



Bid Number: GEM/2022/B/2694010

Dated: 09-11-2022

**Bid Document**

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	24-11-2022 17:00:00
<b>Bid Opening Date/Time</b>	24-11-2022 17:30:00
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Ministry Of Health And Family Welfare
<b>Department Name</b>	Department Of Health And Family Welfare
<b>Organisation Name</b>	International Institute For Population Sciences (iips)
<b>Office Name</b>	Mumbai
<b>Item Category</b>	Manpower Outsourcing Services - Fixed Remuneration - Admin; Upper Division Clerk; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Jr Project Accountant; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Project Accountant; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; SrProject Accountant; Graduate
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	1 Lakh (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Turnover</b>	Yes
<b>Document required from seller</b>	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
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	2844000
<b>Evaluation Method</b>	Total value wise evaluation

**EMD Detail**

Advisory Bank	State Bank of India
EMD Amount	56880

**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:**

Director & Sr. Professor  
International Institute for Population Sciences (IIPS), Deonar, Mumbai 400088  
(Director, IIPS)

**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. 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. 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**

**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:**The Bidder Should Have Executed At Least 1 No. Projects With Contract Value Not Less Than (Rs) 1 LAKH For Each Contract Of Providing Manpower Services To Central/ State Government Departments/ Autonomous Bodies In Last FY

**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:**The Bidder Should Have Executed At Least 1 No. Projects With Supply Of 10 No. Of Manpower In Each Contract Of Providing Manpower Services To Central/ State Government Departments in last FY

**Geographic Presence: Office registration certificate:**IIPS DEONAR MUMBAI 400088

**Scope of work & Job Description:**[1667373978.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
IIPS TECH. QUALIFICATION QCBS	100	40	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 40**

**QCBS Weightage(Technical:Financial):30:70**

**Interview Venue:**IIPS DEONAR MUMBAI

**Manpower Outsourcing Services - Fixed Remuneration - Admin; Upper Division Clerk; Graduate ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Function	Admin
List of Profiles	Upper Division Clerk
Educational Qualification	Graduate
Specialization	Commerce , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)</b>	
Additional Certifications/ Trainings required for the resources being hired	No
<b>Additional Details</b>	

Specification	Values
Designation	Upper Division Clerk
Title for Optional Allowance 2	
Title for Optional Allowance 1	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Yogita Hiraji Rangari	400088,International Institute For Population Sciences Govandi station Road , Govandi east, Deonar, Mumbai -400088	1	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 25000</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 150</li> <li>• ESI (INR Monthly) : 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>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

#### Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Jr Project Accountant; Graduate ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Function	Finance/Accounts
List of Profiles	Jr Project Accountant

Specification	Values
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)</b>	
Additional Certifications/ Trainings required for the resources being hired	No
<b>Additional Details</b>	
Designation	Jr. Project Accountant
Title for Optional Allowance 1	
Title for Optional Allowance 2	

**Additional Specification Documents**

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**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Yogita Hiraji Rangari	400088,International Institute For Population Sciences Govandi station Road , Govandi east, Deonar, Mumbai -400088	1	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 22000</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 150</li> <li>• ESI (INR Monthly) : 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>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Project Accountant; Graduate ( 5 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Function	Finance/Accounts
List of Profiles	Project Accountant
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)</b>	
Additional Certifications/ Trainings required for the resources being hired	No

Specification	Values
<b>Additional Details</b>	
Designation	Project Accountant
Title for Optional Allowance 1	
Title for Optional Allowance 2	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Yogita Hiraji Rangari	400088,International Institute For Population Sciences Govandi station Road , Govandi east, Deonar, Mumbai -400088	5	<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) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 150</li> <li>• ESI (INR Monthly) : 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>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

#### Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; SrProject Accountant; Graduate ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Function	Finance/Accounts

Specification	Values
List of Profiles	SrProject Accountant
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)</b>	
Additional Certifications/ Trainings required for the resources being hired	No
<b>Additional Details</b>	
Title for Optional Allowance 2	
Designation	Sr. Project Accountant
Title for Optional Allowance 1	

