

राष्ट्रीय रोग सूचना विज्ञान और अनुसंधान केंद्र
(भारतीय चिकित्सा अनुसंधान परिषद)

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
(Indian Council of Medical Research)**

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार, निर्मल भवन-आईसीएमआर कॉम्प्लेक्स (द्वितीय तल), पूजाहल्ली, एन.एच-7,
बी.बी. रोड, कन्नमंगला पोस्ट, बेंगलुरु-562 110 (भारत)

Department of Health Research, Ministry of Health and Family Welfare, Government of India,
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road, Kannamangala Post,
Bengaluru-562 110 (India)

(अधिक जानकारी के लिए कृपया www.ncdirindia.org पर जाएं)

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निविदा संख्या एनसीडीआईआर/आईसीएमआर/एचके/2025-26

Tender No. **NCDIR/ICMR/HK/2025-26**

के लिए निविदा

TENDER FOR

हाउसकीपिंग सेवाएँ

निर्मल भवन, आईसीएमआर कॉम्प्लेक्स, बेंगलुरु में

HOUSEKEEPING SERVICES
AT NIRMAL BHAWAN, ICMR COMPLEX, BENGALURU

Tender Notice

Tender No. NCDIR/ICMR/HK/2025-26

Subject: Tender for providing for Housekeeping Services at ICMR-NCDIR on contract basis.

ICMR-NCDIR, Bengaluru intends to engage a duly registered agency for providing Housekeeping Services.

Tender may be submitted **after inspection of the site** any time between **09:00 to 16:00 hrs** on any working days. It may be noted that no additional charges, whatsoever, shall be payable by ICMR-NCDIR, Bengaluru for non-awareness of the site conditions and constraints.

Sl. No	Particulars and Description	Minimum Manpower Required	Remarks
1.	Annual Contractual Services for Manpower for Housekeeping Unskilled – 12 persons Semiskilled – 1 person Skilled – 2 persons	15 Nos. (May Vary)	For General Shift Duties.

SCOPE OF WORK

1. Cleaning, sweeping, dusting, and mopping of all floors, washrooms, Labs, Offices, all furniture and fixtures at ICMR-NCDIR, Nirmal Bhawan, ICMR Complex, Bengaluru.
2. The Contractor shall ensure that his Housekeeping personal observe the following rules and norms in the discharge of their work:
 - Are always smartly turned out and vigilant.
 - Are punctual and arrive at least **15 minutes before start of their duty time**.
 - Take charge of their duties properly and thoroughly.
 - Perform their duties with honesty and sincerity.
 - Understand their position and read site instructions and follows the same.
 - Extend respect to all officers and staff of the office of Nirmal Bhawan, ICMR Complex, ICMR-NCDIR, Bengaluru.
 - Shall not consume intoxicated drinks on duty hours, report for duty under intoxication.
 - Will not chit-chat while on duty.
 - Will not read newspaper or magazine while on duty.
 - Do not entertain visitors.
 - The Housekeeping contactor shall ensure that the staff engaged by him shall not smoke beedis, cigarettes or consume alcoholic drinks in the premises of the ICMR and nor they are allowed to chew pan, gutka, tobacco items etc. since the organization observe “Tobacco free environment”.

Work to be done Daily:

- Brooming, sweeping and mopping of floors.
- Dusting and cleaning of office furniture, table top office equipment, tables, paper trays and other installations.
- All Toilets, washbasins and canteen areas etc, should be cleaned twice a day and disinfected with necessary disinfectant.
- If require, additional cleaning should be taken up as per the directions.
- Replenishment of soap, Naphthalene balls/ air purifiers (as and when required).
- General cleaning of hard scape area in the entire campus including roads.
- Day to day maintenance of all Guest House Rooms (Block A, B, C)
- Day to day maintenance of all plumbing and sanitary installations.
- Emptying of dustbins.

Work to be done once in two weeks:

- Linen/ Towel washing.
- Dusting of files, cleaning of side racks and office furniture items.
- Partition glass should be cleaned with cleansing liquid.
- Dusting and cleaning of doors and windowpanes.
- Vacuum cleaning of venetian blinds and carpets etc.
- Cobweb removal, Dusting of ceiling fans, tube light, fixtures, furniture items specifically steel Amirah.
- Cleaning of the terrace area.

NOTE: The scope of work is not limited to those specified above. Additional work has to be carried out depending on need and requirements from time to time.

3. Attendance master cum wages register of persons maintained should be duly signed with **In** and **Out** timings by the individual employees of the contractor and countersigned by the representative of the agency/ contractor and NCDIR, Bengaluru.
4. In case of loss of property due to the theft/ negligence of the agency/ contractor during the contract period, the cost of properties shall be borne by the agency/ Contractor and cost of such lost property shall be recovered from the monthly bills or security deposit of the agency/ Contractor.
5. The agency will deploy manpower for **07:30hrs duty on Five/ Six** days as per requirements of ICMR-NCDIR. They will also be deployed on shift duties, whenever required including on holidays. The agency will not charge the additional payment to provide the cleaning services on holidays, Sunday and odd hours during Nirmal Bhawan, ICMR Complex, ICMR-NCDIR, Bengaluru functions.
6. The employees engaged by the agencies/ contractor should observe discipline and office decorum during their course of employment.
7. Absence or deploying lesser people shall be liable for penal recovery from monthly bills.
8. Agency/Contractor should provide reliable persons only after thoroughly checking their personal identity with **Police Verification** of each person employed. The credential of the employed outsourced staff will also be checked by ICMR-NCDIR, Bengaluru authorities. One set of verified documents should be submitted for office records.
9. The appropriate payment of wages and other benefits to the employees of the agencies/contractor shall be the **EXCLUSIVE RESPONSIBILITY OF THE AGENCY** and persons so employed by the agency/ Contractor shall have **NO CLAIM** whatsoever on the ICMR-NCDIR.
10. All personnel employed by the agency/ Contractor shall be medically fit at the time of employment with the agency.

