be entertained.

3.3 The tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.

3.4 The bidder should enclose BID SECURITY of in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks or online payment in an acceptable form in favor of Director IIPS, and payable at Mumbai. The tenders without BID SECURITY shall be summarily rejected.

- 3.5 The BID SECURITY of the unsuccessful bidders shall be returned after the expiry of the final bid validity and latest on or before the 30th day after award of the contract. However, in case of two packet or two stage bidding, the BID SECURITY of unsuccessful bidders during first stage i.e. technical evaluation, etc., shall be returned within 30 days of declaration of result of first stage i.e. technical evaluation'
- 3.6 Upon selection, the agency has to submit of the estimated value of the contract in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks or online payment in an acceptable form in favor of Director IIPS, and payable at Mumbai
- 3.7 Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned.
- 3.8 The bidder is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He is however,
advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the IIPS calls for it.
- 3.9 Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc. Or it is found that bidder has provided incorrect or misleading information.
- 3.10 All disputes arising shall be subject to the jurisdiction of appropriate court of Mumbai (India) alone and shall be governed by the law of India. The Director of IIPS reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, IIPS shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for one-year, extendable upto three years upon successful completion of the job.
- 3.11 The payment shall be made in Indian Rupees on submission of original invoice and successful completion certification by the concerned department. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clause related to liquidated damages on account of delays, errors, cost and time over runs, etc. In case the bidder fails to complete the work cost recoverable from the bidder in addition to damages and penalty.

- 3.12 Bidder are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case found otherwise, their bid is liable to be rejected. Subletting of the work will not be allowed.

11. 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.

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 specifications 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in 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---