**Additional Specification Documents**

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**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Yogita Hiraji Rangari	400088,International Institute For Population Sciences Govandi station Road , Govandi east, Deonar, Mumbai -400088	1	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 40000</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 150</li> <li>• ESI (INR Monthly) : 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>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

## 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### GENERAL TERMS AND CONDITIONS OF THE TENDER:

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1. Tender received without EMD or not in the proper format or incomplete in any respect, the bid proposal shall be liable to be summarily rejected at the discretion of IIPS.
2. The Tender Document has to be in the duly prescribed format only . Deviations, if any, from tender specifications, clause - wise and commercial terms and conditions, if any, should be clearly mentioned in the separate sheet as specified. The tender document and all the annexure's, and attachments shall be submitted with this bid with each page being consecutively numbered and duly stamped and signed by

the bidder.

3. This Tender document is **Not Transferable**. The tendered work, if awarded, is not transferable . **At least 3 satisfied customer's firms recommendation letter about bidders organization where the similar work has been undertaken has to be attached.**

4. **The signatory for all legal documents i.r.o this tender shall be Chief Administrative Officer, IIPS.**

5. **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 nominated by the Director & Sr. Professor, IIPS, Mumbai. The Arbitrator shall have powers to award only such remedy as in contemplated by this Agreement, including, as appropriate, injunctive relief. The place of Arbitration shall be Mumbai. The Language of Arbitration shall be English

6. **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 and all actions and proceedings arising out of our relating to the contract (including any Arbitration in terms thereof) shall lie only in the court of competent civil 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.

7. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept if after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

8. The Human Resource Service provider shall be liable to deposit all statutory taxes etc . on account of services rendered by it to IIPS to the concerned tax authorities from time to time.

9. The Service Provider's Employees proposed to be employed by the Service Provider for providing Human Resource services envisaged hereunder shall be subject to screening by IIPS, to ascertain their antecedents, suitability and skills. Before deploying any Service Provider's Employee in IIPS, they shall furnish complete particulars and obtain written approval of the designated officer of IIPS. IIPS reserves the right to interview the Service Provider Employee's, if considered necessary by it, before giving such approval.

10. The Service Provider will get all its Employees verified of their antecedents, through Special Branch, Mumbai Police and a certificate to this effect be furnished by the Contractor to IIPS before deployment of such Service Provider's Employees. The Service Provider should also maintain proper records/ documents of the same.

11. Service Provider will apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to Administration Section of IIPS within thirty (30) days from the date of issue of the letter of award of contract to the Service Provider failing which IIPS shall be entitled to terminate the contract with the Service Provider and issue the letter of award to any other agency / firm.

12. That no legal right shall vest in the Contractors Employees to claim or have employment or otherwise seek absorption in IIPS nor the Service Provider Employees shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of IIPS. The Service Provider Employees will remain the employees of the Service Provider and this should be the sole responsibility of the Service Provider to inform and clarify it to the its Employees before deputing them on work at IIPS.

13. The quality of service should be of high standards .

14. Without limiting generated conditions herein, if any of the Service Provider Employees prefer claim for employment with IIPS, the Service Provider shall, at its own cost, deal with such claim and settle such claims without any obligations on the part of the IIPS regarding such claims or settlement thereof.

15. The Service Provider shall indemnify IIPS and keep IIPS indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Service Provider or the Service Provider Employees including but not limited to any claim for employment by the Contractors Employees.

