

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	13-04-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	13-04-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	75 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chandigarh
विभाग का नाम/Department Name	Engineering Department Chandigarh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Superintending Engineer Public Health Circle Chandigarh
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Admin
अनुबंध अवधि /Contract Period	3 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/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

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?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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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).	5

(a). 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 :

Executive Engineer
Executive Engineer Public Health div 3 Chandigarh, Engineering Department Chandigarh, N/A,

(Executive Engineer)

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	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid 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.
3. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1775110528.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1775110541.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Admin (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	High School
Type of Function	Admin
List of Profiles	Multi-tasking Staff

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
एडऑन /Addons	

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 दस्तावेज़ /Additional Specification Documents

प्रेषिती/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

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	Lalit Vashisht	160009, Sector 9-D, Deluxe Building U.T., Secretariat	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 818.5 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 0 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 3

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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

TERMS AND CONDITIONS

1. The payment to the outsourced staff shall be made by the agency by the 7th of every month without any failure. In case of non-payment without any justified reason, a penalty of Rs. 100/- per day per worker shall be recovered from the agency bill.
2. The payment shall be made preferably through NEFT. In case, the payment is made by Cheque or DD that should be done in the presence of the SDE / AE / JE concerned.
3. There should be no extortion of money from the outsource staff in lieu of above payment of wages or otherwise.
4. Payment should be made as per the prevalent DC rates. The difference in the DC rates at the time of allotment and at the time of payment shall be made extra to the agency after the payment.
5. If due to any administrative reason, the bill submitted by the agency for the preceding month is not cleared, the agency should continue to make the payment to the outsourced staff for at least 3 months without failure.
6. The agency shall first make the payment of EPF / ESI / GST or any other statutory dues and then the same shall be reimbursed to the agency on production of original documentary proof. The original copies shall be deposited with the department, however the agency can obtain the attested copies from the department. The separate ECR Challan (Contract Wise) should be filled and supplied.
7. The agency shall submit the bill to the department on monthly basis after making the payment to the outsource staff and depositing the statutory payments as mentioned above complete with documentary proof of payments and bank statement of workers to the complete satisfaction of SDE/AE/JE.
8. The outsource staff deputed by the agency shall report to the concerned SDE/AE/JE who shall maintain list of such staff.
9. The T&P required for safety of the staff shall be supplied by the agency.
10. The department is free to change the shifts of the outsourced staff and in case of any requirement the place of duty can also be shifted by the concerned SDE/AE/JE.
11. The agency shall change the outsource staff, in case of any incident is raised

by the concerned SDE/AE/JE. The agency cannot change any staff on his own without the consent of the concerned SDE/AE/JE.

12. In case any of the outsourced staff remain absent, the agency shall provide substitute for the same so that the work may not suffer.
13. In case there is any loss to the department due to negligence of the outsource staff, it is the duty of the agency to borne the same.
14. The agency / contractor should be registered with GST Department.
15. The Performance Guarantee should also be of any Nationalized Bank of Tri-city.
16. The agency will be fully responsible for adhering the labour laws and the safety and security of the outsource staff.
17. The agency should have satisfactorily completed the works as mentioned below during the last 7 years ending last day of the month previous to the submission of tender. Joint ventures are not accepted.
 - a) Three similar works each costing not less than 40% of the tender amount.
 - b) Two similar works each costing not less than 60% of the tender amount.
 - c) One similar work costing not less than 80% of the tender amount.

Note: the value of the executed works shall be brought to the current costing level by enhancing the actual value of the work at simple rate 7% per annum, calculated from the date of completion to the previous day of last date of receipt of tender.

18. Average annual financial turnover on Public Health Works should be at least 30% of the estimated cost put to tender during the immediate last three consecutive financial years ending 31st March 2025. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum. Year in which no turnover is shown would also be considered for working out the average. Scanned copy of the certificate from C A with Unique Document Identification Number (UDIN) is to be uploaded. The bidder should not have incurred any loss (Profit after tax should be positive) in more than 2 years during available the last five consecutive financial year. Balance Sheets of financial year 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 duly certified and audited by the Chartered Accountant should be uploaded. The balance sheet in case of Private / Public Limited Company means its standalone fin

ancial statement and consolidated financial statement both.

