

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण/Bid Details</b>	
<b>बिड बंद होने की तारीख/समय /Bid End Date/Time</b>	17-06-2026 18:00:00
<b>बिड खुलने की तारीख/समय /Bid Opening Date/Time</b>	17-06-2026 18:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)</b>	180 (Days)
<b>मंत्रालय/राज्य का नाम/Ministry/State Name</b>	Ministry Of Health And Family Welfare
<b>विभाग का नाम/Department Name</b>	Department Of Health And Family Welfare
<b>संगठन का नाम/Organisation Name</b>	Regional Institute Of Medical Sciences Imphal Manipur
<b>कार्यालय का नाम/Office Name</b>	Lamphelpat, Imphal
<b>वस्तु श्रेणी /Item Category</b>	Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Nursing Officer; Diploma
<b>अनुबंध अवधि /Contract Period</b>	2 Year(s)
<b>बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	339 Lakh (s)
<b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required</b>	Yes
<b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover</b>	No
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover</b>	No
<b>विक्रेता से मांगे गए दस्तावेज़/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

**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 मेन् 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	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
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	84957984
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईएमडी राशि/EMD Amount	1699160

**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	4.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। 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 :**

Director RIMS, Imphal  
Lamphepat, Imphal, Department of Health and Family Welfare, Regional Institute of Medical Sciences Imphal  
Manipur, Ministry of Health and Family Welfare  
(Director Rims, Imphal)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the 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. 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.

4. 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**

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As specified in the ATC	100	60	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

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

**Designation of CA :** Director RIMS, Imphal

**Office of CA :** Regional Institute of Medical Sciences, Imphal

**CA approval document link :** [View file](#)

**Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Nursing Officer; Diploma ( 54 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Function	Healthcare
List of Profiles	Nursing Officer
Educational Qualification	Diploma
Specialization	Nursing
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	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	Manipur
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowance 1	
Title for Optional Allowance 2	
Title for Optional Allowance 3	
Designation	

**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****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
1	Thoudam Pramodini Devi	795004,Lamphelpat	54	<ul style="list-style-type: none"><li>• Basic monthly pay (INR) exclusive of GST : 65554</li><li>• Bonus (INR Monthly) : 0</li><li>• EDLI (INR Monthly) : 0</li><li>• EPF Admin Charges (INR Monthly) : 0</li><li>• Estimated Number of Overtime Hours per Resource per Month : 0</li><li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 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) : 0</li><li>• ESI (INR Monthly) : 0</li><li>• Tenure/ Duration of Employment (In Months) : 24</li></ul>

**क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/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 50% : The buyer can increase or decrease the contract quantity or contract duration up to

50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

#### 4. **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.

#### 5. **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](#)

#### 6. **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.

#### 7. **Service & Support**

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

#### 8. **Service & Support**

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

#### 9. **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.

#### 10. **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.

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

Bidders can also submit the EMD with Banker's Cheque in favour of

Director RIMS, Imphal  
payable at  
Director RIMS, Imphal

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

#### 12. **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

Director RIMS, Imphal

. 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

**13. 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

Director RIMS, Imphal  
payable at

Director RIMS, Imphal

. 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.

**14. 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

Director RIMS, Imphal

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.

**15. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

**NOTICE INVITING TENDER (NIT)**

**FOR OUTSOURCING OF NURSING OFFICER IN REGIONAL INSTITUTE OF MEDICAL SCIENCES (RIMS), IMPHAL THROUGH GeM PORTAL**

The Regional Institute of Medical Sciences (RIMS), Imphal - an autonomous institute under the Ministry of Health & Family Welfare, Government of India - invites online bids through the Government e-Marketplace (GeM) portal from eligible firms/companies/agencies for providing Nursing Officer at RIMS, Imphal for a period of 02 (two) years. The contract is for outsourcing of Nursing Officer. The details of requirements and terms & conditions are given below:-

**Details of the Manpower Required:-**

Sl. No.	Name of Post	No. of Posts
1.	Nursing Officer	54
Total		54

**TERMS AND CONDITIONS OF BID:-**

**1. Estimated Bid Value:** *As specified in the GeM bid document.*

**2. Period of Contract:** The contract shall be valid for 02 (two) years from the date of commencement and may be extended for a further period of one (01) year, subject to satisfactory performance of the service provider. The quoted rates by the bidder shall remain fixed during the contract period.

**3. Last Date of Submission:** The last date and time for submission of bids is as stipulated on the GeM portal for this tender. Bidders must submit their bids (Technical and Financial) online through the GeM portal before the deadline. No late bids will be accepted.