16. The Service Provider shall be fully responsible for any kind of accident/mis-happening to their staff as we as machineries while attending the complaints or at work in the IIPS premises.
17. IIPS authority / committee may relax any of the aforesaid conditions .
18. The Service Provider shall provide Manpower Services as per the IIPS's requirement with specified qualification and experience in accordance with conditions laid down by IIPS.
19. The Service Provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper upon receiving written notice from the authority of IIPS. IIPS may require the Service Provider to immediately remove from the place of work any such staff deployed by the Service Provider and they shall forthwith comply with such requirements.
20. The Service Provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider
21. The Service Provider shall not assign, transfer, pledge or subcontract the performance of service
22. Staff deployed by the Service Provider shall not divulge or disclose to any person, any details of office, operational process, technical knowhow, security arrangements, administrative organizational matters etc.
23. Any staff deployed by the Service Provider cannot claim any master and servant relationship with IIPS .  
**Also, the Service Provider staff shall not claim any benefit/compensation/absorption/regularization of service with IIPS under the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the Service Provider to the Registrar, IIPS**
24. Before deploying the outsourced staff the successful Service Provider shall arrange for the interview of the suitable candidates by the Chief Administrative Officer, IIPS. The photocopies of the documents of the selected candidates will be retained for the record of IIPS. The Service Provider will provide the bio data of the candidates within a week's time from the date of intimation from IIPS about the human resource requirement. The Service Provider will inform the candidates regarding the date and time and venue to the interview well in advance and forward a written confirmation to IIPS. On the day of interview it will be mandatory for the Service Provider to depute one person for smooth conduct of the interview at IIPS. The Service Provider has to follow the following procedure for deploying their staff at IIPS

Sr.No.	Prescribed Procedure	Time Frame	Remarks
1	Request/requirement forwarded by Administration for a particular staff	As and when vacancy/ need of the department arises	
2	Forwarding of Bio-Data as per the Annexure 3 by the Service Provider to Administration	Within one week from the receipt of the request from IIPS	
3	Upon screening of biodata's IIPS Administration will forward the shortlisted candidates	Either immediately or Within 2 working days	
4	Service Provider to inform candidate	Immediately upon receiving intimation from IIPS. Note one representative of the Service Provider will be Available in the campus. On the date of interview	

5	Issue of call letter to the selected Candidate by the Service Provider with a copy to administration	Upon receiving written intimation from IIPS, call letter to be Issued to the candidate And informed about Joining date. The service Provider should complete  All the formalities to Ascertain the educational Qualification, police Verification etc.	
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25. Statutory deductions of the deputed staff in IIPS shall be promptly remitted separately to the statutory authorities as per law and should be submitted to IIPS Mumbai.
26. The decision of the Director IIPS in any matter relating to this contract shall be final .
27. IIPS reserve the right to accept or reject any or all the tenders without assigning any reason thereof. It is open to IIPS to alter the conditions of the tender in appropriate cases in the interest of IIPS
28. The Service Provider shall comply with all the rules and regulations regarding safety and security of its supplied / provided employees and IIPS will in no way be responsible in any manner in case of any mis-happening with their personnel at any place.
29. During the subsistence of the contract, IIPS shall not undertake any monetary liability other than the amount payable to the Manpower Service Provider for the services of the personnel provided by them. Other liabilities, if any, shall be solely rest with the Contractor . Even if, IIPS has to bear such liabilities on unforeseen circumstances / occasions. IIPS will recover such amount from the Service Provider by adjusting the amount payable to them.
30. Any loss, theft or damage to the life or property of the employees of IIPS and or property of IIPS, shall be compensated by the Service Provider if the cause of such loss, theft or damage is on account of default, negligence and or lapse of the employees of the Service Provider Manpower deployed will maintain full secrecy of the official working and records etc., failing which action will be initiated against the concerned persons and concerned Service Provider under applicable rules and laws etc.
31. No amount should be collected or deducted from the employee's salary apart from statutory deductions. If this clause is violated, the contract is liable to be cancelled .
32. If any complaint is observed or any discrepancy is found regarding their requirements, dues etc, from the labour against the agency then institute will take strict action against the agency. If in case, the complaint is serious, then the contract may be discontinued/terminated.
33. In case of any court matter, if any arises, from the candidate, employee of the service provider, the Service Provider will be responsible and would represent the court matter. IIPS will not be responsible for any court case, if any, filed by the employee of the service provider.
34. The Work Contract would be initially for a period of one year which will be extended upon mutual understanding for another two years on the same price rate quoted in the financial bid duly accepted by IIPS.
35. In case of any dispute arises during the process, the decision of Director IIPS shall be binding to both the parties.
36. IIPS reserves the right to cancel the contract at any stage in case of administrative decisions.
37. Bidder will depute one person from his agency who will visit the institute once in month to monitor and report to the administration section.
38. Bidder will ensure that the payment is made to the employees by 10<sup>th</sup> of every month