19. Bidders are required to submit TDS certificate in Form 16-A, in case of similar works are executed for a private body, which shall form basis for establishing the completion cost of similar works executed by the bidder.
20. The bidder should furnish the **AFFEDAVIT** as per Annexure, duly attested by Notary Public. The affidavit of date prior to three months from the date of publishing of tender shall not be considered for qualification of Technical Bid.
21. **SERVICE AND SUPPORT:** The tender will be accepted only of those firms who have their office in the Tri-city i.e. Chandigarh, Panchkula and Mohali. The documentary evidence in this regard should be submitted. Also there should be a dedicated Telephone number for Service Support.
22. **GENERIC:** The bidder should not be under any liquidation, court receivership, Bankrupt or similar proceedings. Bidder should upload undertaking in this regard with bid.
23. **CERTIFICATES:** The bidder offer is liable to be rejected without giving any notice, if the required documents including certificates and Affidavit sought in the bid document or corrigendum is not uploaded.
24. As per the circular no. 1188 dated 06.05.2024 issued by the Labour Commissioner, Chandigarh the agency shall obtain license from the Labour Department, U T, Chandigarh within a period of 30 days of the commencement of work.
25. The agency has to produce the original documents as and when asked by the department, the failure of the same will entail summarily rejection of its tender.
26. The department reserves the right to verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at a later stage, the firm / contractor shall be liable to be debarred for future tendering in Engineering Department.
27. Corrigendum / Amendment to the tender if any will be uploaded on the website. This must be noted by the Agencies / Bidders.
28. The department reserves the right to reject any or all the applicants / tenderers without assigning any reason.
29. **FORMS OF EMD AND PBG :** Successful bidder shall submit Performance Security @ 5% of the tendered amount in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GEM GTC). DD should be made in favor of Executive Engineer, Project Public Health Division No.3, Sector 9 payable at Chandigarh. After award of contract, successful bidder can upload scanned c

copy of the DD in place of PBG and has to ensure delivery of hard copy of the original DD to the Buyer within 15 days of the award of contract.

30. GST/Taxes as applicable to the Chandigarh Administration will be deducted from the bill.
31. Ministry of Finance letter No. 29 (1) 2014 Deptt. Of Expenditure PP Division North Block New Delhi dated 28.01.2014 will be part of the agreement.
32. As per letter No.19/C2/2021/PEO(GeM)/885 dated 25.10.2021, the following additional terms and conditions are listed as under:

I. Deployment of existing working / deployed resources (Manpower):-

Number of existing working / deployed resources of the procurement department having job satisfactory certificate, will be continued by the successful service provider under the new contract also subject to their consent to the terms and conditions of new contract concluded on the basis of this bid.

II. Prohibition from seeking deposits or security amount – Seeking any deposits or security amounts from the deployed resources or any other form of monetary acceptance by the service provider is strictly prohibited. If any such complaint is received, incident will be raised on GeM portal for suitable action as per incident Management Policy GeM. In addition, buyer department may separately initiate suitable penal action as per their laid down norms.

Executive Engineer,
Project P.H. Division No.3,
Chandigarh.

Sub Divisional Engineer,
Sew-1/WS-2 / WS-6
Chandigarh.

SPECIMEN OF AFFEDAVIT

- a) That I / We hereby declare that I / We have not been black-listed / debarred / suspended by any Government / Board / Corporation / Private Firm as on last date of receipt of tender.
- b) That I / We undertake to confirm that eligible similar works has/have not been executed through another contractor on back-to-back basis. Further it is undertaken that if such a violation comes to the notice of Engineering Department Chandigarh Administration, then I / We shall be debarred from tendering in Engineering Department, Chandigarh Administration in future forever and the EIC shall be free to forfeit the entire amount of Performance Guarantee deposited by me / us.
- c) That the deponent hereby undertakes that he / she / director(s)/partner(s) of the proprietor / firm / company / agency have never been convicted of any criminal offence.
- d) That I / We also undertake that the particulars given by me are true and correct to the best of my knowledge and belief and nothing has been concealed thereof . I am aware that in case of any discrepancy / false statement if found, it will lead to rejection of my bid / tender and the Engineering Department will debar / blacklist the proprietorship / firm / company / agency as per the policy of blacklisting issued by the Chandigarh Administration vide notification dated 27.02.2009.

Dated
m / Agency

Signature of the firm

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 निविदा 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---