**4. Eligibility: -**

a) Bidders must be a registered firm/company/agency with a valid Firm Registration Certificate and having

experience in providing Nursing Officer in reputed organizations in the public sector (Central/State Government Departments/PSUs) or large private institutions (preferably hospitals) for at least 02 (two) years in the last 05 (five) years immediately preceding the date of publishing of this tender.

(b) The bidder should have an average annual turnover of not less than ₹3.39 Crores during the last 03 (three) financial years ending on 31st March, 2026, duly certified by a Chartered Accountant. In case the audited financial statements for the financial year ending 31st March, 2026 are not available, the average annual turnover shall be calculated based on the immediately preceding 03 (three) audited financial years ending on 31st March, 2025.

(c) The bidder must be registered under all relevant statutes, including:

- The Manipur Shop and Establishment act, 2021.
- Employees' State Insurance (ESI)
- Employees' Provident Fund (EPF)
- Goods & Services Tax (GST)
- The Contract Labour (Regulation & Abolition) Act, 1970 (under the jurisdiction of Manipur State).  
(All registrations must be valid and in force at the time of bid submission.)

(d) The Bidder must have a functional registered office in the state of the consignee. An address proof (Electricity bill/water bill/telephone bill/ lease agreement in the name of the firm/company/Agency or their owner) must be enclosed.

(e) The bidder must possess a valid PAN/TAN card issued by the Income Tax Department.

**5. Documents to be Uploaded :** Bidders who fulfil the above eligibility conditions may upload their technical bids along with scanned copies of the following documents, failing which their bids may be rejected: -

a) Copy of Registration Certificate under the Manipur Shops and Establishment (Regulation of Employment & Condition of Service) Act, 2021, valid up to 2024 due to issuance/renewal of Registration Certificates having been halted for the time being by the Labour Department on account of non-finalization of the State Rules, as intimated vide letter dated 06.02.2025 issued by the Labour Department.

b) Copy of valid registration certificate of EPF and ESIC.

c) Registration certificate of Goods and Services Tax (GST)

d) Copy of Audited Accounts Statement of annual turnover for the last three financial years ending 31st March 2026, duly certified by a Chartered Accountant. In case the audited financial statements for the financial year ending 31st March, 2026 are not available, the average annual turnover shall be calculated based on the immediately preceding 03 (three) audited financial years ending on 31st March, 2025.

e) Scanned copy of EMD, if applicable.

f) Registration Certificate of Contract Labour (under the jurisdiction of State of Manipur).

g) Copies of satisfactory work performance reports in support of eligibility conditions. (Copies of work orders or agreements, without Satisfactory Performance Certificate shall not be considered for

determining the eligibility.)

h) Copy of PAN/ TAN.

i) Declaration on a non-judicial stamp paper as per format at Annexure-A (declaration regarding acceptance of terms, non-blacklisting, etc.), duly signed by the Owner/Authorized Signatory of the firm/company/Agency.

j) Scanned Bid Document (except Financial Bid page) containing all terms and conditions of the bid including ATC, duly signed and stamped by the bidder.

k) Copy of proof of registered office in the state of the consignee - An address proof (Electricity bill/water bill/telephone bill in the name of Firms/Companies/Agencies or its owner or lease agreement).

l) An affidavit on a non-judicial stamp paper, that the firm has not been blacklisted in the last five years by any Institution, Government or Private Organization.

m) An affidavit duly attested by a Notary Public (in original) on a non-judicial stamp paper that there is no vigilance/CBI case pending against the Bidder/Agency.

n) Integrity Pact in enclosed format, duly signed by the authorised signatory.

6. In case the bidder with lowest service charge fails to execute the contract or comply with the terms, the competent authority may cancel the award of work and forfeit the EMD and take other appropriate action as deemed fit.

7. As per DoE O.M. No.F.6/1/2023-PPD dated 6<sup>th</sup> January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned O.M.

**Note: - The bidders are strictly instructed NOT to upload duplicate, repetitive, irrelevant or unnecessary documents under multiple headings in excess of what is specifically required as per this tender document.**

**8. Evaluation of Bids :-**

(a) **QCBS Methodology:** The selection of the Service Provider (Agency) will be done using a **Quality-and-Cost Based Selection (QCBS)** system, with a weightage for Technical and Financial scores as described below:

(i) **Technical and Financial Weightage:** For the purpose of evaluation, the Technical Bid will carry **30% weightage** and the Financial Bid will carry **70% weightage**. The combined weighted score of technical and financial proposals will determine the highest ranked bid.