#### **FINANCIAL TERMS AND CONDITIONS:**

1. No Service Provider Employee shall work for more than **26 days in a month or as specified by applicable Labour legislation. The salary to the Service Provider Employee shall be paid on**

**monthly basis.**

2. An employee shall be granted-
  - (a) for rest day salary calculated at the rate applicable to the next preceding day; and
  - (b) where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day.
3. Timely Payment of salary.- The establishment shall pay to the contractor the amount payable to him or it, as the case may be, before the date of payment of wages so that payment of wages to the employees shall be made positively in accordance with the provisions of the Minimum Wages Act.
4. The Service Provider shall make all payments including wages to the personnel on or before 5<sup>th</sup> of every month along with the pay slips to individual employees. After making payment, the Service Provider shall raise the bill in duplicate and forward to IIPS administration.
5. Payment should be made to the contractual staff deployed at IIPS only after the manpower service provider receives the duly certified copy of attendance from the Administration.
6. TDS will be deducted at source as per Income Tax rules & regulation in force from time to time .
7. Attendance should be attached with the bill duly certified by the Administration, IIPS.
8. **The agency shall pay salary to the employees through ECS only.**
9. The payment shall be made by the IIPS to the Service Provider for the Service Provider's Employees actually employed for providing Human Resource Services hereunder. Bill shall be raised by the Service provider as per the Financial Bid and actual payment to each category of contractual employees. In case of any discrepancy found in the bill IIPS reserves the right to withheld the bill for seeking clarification.
10. IIPS has the right to reduce/increase the strength of Service Provider Employees as per its requirements .
11. **The Service Provider must pay salary to its Employees as per the Financial Bid.** No additional claim other than Financial Bid will be allowed.
12. Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or EPF contribution. The Service Provider shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act.
13. The service provider should be willing for extension of contract to three months in case instructed by the CAO, IIPS after the expiry of contract.
14. Bills to be submitted to the Administration, IIPS by 20<sup>th</sup> of the next month.

**WORKING PATTERN OF THE CONTRACTUAL STAFF AT IIPS**

1. **The Service Provider Employees/Contractual Staff shall work and follow the leave pattern as per IIPS norms.**
2. If required on special occasion workers have to work beyond office hours and on holidays of the Institute.
3. Service Provider staff have to work as per decision of the authority at Deonar and Nerul Campus of IIPS or at the residence of the authority without any additional cost.
4. Appointment order / offer of appointment will be initially for a period of **six months**.
5. Personnel provided by the Service Provider will have to attend their duties at specified timings on all working days at IIPS. Late coming, leaving early, absenteeism without intimation to administration shall not be accepted.
6. The Service Provider shall ensure proper ensure proper conduct of staff of the service provider in office premises and avoidance of any in-disciplined act on their part and strictly enforce prohibition of consumption of alcohol d
7. rinks, paan and smoking .
8. The agency shall be responsible for their conduct and observance of normal discipline at IIPS .
9. The personnel will not be provided any transport facilities or conveyance allowance for attending their duties at IIPS. However, if anyone is sent out for official work during their office hours, IIPS will provide transport or local conveyance on actual basis.

10. Any violation of discipline or irregularity in attendance or indulgence in misconduct on part of personnel deployed shall be immediately withdrawn as per instruction of Director, IIPS
11. If any delay in providing a suitable substitute for the period beyond three working days by the agency a penalty of Rs. 200/- per day per persons shall deducted from the monthly bill of the service provider in the following month.

## 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](#), 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---**