



എംപ്ലോയീസ് പ്രോവിഡൻ്റ് ഫണ്ട് ഓർഗനൈസേഷൻ
 कर्मचारी भविष्य निधि संगठन
 EMPLOYEES' PROVIDENT FUND ORGANISATION
 (തൊഴിൽ & എംപ്ലോയ്മെൻ്റ് മന്ത്രാലയം, ഭാരത സർക്കാർ)
 (श्रम एवं रोज़गार मंत्रालय, भारत सरकार)
 (Ministry of Labour & Employment, Govt. of India)
 മേഖലാ കാര്യാലയം, കൊല്ലം



क्षेत्रीय कार्यालय, कोल्लम
 Regional Office, Kollam
 പൊന്നമ്മ ചേംബർസ്-1, പരമേശ്വർ നഗർ, അർച്ചന-ആരാധന തിയേറ്ററിന് എതിർവശം,
 കൊല്ലം-691001

पोन्नम्मा चेंबर्स -1, परमेश्वर नगर, अर्चना-आराधना थिएटर के सामने, कोल्लम-691001
 PONNAMMA CHAMBERS-I, PARAMESWAR NAGAR, OPPOSITE ARCHANA-ARADHANA THEATRE, KOLLAM - 691001

ഫോൺ/മൊബൈൽ/Phone:-0474-2767645, 9746122281

GeM

ഇ-മെയിൽ/ई-मेल/E-mail:ro.kollam@epfindia.gov.in

Toll Free Number:1800118005

No: KR/KLM/CT/Quotation DEOs/2024-2025

Dated: 11/04/2024

NOTICE INVITING QUOTATION

Quotations for deployment of Data Entry Operators are invited through GeM portal from reputed agencies for deployment of Data Entry Operators in Employees' Provident Fund Organisation, Regional Office, Kollam for a period of 11 months from 01/05/2024 to 31/03/2025 as stated below:-

To provide **3 Data Entry Operators** for doing the administrative office works with duty hours from 9:00 A.M to 05:30 P.M (Monday to Saturday)

Quotations should reach the undersigned before 11:00 A.M. on 22/04/2024 and will be opened at 02:00 P.M on 22/04/2024. Bids received after 11:00 A.M on 22/04/2024 will not be considered. Contracts will be awarded based on the evaluation made on rate, experience and other terms and conditions mentioned in the bid. The agency who have not registered in the MSME/UDYAM should submit an EMD of Rs.5000/- (Rupees Five Thousand only) by way of Demand Draft drawn in favour of the RPFC, EPFO, RO Kollam payable at Kollam, should accompany the quotation, which is refundable. Bids without the requisite EMD will be rejected forthwith.

Monthly rate for deploying of Data Entry Operators should not be less than minimum wages as declared by Government from time to time. Rates should be inclusive of all statutory payments such as EPF contributions, ESI Contributions, Service Charges in percentage of Basic + VDA etc., taxes and GST payable should be shown separately in the quotation.

No additional payments will be made to the agency other than the charges quoted by them. If the quotation is accepted, agency shall provide performance guarantee for 10 % of total bid estimated value as refundable security deposit (non-interest bearing) which will be refunded on termination of the contract, after due verification and after recovering any loss caused to this office by the laxity of the personnel deployed by the agency.

Terms and conditions

1. The number of Data Entry Operators shall not be less than **THREE**.
2. Regional Provident Fund Commissioner/Officer-in-charge, Employees' Provident Fund Organisation, Regional Office, Kollam will decide the number of personnel to be deployed and the agency should provide those personnel under the same terms and conditions as and when required i.e Regional Provident Fund Commissioner/Officer-in-charge, Employees' Provident Fund Organisation, Regional Office, Kollam shall have the liberty to increase or decrease the number of personnel required by this office.
3. The agency should provide personnel under the same terms and conditions and rate at any building this office may get shifted to during the above term.
4. Agencies covered under the EPF & MP Act, 1952 and ESI Act will only be considered for the bidding process.
5. It will be the duty of the agency to depute substitutes in case the personnel deployed proceeded on leave or absent.
6. The agency will be liable to compensate this office any loss or damages caused due to the failure of its personnel to perform his/her duty.
7. The Agency shall replace the personnel deployed by it if the performance of personnel is not satisfactory to this office.
8. The agency will be liable to pay wages not less than **Minimum Wages** prescribed by the Ministry of Labour and Employment, Government of India or State Government, whichever is higher, to the personnel deployed. Also the agency should ensure its prompt compliance of statutory payments such as EPF contributions, ESI contributions, GST etc... Quotations which are found less than the said **Minimum Wages** plus statutory payments specifically mentioning the service charges in percentage of Basic + VDA, will not be considered. For the purpose of calculating wages **one month** will be taken as consisting of **30 days** in all the months of the year. 30 days may be considered only if the personnel worked in the office from Monday to Saturday.
9. The agency must be reputed one having adequate experience in the field. A list containing details of its clients should be enclosed along with the bid.
10. The Employees' Provident Fund Organisation reserves the authority to reject any or all bids or/and cancel the bid.
11. Regional Provident Fund Commissioner-II/Officer-in- charge, Employees' Provident Fund Organisation, Regional Office, Kollam shall have the liberty to terminate the contract at any time without assigning any reasons and also to extend the contract at the same and terms and conditions.



