

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-02-2026 09:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-02-2026 09:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/Department Name	Employees State Insurance Corporation
संगठन का नाम/Organisation Name	Employees State Insurance Corporation
कार्यालय का नाम/Office Name	Esich Udaipur Chitrakoot Nagar
वस्तु श्रेणी /Item Category	Facility Management Service- Manpower based (Version 2) - Healthcare; Housekeeping; Skilled , Facility Management Service- Manpower based (Version 2) - Healthcare; Housekeeping; Unskilled , Facility Management Services - LumpSum Based - Healthcare; Pest Control Service; Consumables to be provided by service provider (inclusive in contract cost)
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	5038832
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है। / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	151165

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/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).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

MEDICAL SUPERINTENDENT,ESIC HOSPITAL,UDAIPUR  
ESIC HOSPITAL, CHITRAKOOT NAGAR, UDAIPUR  
(Esi Fund Account No. 1)

**UIN Number NCTGC2415P**

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder

Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. 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.

6. 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.

7. 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 online in GEM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

#### **अतिरिक्त योग्यता /आवश्यक डेटा/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:AS PER ATC**

**Scope of work & Job description:**[1769857405.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1769857418.pdf](#)

**Buyer to upload Machinery or Consumable List in case Add-on is selected by Buyer in Marketplace:**<1769857423.pdf>

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
LCS	100	75	<a href="#">View file</a>	Yes

Total Minimum Passing Technical Marks: 75

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
05-02-2026 14:00:00	3RD FLOOR, CONFERENCE HALL, ESIC HOSPITAL, CHITRAKOOT NAGAR, BHUWANA, UDAIPUR, RAJASTHAN-313001

**Facility Management Service- Manpower Based (Version 2) - Healthcare; Housekeeping; Skilled ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Premise	Healthcare
Type of Services Required	Housekeeping
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Housekeeping Incharge
Educational Qualification	Graduate
Specialization	As per ATC
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA
Zipcode	NA
District	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Rajasthan

विवरण/ Specification	मूल्य/ Values
<b>एडऑन /Addon(s)</b>	
Consumables to be provided by Service Provided	Yes
High End Machinery and Equipments to be provided by Service Provider	Yes

#### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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#### अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Yogendra Jain	313001,Employees State Insurance Corporation, Hospital, Chitrakoot Nagar, Near EPFO Office, Bhuwana, Udaipur	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 760</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.885</li> <li>• EPF Admin Charge (INR per day) : 2.885</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 24.32</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 69.231</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Facility Management Service- Manpower Based (Version 2) - Healthcare;  
Housekeeping; Unskilled ( 19 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Premise	Healthcare
Type of Services Required	Housekeeping
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sanitary Staff
Educational Qualification	As per ATC
Specialization	As per ATC
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per ATC
State	NA
Zipcode	NA
District	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Rajasthan
<b>एडऑन /Addon(s)</b>	
Consumables to be provided by Service Provided	Yes
High End Machinery and Equipments to be provided by Service Provider	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents**

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Yogendra Jain	313001,Employees State Insurance Corporation, Hospital, Chitrakoot Nagar, Near EPFO Office, Bhuwana, Udaipur	19	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 541</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.705</li> <li>• EPF Admin Charge (INR per day) : 2.705</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 17.582</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 64.92</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### **Facility Management Services - LumpSum Based - Healthcare; Pest Control Service; Consumables To Be Provided By Service Provider (inclusive In Contract Cost) ( 1 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Premises	Healthcare
Type of services required	Pest Control Service
Cost for Consumables/ Materials	Consumables to be provided by service provider (inclusive in contract cost)
Service component	General Pest Control , Rodent control , Termite Control (Spot treatment/ drilling treatment) , Vector control (mosquitos/ insects) , Cockroach control , AS PER ATC
<b>एडऑन /Addon(s)</b>	

### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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### अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Yogendra Jain	313001, Employees State Insurance Corporation, Hospital, Chitrakoot Nagar, Near EPFO Office, Bhuwana, Udaipur	1	N/A

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

#### 1. Generic

**OPTION CLAUSE:** The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

#### 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. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

#### 4. Generic

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

#### 5. Generic

**Shelf Life:** The Product/Spare parts to be supplied as part of the services must have minimum

1 YEAR

Shelf Life. On the date of supply, minimum

6 MONTHS

usable shelf life should be available / balance.

