

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-06-2025 12:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-06-2025 12:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Environment Forest And Climate Change
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Rain Forest Research Institute
क्रेता ईमेल/Buyer Email	buyer1.rfri.jorhat@gembuyer.in
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Literate; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; ITI; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others
Contract Period/अनुबंध अवधि	1 Year(s) 1 Month(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	185000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	16

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

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director
ICFRE-Rain Forest Research Institute, Jorhat-785010, Assam

UIN Number NCTGC2415P

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. 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.
5. 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 on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

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: Bidder must have minimum 03 work

projects of similar nature.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:Bidder should have executed 3 work projects of similar nature with supply of 15 nos of manpower in each case

Geographic Presence: Office registration certificate:Bidder must have a registered office in of Assam preferably Jorhat district. Documentary evidence (trade licence) must be submitted failing which the bid is liable to be rejected.

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1747636550.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1747636559.pdf](#)

Scope of work & Job description:[1747636589.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Literate; Others (5)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Literate
Type of Function	Others
List of Profiles	Driver - LMV
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	5	<ul style="list-style-type: none">• Minimum daily wage (INR) exclusive of GST : 893• Bonus (INR per day) : 0• EDLI (INR per day) : 4.46• EPF Admin Charge (INR per day) : 4.46• 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) : 29.02• Provident Fund (INR per day) : 107.16• Number of working days in a month : 30• Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; ITI; Others (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Plumber
Specialization	plumbing
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	1	<ul style="list-style-type: none"> Minimum daily wage (INR) exclusive of GST : 893 Bonus (INR per day) : 0 EDLI (INR per day) : 4.5 EPF Admin Charge (INR per day) : 4.5 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) : 29 Provident Fund (INR per day) : 107 Number of working days in a month : 30 Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; ITI; Others (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Electrician

Specification	Values
Specialization	electrician
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 893 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.5 • EPF Admin Charge (INR per day) : 4.5 • 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) : 29 • Provident Fund (INR per day) : 107 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Not Required; Others (8)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Educational Qualification	Not Required
Type of Function	Others

Specification	Values
List of Profiles	Mazdoor/Labour
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परिषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परिषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	8	<ul style="list-style-type: none"> Minimum daily wage (INR) exclusive of GST : 632 Bonus (INR per day) : 0 EDLI (INR per day) : 3.16 EPF Admin Charge (INR per day) : 3.16 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) : 20.54 Provident Fund (INR per day) : 75.84 Number of working days in a month : 30 Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Not Required; Others (12)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	Not Required
Type of Function	Others

Specification	Values
List of Profiles	Mazdoor/Labour
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	12	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 515 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.57 • EPF Admin Charge (INR per day) : 2.575 • 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) : 16.73 • Provident Fund (INR per day) : 61.8 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Not Required; Others (10)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Educational Qualification	Not Required

Specification	Values
Type of Function	Others
List of Profiles	Mazdoor/Labour
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	10	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 475 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.37 • EPF Admin Charge (INR per day) : 2.37 • 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) : 15.43 • Provident Fund (INR per day) : 57 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Not Required; Others (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Educational Qualification	Not Required

Specification	Values
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 541 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.7 • EPF Admin Charge (INR per day) : 2.7 • 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) : 17.58 • Provident Fund (INR per day) : 64.92 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Educational Qualification	Not Required

Specification	Values
Type of Function	Others
List of Profiles	Mazdoor/Labour
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	
Title for Optional Allowances 2	
Title for Optional Allowances 3	
Designation	Driver contractual

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Angshuman Borah	785010,Rain Forest Research Institute Sotai, Jorhat, Near Jorhat Institute of Science and Technology. PO- Sotai, PIN- 785010	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 465 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.32 • EPF Admin Charge (INR per day) : 2.32 • 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) : 15.11 • Provident Fund (INR per day) : 55.8 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

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

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. 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.

3. **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.

4. **Forms of EMD and PBG**

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

Director RFRI Security Deposit
payable at
Jorhat

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.

5. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

DIRECTOR RFRI SECURITY DEPOSIT
Account No.
50100210620942
IFSC Code
HDFC0000753
Bank Name
HDFC
Branch address
Jorhat

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

6. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

A. Terms and Conditions

1. The following documents have to be uploaded by the bidders in the portal. Non submission of any of the following documents by the bidders will lead to rejection of bid.

i. Trade licence (registered under competent authority of Assam only).

ii. Copy of PAN card.

iii. Copy of GST Registration

iv. Copy of EPF registration

v. Copy of ESI registration

vi. MSE- Udyam registration (if any)

vii. Proof of previous experience in supply of workers min 3jobs.

viii. Turnover certificate for the last three financial years certified by CA.

ix. Copy of IT return for the last AY 2022-23, AY 23-24, AY 24-25.

x. Copy of License under Contract Labour (R&A) Act, 1970 of existing or earlier contracts. **However, the successful bidder has to submit the same mandatorily in the name of ICFRE- Rain Forest Research Institute within one month of awarding the contract.**

2. Period of Contract: The contract will be initially for a period of one year which may be extended further, for a period as deemed fit, with mutual consent.

3. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected.

4. The successful bidder herein after referred to as 'Service Provider, shall have to sign an MoU with the Institute if required.

5. The Service Provider shall seek instructions from the Director, ICFRE- RFRI , or any other officer authorized by the Director, ICFRE- RFRI , for the purpose, hereinafter referred to as the 'RFRI authority'. This contract shall not be deemed an asset of the Service Provider in any form. No legal proceedings to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent jurisdiction over Jorhat.

6. Director, ICFRE- RFRI reserves the right to retain and any/all the existing outsourced manpower. However, the Service Provider shall be responsible for police verification, character, and antecedents verification of the manpower. Moreover, Director, ICFRE- RFRI may request for a police verification of the Service Provider if deemed necessary.

7. For all intents and purpose the service provider will be "Employer" within the meaning of all labour legislations in respect of the workmen so deployed by him and those retained by RFRI from earlier manpower resources.

8. The rates payable to the service provider will be as per the Minimum Wages Act, 1948 and will be based on the current rates applicable to the central government organization as notified by authority Under the Minimum Wages Act, 1948. The highly skilled, skilled, semi skilled and unskilled will have the meaning as mentioned in the Minimum wages Act, 1948. Director, ICFRE- RFRI reserves the right to notify certain category of works which are not notified in the schedule of works. In case of revision of minimum wages by the competent authority, as also the employer's contribution towards EPF and EDLI, the pro-rata increase in the rate will be acceptable to the RFRI authority. It shall be the responsibility of the service provider to ensure that no worker deployed by him at any point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. The number of workers required as indicated is the tentative maximum requirement and can vary subject to the actual requirement. **The principle of "No work no pay" shall be followed while making payment of wages.**

9. Service Provider is required to pay salaries / wages of contracted staff deployed at buyer location on their own and then claim payment from Buyer. The invoices along with all statutory documents like challans PF, ESIC of the earlier month etc. as well as the bank statement of payment done to staff should be submitted.

10. The Service Provider will make advance payment to its drivers as and when required for the purpose of tours. This payments will be reimbursed upon submission of the bills to the Institute. However, such advance payments should be made only receiving confirmation from the Institute and should not exceed 80% of the estimated expenditure.

11. The RFRI authority shall fix timing of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours with half an hour lunch break. Director, ICFRE- RFRI reserves the right to notify the working days and time separately if situation warrants.

12. The service provider shall not replace the workers at random. This shall be done with the prior knowledge of the RFRI authority

13. The service provider will ensure a decent uniform for the Schedule III-Highly Skilled staff (Drivers).

14. The Institute is not responsible for any individual on leave and thus service provider shall be liable to make substitute arrangements in case of leave or any person leaving the job.

15. The RFRI authority reserves the right to increase or decrease the contractual staff depending on the workload and availability of fund subject to maximum quantity of contractual staff specified in the scope of work of this bid document.

16. The RFRI authority reserves the right to change the deployment of workers. The RFRI also reserves the right to ask for replacement of particular worker or other categories of personnel deployed by the service provider.

17. The personnel deployed by the service provider shall be bound to observe all the instructions issued by RFRI authority concerning general discipline and behaviour.

18. In case the workers/ any worker of the service provider commit/commits any act of omission or commission constituting their/ his misconduct or indiscipline, the service provider will be liable and responsible to take disciplinary action against the person/s

19. The service provider will be responsible and liable for the implementation of all the statutory provisions in respect of minimum wages, Employees' Provident Funds, Employees' Deposit Linked Insurance, etc. as and when they become applicable under the Law. The service provider shall maintain all the statutory registers under the law and shall produce the same on demand to the RFRI authority or any other authority under law. The service provider will obtain a license under the Contract Labour (R & A) Act, 1970 and produce a copy of the same to RFRI authority. In case, the previous month's challan pertaining to EDLI and EPF do not accompany the bill as a documentary proof, a requisite portion of amount shall be held up till such proof is produced.