എംപ്ലോയീസ് പ്രോവിഡൻ്റ് ഫണ്ട് ഓർഗനൈസേഷൻ
 कर्मचारी भविष्य निधि संगठन
 EMPLOYEES' PROVIDENT FUND ORGANISATION
 (തൊഴിൽ & എംപ്ലോയ്മെൻ്റ് മന്ത്രാലയം, ഭാരത സർക്കാർ)
 (अम एवं रोज़गार मंत्रालय, भारत सरकार)
 (Ministry of Labour & Employment, Govt. of India)
 മേഖലാ കാര്യാലയം, കൊല്ലം
 क्षेत्रीय कार्यालय, कोल्लम
 Regional Office, Kollam



പൊന്നമ്മ ചേംബർസ്-1, പരമേശ്വർ നഗർ, അർച്ചന-ആരാധന തിയേറ്ററിന് എതിർവശം,
 കൊല്ലം-691001

पोन्नम्मा चैंबर्स -I, परमेश्वर नगर, अर्चना-आराधना थिएटर के सामने, कोल्लम-691001
 PONNAMMA CHAMBERS-I, PARAMESWAR NAGAR, OPPOSITE ARCHANA-ARADHANA THEATRE, KOLLAM - 691001

ഫോൺ/ദൂരഭാഷ/Phone:-0474-2767645, 9746122281

ഇ-മെയിൽ/ई-मेल/E-mail:ro.kollam@epfindia.gov.in

Toll Free Number:1800118005

GeM

सं.केआर/केएलएम/सीटी/कोटेशन डीईओ/2024-2025

दिनांक: 11/04/2024

कोटेशन आमंत्रित करने की सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोल्लम में 01/05/2024 से 31/03/2025 तक 11 महीने की अवधि के लिए डाटा एंट्री ऑपरेटरों की तैनाती के लिए प्रतिष्ठित एजेंसियों से GeM पोर्टल के माध्यम से नीचे बताए गये के अनुसार कोटेशन आमंत्रित किए जाते हैं।

9.00 बजे(पू) से 05.30 बजे (अप) तक (सोमवार से शनिवार) तक प्रशासनिक कार्यालयीन कार्य के लिए 3 डाटा एंट्री ऑपरेटर उपलब्ध कराना।

कोटेशन दिनांक 22/04/2024 को अपराह्न 11.00 बजे से पहले अधोहस्ताक्षरी तक पहुंच जाने चाहिए और दिनांक 22/04/2024 को सुबह 02:00 बजे कोटेशन खोले जाएंगे। 22/04/2024 को अपराह्न 11.00 बजे के बाद प्राप्त बोलियों पर विचार नहीं किया जाएगा। बोली में उल्लिखित दर, अनुभव और अन्य नियमों और शर्तों पर किए गए मूल्यांकन के आधार पर अनुबंध प्रदान किए जाएंगे। जिस एजेंसी ने एमएसएमई/उद्यम में पंजीकरण नहीं किया है, उन्हें कोटेशन के साथ क्षेभनिआ, कभनिसं क्षे का, कोल्लम के पक्ष में देय डिमांड ड्राफ्ट के माध्यम से 5000/- रुपये (केवल पांच हजार रुपये) की ईएमडी जमा करनी होगी जो वापसी योग्य है। अपेक्षित ईएमडी के बिना बोलियों को तत्काल अस्वीकार कर दिया जाएगा।

डाटा एंट्री ऑपरेटरों की तैनाती के लिए मासिक दर सरकार द्वारा समय-समय पर घोषित न्यूनतम मजदूरी से कम नहीं होनी चाहिए। ईपीएफ योगदान, ईएसआई योगदान, बेसिक + वीडिए आदि के % में सेवा शुल्क जैसे सभी वैधानिक भुगतान दरों में शामिल होने चाहिए और देय कर और जीएसटी को कोटेशन में अलग से दिखाया जाना चाहिए।

एजेंसी को उनके द्वारा उद्धृत शुल्कों के अलावा कोई अतिरिक्त भुगतान नहीं किया जाएगा। यदि कोटेशन स्वीकार किया जाता है, तो एजेंसी रिफंडेबल सिक्योरिटी डिपॉजिट (नॉन-इंटरेस्ट बियरिंग) के रूप में कुल बोली अनुमानित मूल्य के 10% के लिए प्रदर्शन गारंटी प्रदान करेगी, जिसे अनुबंध की समाप्ति पर, उचित सत्यापन के बाद और इस कार्यालय को एजेंसी द्वारा तैनात कर्मियों की शिथिलता द्वारा हुए किसी भी नुकसान की वसूली के बाद वापस कर दिया जाएगा।