## **6. Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

## **7. 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.

## **8. Service & Support**

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

## **9. Service & Support**

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

## **10. 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.

## **11. Payment**

**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.

## **12. 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.

## **13. Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

ESI FUND A/C NO. 1  
payable at  
UDAIPUR

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.

## **14. 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

ESI FUND A/C NO. 1

. 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

#### **15. Forms of EMD and PBG**

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

ESI FUND A/C NO. 1

payable at

UDAIPUR

. 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.

#### **16. Forms of EMD and PBG**

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

ESI FUND A/C NO. 1

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.

#### **17. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

- **INSTRUCTIONS TO BIDDERS (ITB)**
  - 
  - **1. GENERAL**
  - 
  - **This Invitation for Bids follows the GeM Bid Document published on GeM Portal and ESIC website. The Procuring Entity invites bids from eligible bidders for Sanitary Services and Pest Control Services.**
  - 
  - **2. ELIGIBILITY CRITERIA**
  - 
  - **a) The bidder must be a registered legal entity (Sole Proprietorship / Partnership firm / Limited Liability Partnership / Private or Public limited company) and must submit proof of identity (Shops and Establishment Act Registration Certificate / Partnership Deed / LLP Agreement / Certificate of Incorporation / etc.).**
  - 
  - **b) The bidder must have registered office / branch office in Udaipur, Rajasthan. The documentary proof regarding the same needs to be submitted.**
  - 
  - **c) The bidder must have valid Contract Labour License from Central / State Government Authorities.**

- 
- **d) The bidder must have valid PAN and GST Registration Certificate.**
- 
- **e) The bidder must have valid EPFO Registration Certificate.**
- 
- **f) The bidder must have valid ESIC Registration Certificate.**
- 
- **g) The bidder average turnover for the last 3 years must be at least 50 La Kh. The Audited Balance Sheets as on 31.03.2025, 31.03.2024 & 31.03.2023 must be submitted. The ITR Returns for the FY 2024-25 (AY 2025-26), FY 2023-24 (AY 2024-25) & FY 2022-23 (AY 2023-24) must be submitted. All the above documents must be certified by a Chartered Accountant with verifiable UDIN number.**
- 
- **h) The bidder must have minimum 03 years of experience of providing Sanitary / Housekeeping services in Central or State Government Hospitals, ESIC Hospitals/ AIIMS/ Central or State PSU Hospitals during the last 3 years (since the calendar year 2022). The proof of experience must be submitted alongwith the Experience and Performance Statement. The experience in multiple institutions simultaneously will be considered separately, if applicable.**
- 
- **i) The bidder must also have minimum 03 years of experience of providing Pest control services in Central or State Government Departments or Hospitals/ Autonomous Bodies/ Central or State PSUs during the last 03 years (since the calendar year 2022). The proof of experience must be submitted along with the Experience and Performance Statement. The experience in multiple institutions simultaneously will be considered separately, if applicable.**
- 
- **j) The bidder must have provided Sanitary/Housekeeping and Pest Control services as per previous clauses 2(h) & 2(i), respectively, during the last 03 years (since the calendar year 2022) with number and value of contracts being at least one of the following:**
  - **(1) 3 contracts - each of value atleast 40% of the estimated cost of this tender; or**
  - 
  - **(2) 2 contracts - each of value atleast 50% of the estimated cost of this tender; or**
  - 
  - **(3) 1 contract of value atleast 80% of the estimated cost of this tender**
  -
- 
- **k) The bidder must have minimum 50 on-roll employees which must be supported by Electronic Challan cum Receipt (ECR) from EPFO and ESIC for the month of December 2025.**
- 
- **l) The bidder must possess a valid license for pest control services issued by a recognized statutory authority.**
- 
- **m) The Medical Superintendent reserves the right to modify or relax the eligibility criteria in case no bidder is able to fulfill the required criteria. No**

relaxation will be given as far as statutory requirements are concerned.