20. In case the service provider fails to comply with statutory obligation under any labour Laws, and the RFRI is put to any obligation, monetary or otherwise, the RFRI will be entitled to get itself reimbursed out of the bill or the Performance Security of the service provider or otherwise, to the extent of the obligation in monetary terms.

21. The RFRI shall not be responsible financially or otherwise for any injury/ death to the any person in the course of their performing the duties. In case, compensation is awarded by the Court of Law, it shall be the responsibility of the service provider, to pay the same.

22. The service provider shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.

23. Director, ICFRE- RFRI has absolute right to terminate the contract at any time before the due date of expiry specified in clause hereinabove, without assigning any reason by giving one month's notice in advance to the service provider in writing or by making equivalent payment thereof.

24. In the event of the service provider desiring an earlier termination of the contract, he shall have to give three months advance notice to the Director, ICFRE- RFRI .

24. The service provider is bound by the details and documents furnished by him to the RFRI while submitting the tender or at any other time. In case any of the details of such documents furnished by him is found to be false at any stage, this would be deemed to be a breach of the terms of contract making him liable for action.

25. In case of breach of any of the terms of this agreement, Director, ICFRE- RFRI reserves the right to terminate this contract and the service provider shall be liable for penalty for an amount which will be worked out by the RFRI authority. The service provider will also be black listed.

26. It should be ensured that trees, flowers, plants and grassy lawns are not damaged by the workers of the service provider.

27. All workmen employed by the service provider shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the RFRI campus.

28. In the event of any malpractice on the part of the service provider or his employees, vis-à-vis any RFRI staff or otherwise, the contract shall be liable to be terminated.

29. Income Tax and GST will be deducted at source as per the relevant law and the TDS certificate to this effect shall be issued to the service provider by the RFRI.

30. The service provider if in any manner defaults in the performance or in making good of any losses, damage or expenses or any part thereof, then it shall be lawful for the Institute to recover the loss from running monthly bills towards the liquidation of liability of the service provider in respect of such default.

31. FORCE MAJEURE. Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, Government regulation imposed after the implementation, communication li

ne failure, earthquakes etc.

32. All disputes which may arise between the service provider and Institute will be referred to the arbitrator. Arbitrator will be appointed by the Director General, ICFRE. The applicable Arbitration procedure will be as per Arbitration and Conciliation Act, 1996.

B.SCOPE AND SCHEDULE OF WORK

The workers have to report for duty at 9:00 hrs on every working day before the concerned officials of the RFRI authority or as directed. However, Director, ICFRE- RFRI reserves the right to notify the working days separately if situation warrants. The works include driving of govt. vehicles, working in the field for campus maintenance, research field, nursery, laboratory, water line, electrical line, light machine works or as directed from time to time. The working hours shall be from 0900 to 1730 hr with break from 1300 to 1330 hours for lunch. The principle of 'No-work, No-pay' shall apply to the contract. All the existing Labour Laws shall also apply to this contract

1. Drivers must possess valid driving license and have sufficient experience in driving all categories of vehicles.

2. Plumber & Electrician-ITI certificate holders having similar job experience.

3. The schedule of works mentioned below is as per the latest notification issued by Chief Labour Commissioner (C), New Delhi. Authority may categorize special works for which payment will be made as per rules or schedule of works.

C. Award of contract

(a) The contract will be awarded to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price without violating the minimum wage and statutory claims.

(b) In case of tie between two or more than two technically bid qualified bidders the bid shall be awarded according to the provision available in GeM

(c) Director, ICFRE- RFRI reserves the right at the time of award of contract to increase or decrease the requirement of manpower.

(d) Notwithstanding the above, Director, ICFRE- RFRI reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

Sl. No.	Nature of Works	Manpower	Schedule
1	Driving of govt. vehicles- (Valid HMV/ LMV License holders)	5	Schedule: III- Highly skilled
2	Plumber (Water pump operator cum plumber cum distribution supervisor) & Electrician- (ITI certificate holders only)	2	Schedule: III- Highly skilled
3	Helper to Plumber & Electrician; Telephone Operator (Having experience only)	4	Schedule: III- Semi skilled
4	General Maintenance (Sewerage, cleaning etc)	4	Schedule: III- Semi skilled

5	Nursery, general maintenance, botanical garden	20	Schedule: I- Skilled 10 Nos. Schedule: I- Semi skilled 10 Nos.
6	Unskilled works	3	Schedule: I- Unskilled
7	Maintenance workers for Bamboo Composite Centre	2	Schedule: I- Skilled
8	Sweeping and cleaning	2	Schedule: V
	Total	42	

Disclaimer/अस्वीकरण

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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./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।

---Thank You/धन्यवाद---