

Bid Document

Bid Details	
Bid End Date/Time	05-08-2021 09:00:00
Bid Opening Date/Time	05-08-2021 09:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	75 (Days)
Ministry/State Name	Ministry Of Health And Family Welfare
Department Name	Department Of Health And Family Welfare
Organisation Name	Indian Pharmacopoeia Commission (ipc)
Office Name	Ghaziabad
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Others; Pharmacopoeial Assistant; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Others; Pharmacopoeial Associate; Pharmacopoeial Associate , Manpower Outsourcing Services - Fixed Remuneration - Others; Sr Pharmacopoeial Associate; Sr Pharmacopoeial Associate , Manpower Outsourcing Services - Fixed Remuneration - Others; Pharmacopoeial Scientist; Pharmacopoeial Scientist , Manpower Outsourcing Services - Fixed Remuneration - Others; Sr Technical Associate; Sr Technical Associate , Manpower Outsourcing Services - Fixed Remuneration - Others; Sr Consultant; Sr Consultant
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	191 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,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
Bid to RA enabled	No

Bid Details	
Time allowed for Technical Clarifications during technical evaluation	2 Days
Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value	38264000
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	Bank Of Baroda
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	15

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Stores Officer

Indian Pharmacopoeia Commission (IPC), Ministry of Health and Family Welfare, Govt. of India, Sector - 23, Raj Nagar, Ghaziabad. 201002.

(Manish Jain)

Splitting

Bid splitting not applied.

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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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 data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be

uploaded along with bid in support of having provided services during each of the Financial year.
 5. 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.

6. 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

Annual turnover Required by Buyer in Crores:3.06 Cr.

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:The Bidder Should Have Executed AtLeast 1 Project with contract value not less than 3.06 Cr to Govt/ PSUs/ Autonomous Bodies in Last 2 F.Y.s.

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:The Bidder Should Have Executed At Least 3 Projects with supply of 53 Technical manpower to Govt/ PSUs/ Autonomous Bodies in Last 2 F.Y.s.

Geographic Presence: Office registration certificate:1. IPC, Ghaziabad
 2. IPC, Hyderabad
 3. CCMB, Hyderabad
 Others as Required

Scope of work & Job Description:[1627232947.pdf](#)

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:[1627235558.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Number of years	20	5	View file	Yes
Number of similar Work & Qty	20	10	View file	Yes
Turnover	20	10	View file	Yes
Number of manpower	20	10	View file	Yes
Single order	20	10	View file	Yes

Total Minimum Passing Technical Marks: 45

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
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30-07-2021 12:00:00

See Website for Link
or
Call 0120-2800500, Extn 155/103**Manpower Outsourcing Services - Fixed Remuneration - Others; Pharmacopoeial Assistant; Graduate (1)****Technical Specifications**

Specification	Values
Core	
Type of Function	Others
List of Profiles	Pharmacopoeial Assistant
Educational Qualification	Graduate
Specialization	Pharmacopoeial Assistant
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Pharmacopoeial Assistant

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Manish Jain	201002,GSTIN, 09AAAT17017F2ZR INDIAN PHARMACOPOEIA COMMISSION PvPI, National Coordinating Centre Sector - 23, Raj Nagar, Ghaziabad.	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 25000 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 683 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Pharmacopoeial Associate; Pharmacopoeial Associate (43)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Pharmacopoeial Associate
Educational Qualification	Pharmacopoeial Associate
Specialization	Pharmacopoeial Assistant
Post Graduation	Required
Specialization for PG	Pharmacopoeial Associate
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Designation	Pharmacopoeial Associate

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Manish Jain	201002,GSTIN, 09AAAT17017F2ZR INDIAN PHARMACOPOEIA COMMISSION PvPI, National Coordinating Centre Sector - 23, Raj Nagar, Ghaziabad.	43	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 32000 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 683 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Sr Pharmacopoeial Associate; Sr Pharmacopoeial Associate (16)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Sr Pharmacopoeial Associate
Educational Qualification	Sr Pharmacopoeial Associate
Specialization	Sr Pharmacopoeial Associate
Post Graduation	Required

Specification	Values
Specialization for PG	Sr Pharmacopoeial Associate
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Sr. Pharmacopoeial Associate

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Manish Jain	201002,GSTIN, 09AAAT17017F2ZR INDIAN PHARMACOPOEIA COMMISSION PvPI, National Coordinating Centre Sector - 23, Raj Nagar, Ghaziabad.	16	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40000 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 683 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ELDI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Pharmacopoeial Scientist; Pharmacopoeial Scientist (4)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Pharmacopoeial Scientist
Educational Qualification	Pharmacopoeial Scientist
Specialization	Pharmacopoeial Scientist
Post Graduation	Required
Specialization for PG	Pharmacopoeial Scientist
Experience	7 to 10 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Pharmacopoeial Scientist

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Manish Jain	201002,GSTIN, 09AAATI7017F2ZR INDIAN PHARMACOPOEIA COMMISSION PvPI, National Coordinating Centre Sector - 23, Raj Nagar, Ghaziabad.	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 50000 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 683 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Sr Technical Associate; Sr Technical Associate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Sr Technical Associate
Educational Qualification	Sr Technical Associate
Specialization	Sr Technical Associate
Post Graduation	Required
Specialization for PG	Sr Technical Associate
Experience	7 to 10 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	

Specification	Values
Additional Details	
Designation	Sr. Technical Associate

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Manish Jain	201002,GSTIN, 09AAATI7017F2ZR INDIAN PHARMACOPOEIA COMMISSION PvPI, National Coordinating Centre Sector - 23, Raj Nagar, Ghaziabad.	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 50000 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 683 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ELDI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Sr Consultant; Sr Consultant (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Sr Consultant
Educational Qualification	Sr Consultant
Specialization	Sr Consultant

Specification	Values
Post Graduation	Required
Specialization for PG	Sr Consultant
Experience	10 to 15 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Sr. Consultant

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Manish Jain	201002,GSTIN, 09AAAT17017F2ZR INDIAN PHARMACOPOEIA COMMISSION PvPI, National Coordinating Centre Sector - 23, Raj Nagar, Ghaziabad.	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 70000 • Provident Fund (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment : 12

Buyer Added Bid Specific Additional Terms and Conditions

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. Buyer uploaded ATC document [Click here to view the file.](#)
4. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
5. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
6. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
 - b. Execution certificate by client with order value.
 - c. Any other document in support of order execution like Third Party Inspection release note, etc.
7. ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
8. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
9. 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.
10. The Service Provider must own 30% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.
11. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:
 - i) The Seller fails to comply with any material term of the Contract.
 - ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
 - iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
 - iv) The Seller becomes bankrupt or goes into liquidation.
 - v) The Seller makes a general assignment for the benefit of creditors.
 - vi) A receiver is appointed for any substantial property owned by the Seller.
 - vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
12. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
13. Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)
14. 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.
15. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
16. Buyer Added text based ATC clauses
 1. Must Provide Undertaking/ Declaration in form of Affidavit declaring for Not Charging/ Charged any Service charges, Fess, Commission or Similar from Manpower providing to IPC.
 2. NON DISCLOSURE DECLARATION CERTIFICATE (On Bidder Letter Head) to be uploaded with bid: 1. IM/s. Bidder hereby declare that I shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party during and after expiry of Contract. 2. If defying the norms as per the Contract a legal action may be taken against me as per the existing Rules.
 3. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in Ghaziabad. If, Not having then declaration to be provided for the same that the office will be opened and

operated within one month after award of contract. A person must be identified among vendor's existing staff for taking care of all issues related to Manpower.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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](#), 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 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.

---Thank You---