- **n) The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.**
- **o) The bidder (Including their affiliates or subsidiaries or Contractors/ sub contractors for any part of the contract) must:**
- **(i) Not stand declared ineligible/ blacklisted/ banned/ debarred by any Central or State Government Departments / Autonomous Bodies or PSUs from participation in its Tender Processes; and/ or**
- **(ii) Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for:**
- **\* offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or**
- **\* offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or**
- **\* suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.**
- **(iii) Not have changed its name or created a new “Allied Firm”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.**
- **(iv) Not have an association (as a bidder/ partner/ director/ employee in any capacity)**
  - **• of any retired Manager (of Gazetted Rank) or any retired Gazetted Officer of the Central or State Government or its Public Sector Undertakings if such a retired person has not completed the cooling-off period of one year after his retirement. However, this shall not apply if such managers/ officers have obtained a waiver of the cooling-off period from their erstwhile organisation.**
  - **• of the near relations of executives of ESIC involved in this tender process.**
- **p) The bidder must not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/unethical/ anti-competitive means. No attempts should be made to induce any other bidder to submit or not to submit an offer for restricting competition**
- **3. COST OF BIDDING**

- **The Bidder shall bear all costs associated with preparation and submission of its Bid. ESIC Hospital Udaipur will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.**
- **4. CONTENTS OF BIDDING DOCUMENTS**
- **Bidders should examine all instructions, forms, terms and specifications included in the GeM Bid Document and ATC (Additional Terms & Conditions) Document. Failure to furnish all information or documentation required will be at Bidder's risk and may result in rejection of the bid.**
- **5. CLARIFICATION OF BIDDING DOCUMENTS**
- **Bidders are requested to attend the Pre-bid conference/meeting for clarification on the Tender technical specifications and terms & conditions on the time, date and place mentioned in the GeM Bid Document. Participation in the Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the technical specifications / terms & conditions shall be entertained.**
- **6. AMENDMENT OF BIDDING DOCUMENTS**
- **The Procuring Entity may amend the Bidding Document by issuing Corrigendum / Amendments before the deadline for bid submission. All Corrigendum / Amendments are binding on all bidders. The deadline for bid submission may be extended to give prospective bidders reasonable time to take amendments into account. Any Corrigendum / Amendment will be published on ESIC website and/or GeM Portal.**
- **7. DOCUMENTS COMPRISING THE BID**
- **The bid shall comprise TECHNICAL BID and FINANCIAL BID submitted separately on GeM portal by the bidder. The filled financial bid document must not be included or uploaded along with the technical bid. Non-compliance with this requirement shall result in disqualification of the bidder.**
- **Technical Bid must include all the forms and proofs as per Annexure-A.**
- **Financial Bid must include Financial Bid Document as per Annexure-B.**
- **8. BID PRICES**
- **All prices shall be firm and fixed for entire contract period except statutory minimum wage revisions. Prices must be inclusive of all costs and all taxes. Bidders shall quote in Indian Rupees (₹) only.**
- **9. BID VALIDITY**
- **Bids shall remain valid for 180 days from date of bid opening. The Procuring Entity may extend bid validity before expiry.**
- **10. BID SECURITY/ EARNEST MONEY DEPOSIT**

- **Amount: Rs. 1,51,165/-**
- **Form of Bid Security: Demand Draft in favour of ESIC Fund Account No.1 payable at Udaipur, Rajasthan from a Scheduled Commercial Bank.**
- **Validity of Bid Security: The bid security must remain valid for 60 days beyond the bid validity.**
- **Bid Security submitted by the bidder shall be forfeited, if the bidder:**
  - **i. Withdraws or modify or impairs or derogates from the bid in any respect within the period of validity of its bid; or**
  - **ii. If it comes to notice that the information / documents furnished in its bid is false, misleading or forged; or**
  - **iii. Fails to furnish requisite performance security within stipulated time required as per e-bid / RA conditions.**
- **However, all bidders must furnish Bid Securing Declaration (BSD) as per prescribed format along with Technical Bid. BSD shall be forfeited if bidder withdraws bid during validity period, refuses to accept correction of arithmetic errors, fails to furnish Performance Security after award, or fails to sign Contract Agreement. BSD of unsuccessful bidders will expire on award of contract to successful bidder or on expiry of bid validity period.**
- **11. SUBMISSION OF BIDS**
- **Bids shall be submitted ONLINE only through GeM portal ([www.gem.gov.in](http://www.gem.gov.in)). Bidders must be registered on GeM portal before bid submission. GeM Portal will not accept bids after the deadline. Manual/physical/postal bids will NOT be accepted.**
- **12. OPENING OF BIDS**
- **Technical Bid Opening and Financial Bid Opening (only for technically qualified bidders) shall be done online on GeM portal only.**
- **13. EVALUATION OF BIDS - TECHNICAL EVALUATION**
- **The Procuring Entity will examine the bids to determine responsiveness. Bids will be rejected as non-responsive if: not submitted in prescribed format, conditional or with material deviations, eligibility criteria not met, BSD not submitted, etc. Only responsive bids will be evaluated technically as per criteria given in GeM Bid Document. (Maximum marks: 100; Minimum qualifying marks: 75). Clarifications, if any, will be sought through GeM portal from the bidders. Original documents may be called for verification. The decision of the Procuring Entity on technical qualification marks awarded shall be final.**
- **14. FINANCIAL EVALUATION**
- **The Financial bid shall consist of three major cost components:**