(ii) **Financial Evaluation:** The financial bids (price bids) of only those bidders who are technically qualified bidders (responsive and meeting minimum eligibility criteria) will be opened. For evaluation purposes, each technically qualified bidder will be assigned a **Financial Score (Fs)**. The lowest evaluated financial bid (i.e., lowest service charge or cost to RIMS among the qualified bids) will be given a financial score of 100. The financial scores of other bidders will be calculated using the formula:

$$Fs = (\text{Lowest Bid Price} / \text{Bid Price of the bidder}) \times 100$$

(thus, a higher score for lower quoted cost). The bid price will include all costs, overheads, and profits (excluding taxes as applicable, since taxes are paid extra as per actuals).

(iii) **Composite Score and Ranking:** For each bidder, the **Composite Score** will be calculated by weighting the Technical and Financial Scores obtained as follows:

$$\text{Composite Score} = (Ts \times 0.30) + (Fs \times 0.70),$$

where **Ts** is the Technical Score out of 100 (for that bidder), and **Fs** is the Financial Score out of 100. The bidder achieving the **highest Composite Score** will be ranked as H1 (highest ranked). In the event of a tie in the composite scores, the bidder with higher technical score will be given preference. RIMS reserves the right to verify information submitted by the bidders and to award the contract to the bidder offering the best value as per this QCBS evaluation.

The bidder with the highest Composite Score (S) will be ranked H1 and shall be awarded the contract, subject to fulfilment of all other conditions.

## **9. GENERAL CONDITIONS OF CONTRACT:**

i. The service provider/contractor shall be responsible for paying wages to contract labour at rates not less than the minimum wages as notified by the Appropriate Government.

ii. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral /desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skill set based on the approval from buyer.

iii. Service Provider shall adhere to the timeline given by Buyer for providing the required manpower on Buyer's premise/ designated premise.

iv. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the Buyer. The Service Provider shall be responsible and liable to deliver the services as per the contract.

v. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.

vi. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio data/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.

vii. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the Buyer at the time of joining of the manpower, if he/she so desires.

viii. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to Buyer's premise/ designated premise in the given time limit:

- List of persons deployed (monthly)
- Bio data/ resume with antecedents' details (at the time of deployment)
- Copy of Aadhaar Card of the candidates (at the time of deployment)
- Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
- Identity proof and residential proof (at the time of deployment)
- Copy of police verification certificate (at the time of deployment)
- Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
- Details of PF Account Number of resources.

ix. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.

x. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises.

xi. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.

xii. In an event of deployed manpower availing leave, and if required by Buyer, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with Buyer. Service Provider shall communicate the same to buyer in advance.

xiii. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

xiv. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.

xv. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.

xvi. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The Buyer

r Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation

xvii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.

xviii. The Service Provider must ensure timely payment of monthly salaries and all statutory entitlements to deployed manpower in compliance with the applicable laws and then submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet, Salaries Payment Proof, etc.) for release of the payment from the Buyer.

xix The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.

xx. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.

xxi. The Service Provider, at all times ,will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, bye laws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Buyer.

**10. DETAILS OF POST WITH QUALIFICATION & EXPERIENCE:**

Sl. No.	Post	Manpower needed	Monthly remuneration.	Educational Qualification & Experience	Scope of work
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i.	Nursing Officer	54	Rs.65,554/-	<p>Essential:</p> <p>1. B.Sc. (Hons.) Nursing/B.Sc. Nursing from an Indian Nursing Council/State Nursing Council recognized Institute/ University.</p> <p style="text-align: center;">Or</p> <p>B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post Basic) from an Indian Nursing Council/ State Nursing Council recognized Institute/ University.</p> <p style="text-align: center;">Or</p> <p>Diploma in General Nursing Midwifery from an Indian Nursing Council/ State Nursing Council recognized Institute/Board or Council with 2 years' experience in minimum 50 bedded Hospital after acquiring the educational qualification.</p> <p>2. Should be registered as Nurses &amp; Midwife with the Indian Nursing Council / State Nursing Council.</p>	<p>Attend to the patients with utmost sincerity and devotion.</p> <p>Nursing personnel is responsible for making the bed, feeding the patient, administration of injection, medicine etc. and arrange for investigation and diagnostic procedure to the patients.</p> <p>Carry out administration of Oxygen, Catheterization, dressing and toileting of patients.</p> <p>Maintain record of pulse, BP, intake/ output, medicines and injections administered with date and time. She should be polite and sympathetic to the patients.</p>
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### **11. Liquidated Damages:**

In case of failure to deliver the services or fulfil the contractual obligations *within the stipulated time* as specified in the contract or work order, liquidated damages at the rate of 0.5% of the total contract value per week, subject to a maximum of 10% of the total contract value, shall be levied. RIMS reserves the right to terminate the contract, forfeit the Security Deposit, and blacklist the agency.

