

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-02-2023 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-02-2023 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	65 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees Provident Fund Organisation (epfo)
Office Name/कार्यालय का नाम	New Delhi
Item Category/मद केटगरी	Custom Bid for Services - Rate Contract for procurement of food items on need basis
Contract Period	1 Year(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)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	No
Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Bidder Turnover, Certificate (Requested in ATC), OEM Annual Turnover, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1250000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail/ईएमडी विवरण

Required	No
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ePBG Detail/ईपीबीजी विवरण

Required	No
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Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	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. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
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 at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1674560437.pdf](#)

Instruction To Bidder:[1674559728.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1674559731.pdf](#)

Scope of Work:[1674559734.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1674559738.pdf](#)

Service Level Agreement (SLA):[1674559743.pdf](#)

Payment Terms:[1674559746.pdf](#)

Penalties:[1674559749.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1674559760.pdf](#)

GEM Availability Report (GAR):[1674559783.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1674559849.pdf](#)

Buyer's Competent Authority Approval:[1674560023.pdf](#)

Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):[1674638404.pdf](#)

Custom Bid For Services - Rate Contract For Procurement Of Food Items On Need Basis (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Rate Contract for procurement of food items on need basis
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Vikash Kumar Sinha	110075,National Data Centre EPFO Complex Plot 23, Sector 23 Dwarka	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. 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.

2. 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.

3. Service & Support

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

4. Service & Support

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

5. 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.

6. Buyer Added Bid Specific ATC

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

7. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

8. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार

Ministry of Labour and Employment, Govt of India

राष्ट्रीय डाटा सेन्टर / National Data Center



ई पी एफओ कॉम्प्लेक्स, सेक्टर 23, द्वारका, नई दिल्ली – 110077 / EPFO Complex, Sector 23, Dwarka, New Delhi – 110077

No: NDC/Admin/56393/Tender/Food/2023/1211

Date: 20/01/2023

TENDER FOR RATE CONTRACT FOR PROCUREMENT OF FOOD ITEMS ON NEED BASIS

National Data Center, Employees' Provident Fund Organisation (hereafter referred as "NDC") having its office at EPFO Complex, Sector 23, Dwarka, New Delhi – 110077, invites quotation from reputed agencies/firms/companies (hereafter referred as "bidder") through GeM Portal for rate contract for procurement of food items (Lunch/Dinner/Snacks) as per details given below.

Details of Food Items to be procured (delivered to office) on need basis (as and when required):

Type	Items
Executive Lunch/Dinner (to be delivered in ready to eat box along with napkin and packaged water 500 ml)	Rice Pulao or Jira Rice of fine quality – 150g
	Tandoori Roti (2 nos) or Chapati (4 nos) or equivalent
	Dal or Sambhar (Thick consistency) or equivalent – 150g
	Mixed Vegetable (seasonal) – 100g
	Any other vegetable curry of Paneer – 100g
	Curd or raita – 100g
	Sweets (Gulab Jamun or equivalent) – 1 (standard size)
	Pickle in sachet – 15g
Snacks (to be delivered in paper box with napkin and packaged water 500 ml)	Samosa or Kachori or equivalent – 1 (standard size)
	Gulab Jamun or equivalent sweet – 1 (standard size)
	Veg Sandwich – 1 (standard size)
	Frooti Tetra or equivalent – 150ml
	Ketchup in sachet – 8g
Other food items	Food items which are not available on GeM or cannot be bought from GeM due to urgency are to be supplied at a rate which cannot exceed MRP

Bid Submission:

1. Bids shall be submitted online only on GeM Portal. Tenders and supporting documents shall be uploaded through GeM Portal within the time prescribed on GeM Portal.
2. Hard copy of the Tender documents shall not be accepted.
3. Bidder should ensure that the documents being uploaded by him are legible, and wherever possible scanned copy of the original document should be uploaded instead of Xerox copy.
4. If the uploaded/scanned copies are found illegible the bid will be summarily rejected.

Eligibility Condition of Bidder Agencies for participation in bid:

1. Bidder must be a registered partnership/proprietorship firm or any company.
2. Bidder must be having office/outlet/branch within 5 KM of office address of NDC.
3. Bidder should not have been blacklisted or debarred by any Government Agency/PSU/Autonomous bodies.
4. Bidder must be having valid FSSAI registration.
5. Bidder must be having turnover of at least 50 lakhs in the past financial year.