- **(1) Cost of supply of manpower under two categories:**
- **a) Housekeeping In-charge (Skilled) - 01 No.**
- **b) Sanitary Staff (Unskilled) - 19 Nos.**
- **(2) Cost of Pest Control Services (including cost of manpower deployed, chemicals, transportation charges or any other charges) on Lumpsum Basis**
- **(3) Cost of Housekeeping Consumables on Lumpsum Basis**
- **Financial bids of only those bidders who are found technically qualified shall be opened on the GeM portal.**
- **As per Office Memorandum No. F.6/1/2023-PPD dated 06.01.2023 issued by the Ministry of Finance, Department of Expenditure (Procurement Policy Division), the bidder shall mandatorily quote Service Charges as a positive percentage, which shall not be less than 3.85%. Quoting 'NIL' or zero Service Charges is not permitted and such bids shall be treated as unresponsive and liable for rejection.**
- **In case of any arithmetical error in the financial bid, the unit rate shall prevail over the total price, and words shall prevail over figures. The bidder shall be required to accept the corrected financial bid; refusal to accept such corrections shall result in rejection of the bid and forfeiture of Bid Security Declaration (BSD), if applicable.**
- **15. AWARD OF CONTRACT (Least Cost Selection (LCS) Method)**
- **There is no weightage for technical marks in the final evaluation and the responsive & technically qualified bidder with the lowest evaluated cost during financial evaluation shall be selected. Letter of Award (LoA) will be issued to the bidder and the bidder must accept LoA within 7 days of issue. Performance Security must be submitted within 15 days of LoA. Failure to comply with these conditions may lead to cancellation of Bid and BSD forfeiture.**
- **16. PERFORMANCE SECURITY**
- **Amount: 5% of Total Contract Value**
- **Form of Performance Security: Performance Bank Guarantee (or) Demand Draft in favour of ESIC Fund Account No.1 payable at Udaipur, Rajasthan from Scheduled Commercial Bank.**
- **Validity of Performance Security: The performance security must remain valid for 60 days beyond contract completion date. It must be renewed/extended before expiry if the contract is extended. It will be released on satisfactory contract completion after adjusting any dues and submission of no claim certificate.**
- **17. PROCURING ENTITY'S RIGHT**
- **The issue of the Tender Document does not imply that the ESIC Hospital**

**Udaipur is bound to select bid(s), and it reserves the right without assigning any reason to:**

- 
- **a) reject any or all of the Bids, or**
- 
- **b) cancel the tender process; or**
- 
- **c) abandon the procurement of the Services; or**
- 
- **d) issue another tender for identical or similar Services**
- 

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

Text Clause(s)

**ANNEXURE-B**

**(TO BE UPLOADED IN FINANCIAL BID MANDATORILY)**

**FINANCIAL BID FORMAT (PRICE SCHEDULE)**

S N o .	Type of Pest Control	Warranty Pe riod for Each Treatment	Estimated Cost for 1 Y ear of Service as per S cope of Work	Bidder Cost for 1 Yea r of Service as per Sc ope of Work
1	Rodent Control	03 Months	Rs. 31,370/-	
2	Termite Control	12 Months	Rs. 31,370/-	
3	Cockroach, Lizard, Spider and Ant C ontrol	03 Months	Rs. 31,370/-	
4	Fungus Management	03 Months	Rs. 6,274/-	
5	Vector Control	01 Month	Rs. 31,370/-	
6	Snake Control	02 Months	Rs. 6,274/-	
7	Pigeon / Bird Control and Animal Co ntrol	As applicable / As per scop e	Rs. 31,370/-	

Total cost inclusive of GST and all other charges (manpower, chemicals, transportation, etc.)	Rs. 1,69,398/-
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**Consolidated Cost:**

S.No.	Component of Cost	Estimated Cost for 01 Year (incl. of taxes & any other charges)	Total Bidder Cost for 01 Year (incl. of taxes & any other charges)
A	Wages for Housekeeping In-charge (01 No.)	Rs. 3,26,689/-	Rs.
B	Wages for Sanitary Staffs (19 Nos.)	Rs. 45,42,745/-	Rs.
C	Charges for Pest Control Services	Rs. 1,69,398/-	Rs.
<b>Total Financial Bid Cost</b>	<b>(A+B+C)</b>	Rs. 50,38,832/-	Rs.