### **12. PAYMENT PROCEDURE:**

a. Based on the biometric attendance fetched from Biometric device installed by the Institute and verified by the authorized officers/ officials of the Institute, Agency shall disburse the monthly salary directly into bank account of its employees by 7th of next month and this payment should not be linked to the payment of the bills by RIMS. Upon payment of the salary/wages, the Agency will have to submit the bill in duplicate complete in all respects endeavor shall be made to make the payment to the agency within fifteen days from the date of submission of the bill completed in all aspect.

b. While submitting the bill for the month, the service provider must enclose the following documents:-

i. Details of payment of salary/wages credited to their Bank Account of workers along with details of any deduction along with attendance verified by authorized person of the Hospital.

ii. Details of GST payments of the last month/cycle along with challan.

iii. A Certificate that he is complying with all the applicable Statutory Labour Laws.

iv. Computerized printout of Biometric Attendance Sheet duly verified by authorized person of RIMS in respect of the person deployed for the billing month, along with salary sheet for the billing month.

c. The Agency is also required to issue pay slips to all employee every month.

d. All the payment to the workers to be made by the agency through bank transactions only. Cash payment shall be treated at par with non-payment of salary/wages.

e. The Contractor shall maintain such other records as per scope of work or prescribed by RIMS Authority from time to time.

**CHECKLIST OF DOCUMENTS TO BE UPLOADED (Technical Bid):**

i. Name of the Firm/Company/Agency:

Legal Status: (Proprietorship/Partnership/Private Limited/Public Limited)

Year of Establishment:

Registered Office Address:

Local Office Address in the state consignee:

(Address Proof like latest utility Bill or Trade License or Lease Agreement etc.)

ii. Contact Person:-

- Name:
- Designation:
- Mobile Number:
- Email ID:

ii. Registration Details (*Attach self-attested copies of all the relevant certificates*):-

- Registration under the Manipur Shops and Establishments Act, 2021:
- EPF Registration :
- ESI Registration :
- GST Registration :
- PAN/TAN :
- Labour License Number under the Contract Labour (Regulation & Abolition) Act, 1970 (under the jurisdiction of state of Manipur):
- Copy of Valid ISO Certification:

iv. Financial Credentials:-

Average Annual Turnover for the last three financial years (FY 2022-23, 2023-24, 2024-25):

- FY 2022-23: Rs.
- FY 2023-24: Rs.
- FY 2024-25: Rs.

(Attach audited balance sheets and profit & loss statements for the above years, along with a certificate from a Chartered Accountant, in case audited financial statements for 2024-25 .

v. Experience Details:-

- Total Years of Experience in Providing Security Services:
- Details of Major Contracts Executed in the Last 5 Years:

S.No	Client Name	Contract Period	Number of Personnel Deployed	Contract Value (Rs.)	Contact Details of Client
1.					
2.					
3.					

(Attach copies of work orders, completion certificates, and performance certificates for the above contracts)

vi. Statutory Compliance:-

- Compliance with the Minimum Wages Act: Yes/No
- Compliance with EPF & ESI Regulations: Yes/No
- Compliance with GST Regulations: Yes/No  
(Attach relevant compliance certificates and latest challans.)

vii. Declarations:-

- Affidavit stating that the firm has not been blacklisted by any Government/Private organization in the last five years.(Attach original affidavit on ₹10/- non-judicial stamp paper duly notarized.)
- Declaration of No Vigilance/CBI Case Pending.(Attach original affidavit on ₹10/- non-judicial stamp paper duly notarized.)
- Declaration as per Annexure-A.(Attach duly filled and signed Annexure-A on ₹100/- non-judicial stamp paper.)
- Copy of entire Bid Document (including ATC), signed and stamped by the Authorized Signatory of the Bidder.
- EMD Instrument or Exemption Proof:

Annexure - A

DECLARATION(To be executed on ₹100/- Non-Judicial Stamp Paper)

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_, and Proprietor/Partner/Director/Authorized Signatory of M/s \_\_\_\_\_ (Name of firm), do hereby de

clare that I am competent to sign this declaration and execute the tender document on behalf of the firm.