नियम एवं शर्तें

1. डाटा एंट्री ऑपरेटरों की संख्या **तीन** से कम नहीं होनी चाहिए।
 2. क्षेत्रीय भविष्य निधि आयुक्त/प्रभारी अधिकारी, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोल्लम तैनात किए जाने वाले कर्मियों की संख्या तय करेंगे और एजेंसी को आवश्यकता पड़ने पर उन्हीं नियमों और शर्तों के तहत उन कर्मियों को प्रदान करना चाहिए यानी क्षेत्रीय भविष्य निधि आयुक्त/प्रभारी अधिकारी, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोल्लम इस कार्यालय के लिए आवश्यक कर्मियों की संख्या बढ़ाने या घटाने की स्वतंत्रता रखता है।
 3. उपरोक्त अवधि के दौरान यह कार्यालय किसी अन्य भवन में स्थानांतरित होने पर भी, एजेंसी को उन्हीं नियमों, शर्तों और दर के अनुसार कर्मियों को प्रदान करना चाहिए।
 4. कभनि और प्रकीर्ण उपबंध अधिनियम 1952 और ईएसआई अधिनियम के अधीन आने वाली एजेंसियों को ही बोली के लिए विचार किया जाएगा।
 5. यदि तैनात कर्मी छुट्टी पर चला जाता है या अनुपस्थित रहता है तो उसके स्थान पर दूसरे व्यक्ति को नियुक्त करना एजेंसी का कर्तव्य होगा।
 6. अपने कर्मियों की कर्तव्य पालन में विफलता के कारण इस कार्यालय को होने वाले किसी भी नुकसान या क्षति को भरने के लिए एजेंसी उत्तरदायी होगा।
 7. यदि इस कार्यालय में तैनात कर्मियों का कार्य संतोषजनक नहीं पाया जाता है तो एजेंसी अपने द्वारा तैनात कर्मियों के स्थान पर दूसरे कर्मी प्रदान करेंगे।
 8. तैनात कर्मियों को श्रम एवं रोजगार मंत्रालय, भारत सरकार या राज्य सरकार द्वारा निर्धारित **न्यूनतम वेतन**, जो भी अधिक हो, से कम वेतन का भुगतान एजेंसी नहीं कर सकता। इसके अलावा एजेंसी को कभनि अंशदान, ईएसआई अंशदान, जीएसटी जैसे वैधानिक भुगतानों का कड़ाई से अनुपालन सुनिश्चित करना चाहिए... उक्त **न्यूनतम वेतन** और वैधानिक भुगतान से कम पाए जानेवाले, विशेष रूप से बेसिक + वीडिए के प्रतिशत में सेवा शुल्क का उल्लेख किए कोटेशन पर विचार नहीं किया जाएगा। वेतन की गणना के लिए वर्ष के सभी महीनों में से **30 दिन** का **एक महीना** लिया जाएगा। अगर कर्मिक ने सोमवार से शनिवार तक कार्यालय में काम किया है तभी 30 दिन माना जाएगा।
 9. एजेंसी को क्षेत्र में पर्याप्त अनुभव रखने वाली प्रतिष्ठित होनी चाहिए। बोली के साथ अपने ग्राहकों की विवरण सूची संलग्न की जानी चाहिए।
 10. कर्मचारी भविष्य निधि संगठन किसी भी या सभी बोलियों को अस्वीकार करने या/और बिना किसी कारण के बोली रद्द करने का अधिकार रखता है।
 11. क्षेत्रीय भविष्य निधि आयुक्त-1/प्रभारी अधिकारी, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोल्लम को बिना कोई कारण बताए किसी भी समय अनुबंध समाप्त करने और उसी शर्त पर अनुबंध का विस्तार करने की स्वतंत्रता होगी।
-

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	22-04-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	22-04-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	110 (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	Regional Office Kollam
Item Category/मद केटगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period/अनुबंध अवधि	11 Month(s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
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

Bid Details/बिड विवरण

Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
---	-----

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	5000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	12

(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 कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी 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 :

ASSISTANT PROVIDENT FUND COMMISSIONER
REGIONAL OFFICE KOLLAM, NA, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment
(K G Vinod)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

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. 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.

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.

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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work & Job description:[1712809565.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1712809866.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable

Specification	Values
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	

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
----------------	---	-------------	---------------------------------	--

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	K G Vinod	691001,EMPLOYEES PROVIDENT FUND ORGANISATION REGIONAL OFFICE, KOLLAM PONNAMMA CHAMBERS - 1 PARAMESWAR NAGAR OPPOSITE ARCHANA ARADHANA THEATRE KOLLAM	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 862 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.5 • EPF Admin Charge (INR per day) : 2.5 • 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) : 0 • Provident Fund (INR per day) : 60 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 11

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

1. Generic

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

2. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **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.**

4. **Service & Support**

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

5. **Service & Support**

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

6. **Service & Support**

The Service Provider is required to have at least 10 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

7. **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.

8. **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.

9. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

10. **Forms of EMD and PBG**

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

REGIONAL PROVIDENT FUND COMMISSIONER - II
payable at
STATE BANK OF INDIA KOLLAM BRANCH

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.

11. 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

REGIONAL PROVIDENT FUND COMMISSIONER - II
payable at

STATE BANK OF INDIA KOLLAM BRANCH

. 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.

12. 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. 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.

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---