**Housekeeping Consumables**

(To Be quoted by bidder on letterhead in Financial Breakdown)

S . N o .	Description of Consumables	Qty / Mo nth	Qty / Year	U nit	All-inclusive Unit Rate (Rs.)	Bidder's Quo ted Unit Rate (Rs.)	Bidder's Q uoted Cost (Rs.)
1	Sodium Hypochlorite Solution 5%	5	60	L tr	40		
2	Soap Oil	2	24	L tr	50		
3	Scented Phenyl	42	504	L tr	50		

4	Squeegee Wiper (Long)	4	48	N O S.	100		
5	Check Cloth Duster (40×40 cm)	20	240	N O S.	10		
6	Hand Towel (30×45 cm)	5	60	N O S.	20		
7	Glass Cloth (40×40 cm)	5	60	N O S.	15		
8	Moping Cloth (50×50 cm)	4	48	N O S.	15		
9	Dry Mop (Any Colour)	4	48	N O S.	300		
10	Wet Mop (Any Colour)	2	24	N O S.	300		
11	Wet Mop Refill Clip (Any Colour)	3	36	N O S.	100		
12	Wet / Dry Mop Stick	4	48	N O S.	100		
13	Godrej Room Freshener (min. 200 mL)	20	240	N O S.	95		
14	Vim Dishwash Liquid (500 mL)	5	60	N O S.	110		
15	Vim Detergent Soap (100 gm)	10	120	N O S.	10		
16	Dettol Antiseptic Liquid	1	12	L tr	380		
17	Colin Glass Cleaner Spray (500 mL)	3	36	N O S.	110		

1 8	Urinal Screen (lasting 30 days )	20	240	N o s.	50		
1 9	Scratch Pad for Utensils (7x7 cm)	2	24	N o s.	5		
2 0	Scratch Pad for Utensils (10x15 cm)	2	24	N o s.	10		
2 1	Steel Scrubber for Utensils (7 x7 cm)	2	24	N o s.	10		
2 2	Tissue Paper Napkins (100 pcs set)	10	120	N o s.	30		
2 3	Naphthalene Balls	2	24	K g	250		
2 4	Hard Broom	4	48	N o s.	25		
2 5	Soft Broom	4	48	N o s.	80		
2 6	Plastic Dust Pan	3	36	N o s.	20		
2 7	Bleaching Powder	1	12	K g	100		
2 8	Toilet Brush	4	48	N o s.	80		
2 9	Sponge for Cleaning	4	48	N o s.	10		
3 0	Dettol / Savlon / Lifebuoy Hand Wash Liquid	25	300	L tr	100		
3 1	Hard Surface Cleaner	10	120	L tr	100		

3 2	Water-based Air Freshener	5	60	L tr	100		
3 3	Harpic Toilet Bowl Cleaner	10	120	L tr	220		
3 4	Bathroom & Fittings Cleaner	3	36	L tr	100		
3 5	Black / Green Plastic Bags (15 L)	10	120	K g	100		
3 6	Black Plastic Bags (50 L)	10	120	K g	100		
3 7	BMW Bag - Red (50 L)	10	120	K g	100		
3 8	BMW Bag - Yellow (50 L)	10	120	K g	100		
3 9	BMW Bag - Blue (50 L)	10	120	K g	100		
4 0	Good Knight Gold Flash Mosquito Repellent Machine + Refill (45 mL)	10	120	N o s.	100		
4 1	Good Knight / Mortein Mosquito Repellent Refill (45 mL)	10	120	N o s.	70		
	<b>Total Bid Cost (including GST &amp; any other charges)</b>						

Fixed Discount % on MRP for items not mentioned above = \_\_\_\_\_ %. (Must be  $\geq 20\%$ )

\*ESIC Hospital, Udaipur is not bound to procure 100% of the quantities mentioned above. The quantities indicated are purely indicative and based on estimated consumption. Actual procurement shall be made as per requirement, and the quantities may increase or decrease depending upon the actual consumption during the contract period.

#### 19. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/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 सामान्य नियम और शर्तें/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.

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 नियिदा 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।/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.

**---धन्यवाद/Thank You---**