2. I have carefully read and understood all the terms and conditions of the tender for Outsourcing of Nursing Officer at RIMS, Imphal and hereby convey my unconditional acceptance of the same.

3. The information/documents furnished along with our bid are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing any false information or submitting any forged document in support of our bid shall lead to rejection of our bid at any stage, besides liabilities for prosecution under law and forfeiture of EMD/Performance Security.

4. I have fully apprised myself of the job requirements and the scope of services to be carried out at RIMS, Imphal during the currency of the contract. I assure that the firm has the necessary capacity and resources to successfully provide the required Nursing Officer and agrees to bear all consequences of non-performance or deficiencies in the services, as per the terms of the tender/contract.

5. The company/firm has a record of providing similar services in the past in a satisfactory and disciplined manner. The company/firm has never been blacklisted by any Government department/agency or any private institution, nor is any criminal case or labor dispute pending against it.

6. I hereby certify that the firm will abide by all conditions of the contract and all laws applicable to this contract, and the firm shall indemnify RIMS, Imphal against any claim, loss or damage arising out of the tender.

Signature of Owner/Managing Partner/Director (*Authorized Signatory*) \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Full Name: \_\_\_\_\_

Company's Seal: \_\_\_\_\_

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**Annexure B - QCBS Evaluation Criteria**  
**(For Nursing Officer Services)**

The Quality and Cost Based Selection (QCBS) method will be used for evaluation of the bids received. The technical evaluation will carry 30% weightage and the financial evaluation will carry 70% weightage. The evaluation criteria for the technical bid are given below.

Sl. No	Criteria	Max. Marks	Marking Scheme
1.	Number of years in operation of the firm (Registration certificate of the firm or work order from any Government Ministry/Department) is to be provided	20	1 mark for each completed year of operation, subject to a maximum of 20 marks. (Example: 1 year = 1 mark, 5 years = 5 marks, 20 years or more = 20 marks)
2.	Number of running/completed contracts of similar nature (i.e. for providing Nursing Officer/Staff ) in any Central or State Govt. PSUs/Govt. bodies autonomous bodies, during the FY 2022-23 to 2024-25.	20	- Less than 1 contract: 0 marks 4 Marks for each running/completed contract, subject to a maximum of 20 marks for 5 or more contracts

3.	List of manpower in similar service on the rolls of the agency supported with relevant documents of Electronic Challan cum Return (ECR) Member details of EPF/ Contribution history of ESIC.	20	Upto 50 personnel : 2 marks 51-80 personnel : 4 marks 81-110 personnel : 6 marks 111-140 personnel : 8 marks 141-170 personnel : 10 marks  171-200 personnel : 12 marks 201-230 personnel : 14 marks 231-270 personnel : 16 marks 271-320 personnel : 18 marks 321 and above : 20 marks
4.	Maximum number of manpower in similar service <b>deployed against a single contract</b> in any Central or State Govt. PSUs/Govt. bodies autonomous bodies (For experience, single completed contract running for at least one year without any break during the financial year, (2022-23, 2023-24 & 2024-25)	20	Upto 50 personnel : 2 marks 51-80 personnel : 4 marks 81-110 personnel : 6 marks 111-140 personnel : 8 marks 141-170 personnel : 10 marks  171-200 personnel : 12 marks 201-230 personnel : 14 marks 231-270 personnel : 16 marks 271-320 personnel : 18 marks 321 and above : 20 marks
5.	Annual turnover of the agency in last three financial years supported by financial statements and certificate from Chartered Accountant	20	Rs.3 crores to Rs.4 crores : <b>2 marks</b> Above Rs.4 crores to Rs.5 crores : <b>4 marks</b>  Above Rs.5 crores to Rs.6 crores : <b>6 marks</b> Above Rs.6 crores to Rs.7 crores : <b>8 marks</b> Above Rs.7 crores to Rs.8 crores : <b>10 marks</b> Above Rs.8 crores to Rs.9 crores : <b>12 marks</b>  Above Rs.9 Crores to Rs.10 crores : <b>14 marks</b> Above Rs.10 Crores to Rs.11 crores : <b>16 marks</b>  Above Rs.11 crores to Rs.12 crores : 18 marks Above Rs.12 crores : 20 marks
Total		100	

#### 16. Buyer Added Bid Specific ATC

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

#### अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and

including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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---**