Mandatory documents to be attached with Technical Bid: without these documents the quotation will be summarily rejected

1. Scanned copy of this tender document with signature of proprietor/partner/director/authorized signatory along with stamp on each page of this tender document and on each page of enclosures.
2. Scanned copy Registration certificate of bidder agency along with complete address which shows that the agency is having its office within 5 KM of office of NDC.
3. Ownership details of the bidder agency.
4. Scanned copy of Goods and Service Tax Number of the bidder agency.
5. Scanned copy of PAN Card of the bidder agency.
6. Scanned copy of ITR of last financial year of the bidder agency which shows the turnover > 50 lakhs.
7. Scanned copy of the cancelled cheque of the bidder agency.
8. Details of experience of the bidder agency in supplying food items to other government department/PSU/Autonomous bodies, if any.
9. Scanned copy of Aadhaar of the authorized signatory of the bidder agency who has signed all the documents. If Authorized Signatory is different from proprietor/director/partner, then submit power of attorney be issued in favour of the authorized signatory.
10. All these scanned copies be uploaded as one pdf having all above mentioned documents in same sequence. If the pdf file size is large then break the pdf in smaller sized having names as 1, 2, 3, etc.

Financial Bid quotation:

1. Financial bid of only those bidder agencies will be opened who have fulfilled the conditions laid down in the technical bid.
2. Bidder Agency quoting lowest amount will be awarded the tender (such agency which will be awarded with tender is hereafter referred as "**vendor**").
3. Amount quoted by the bidder agency should be excluding the GST. GST as per prevailing rates may be charged.
4. Selection of lowest bidder (L1) will be as per below table:

Type	Weightage	Eg (Amount quoted by agency)
Lunch/Dinner	50%	Rsa
Snacks	50%	Rs b
Total	100%	$Rs\ a \times 50\% + b \times 50\%$ This amount will be calculated for each bid and tender will be awarded to lowest bid

5. Any bidder agency quoting any condition of his own then such conditional tender will be summarily rejected.

Other Terms and Conditions for the tender:

1. NDC reserves the right to reject any or all tender/bid without assigning any reason.
2. During the period of contract, the rates will not be revised with the revision of any taxes or cost of food items. The bidder agency may quote the rates accordingly taking into consideration this aspect.
3. The rate contract will be valid for 1 year, which can be terminated by NDC with a notice of 30 days. However, termination of contract on breach of agreement as stipulated in the Service Level Agreement Conditions will not require notice of 30 days.
4. Bidder agency can also terminate the contract with a notice of 90 days.
5. The rate contract shall be initially for a period of one year from the date of awarding the contract. However, the rate contract may be extended subsequently for a further period not exceeding one year at a time on the same terms and conditions subject to the performance of the vendor, if found satisfactory. However, the grant of extension of contract will be at sole direction of the NDC.
6. Food items will be delivered at National Data Center, EPFO, Sector 23, Dwarka, New Delhi - 110077. No delivery charges will be paid by NDC for delivering the food items to this office address.
7. The bidder agency will indemnify NDC from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the vendor, shall keep NDC harmless from all such rules, procedure liabilities. The bidder agency shall also indemnify NDC from all or any legal implication or consequences that may arise out of labour laws/rules and any consequence that may arise out of misconduct of any of his personnel.
8. Any legal dispute shall be adjudicated within the jurisdiction of Delhi.
9. For any clarification, the agency may contact Shri Vikash Sinha, Section Officer over email vikashkr.sinha@epfindia.gov.in.

Terms and Conditions for Service Level Agreement are as under:

1. The food items must be of standard quality with respect to quality and quantity.
2. For requirement of food items on a particular day, the office will ordinarily inform the vendor in the previous day. However, vendor will have to provide food items at minimum notice of 1 hour.
3. NDC may ask for any number of food items on any day, or it may not call for any food items on any day. NDC is under no obligation to ask for any fixed number of food items on any day, it is purely on need basis.
4. Vendor will provide a dedicated mobile number and email id for communication with the NDC.
5. Late reporting of more than 15 minute will attract a fine of one tenth of the order value on each occasion. In case food items do not get delivered even after 30 minutes then the NDC will have a right to get the food items from open market and such charges (along with fine) will be borne by the vendor.
6. Food items, if found not up to standard, will be treated as if no delivery is made by the vendor.
7. NDC has the right to ask the vendor for delivery any food items with equivalent substitute.

8. A daily requisition slip will be provided to the vendor which will be duly signed by the delivery person and the NDC's official at delivery of food items and the same will be submitted to the NDC along with bills for payment.
9. No advance payment/spot payment will be made. Payment shall be done via cheques or NEFT on production of bills and processing of same.
10. NDC will deduct Income Tax/GST at Source at the prevailing rates.
11. Compliance to all the relevant laws including labour laws will be done by the vendor.
12. The vendor shall not assign or sublet contract or any part thereof to any other person/agency.


(Vikas Kumar Gupta)
Regional PF Commissioner-II (VEE 9)