- 11.** ICMR-NCDIR, Bengaluru is not bound to provide stationery items (Such as papers, pen, pencils, etc.) and for photocopying of monthly bill copies of duly certified attendance register that are required to produce to the office for payments nor any mode of transport in respect of men or material required for the contact will be provided.
- 12.** All consumables, detergents, brooms, chemicals like (Naphthalene Balls, Room fresheners, Mosquito/Insect repellents, liquid soap, Colin, Phenyl) equipment, machinery etc. shall be arranged by ICMR-NCDIR.
- 13.** The Contractor or his subordinate shall visit ICMR-NCDIR at least twice in a month to ensure supervision and smooth execution of the contact.

Areas work of housekeeping, day to day plumbing and general maintenance for ICMR-NCDIR, Bengaluru are as enumerated below:

Part 1

Areas

1. **Ground Floor (North Wing & South Wing)**
Total Area and No of Toilets - 8
2. **FIRST FLOOR (North wing and South Wing)**
Total Area and No of Toilets - 5
3. **SECOND Floor (north Wing and South Wing)**
Total Area and No of Toilets - 6
4. **DORMITORY Guest House (Block C) –**
4 Rooms including toilet/bath room
5. **CANTEEN Guest House (Block B) –**
6 Rooms including toilet/bath room
6. **VIP Guest House (Block A) –**
4 Rooms including toilet/bath room
1 meeting room including toilet/bath room
1 Dining room including toilet/bath room

Special care should be taken for regular upkeep and improvement of the canteen and Guest House (Block A, B and C) and the adjoining areas including the terrace, which shall always be free from food wastes, food packets and any sort of left-outs so that the infesting of flies, insects, etc. can be avoided.

7. **OPEN CAMPUS AREA**
General maintenance including cleaning and trimming of grass, removal of weeds etc, in the entire Campus
8. **Maintenance of doors, windows and office furniture**
General maintenance of doors, windows, and office furniture by deploying a qualified and experience skilled carpenter as and when required.
9. **Plumbing Maintenance**
Day to day maintenance of all plumbing and sanitary installations etc.

Part 2

SPECIFICATIONS OF HOUSEKEEPING, FURNITURE ETC., AT ICMR-NCDIR, BENGALURU

- 1) Complete upkeep, maintenance and improvement of all toilets to the extent of International standard with disinfectants.
- 2) Complete upkeep, maintenance and improvement of all metallic items fixed in the toilets such as Water taps, Flush Valves etc.
- 3) Complete upkeep, maintenance and improvement of all basins, sinks and other toilet fixtures.
- 4) Complete upkeep, maintenance and improvement of all areas with suitable disinfectant to maintain those areas in a spick and span condition.
- 5) Complete upkeep, maintenance and improvement of glazed tiles and floor area as per the international standard.
- 6) Complete upkeep, maintenance and improvement of the floors with appropriate materials and to keep the floors ready for use at any point of time.
- 7) Complete upkeep, maintenance and improvement of the carpeted areas, if any, at all times in consultation with the designated Authority of ICMR-NCDIR.
- 8) Complete upkeep, maintenance and improvement of all auditorium/Conference Room chairs as per instructions of the designated authority of ICMR-NCDIR. At no point of time the chairs and tables are to be kept in stained or dirty conditions.
- 9) Complete upkeep, maintenance and improvement of all the tables, dais, and other furniture & fittings of ICMR-NCDIR.
- 10) Complete upkeep, maintenance and improvement of all window panes and fixed glasses of ICMR-NCDIR
- 11) All consumables, detergents, brooms, chemicals, equipment, machinery etc. shall be arranged by ICMR-NCDIR.
- 12) Complete upkeep and improvement of all the bare doors/columns etc.
- 13) The entire services under this contract shall be rendered by the Agency in co-ordination with the designated authority of ICMR-NCDIR.
- 14) Shifting of Tables, Chairs, Furniture etc., as and when required.
- 15) Complete upkeep, maintenance and improvement of tables, chairs and other office furniture and equipment, in office and Research Labs.
- 16) Periodical trimming of overgrown grass, removal weeds etc., at Nirmal Bhawan, ICMR campus.
- 17) Routine maintenance and driving office car as per requirement.

Part-I TECHNICAL BID

Essential Criteria

Subject to provisions in the Bid Document, participation in this Tender/Bid Process is open to all bidders who fulfil the 'Eligibility' and 'Qualification' criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of the contract. The Bidder must be:

1. A Registered Proprietorship Firm/ Partnership Firm/ Company under The Companies Act, Having legal entity, having all statutory licenses/ registration for carrying out such as well has had registration for Income Tax and GST.

Must:

(a) Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the aforesaid reasons.

(b) (Including their affiliates or subsidiaries or Contractors/ subcontractors for any part of the contract):

I) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or Ministry/ Department from participation in its Tender/ Bid Processes; and/or

II) Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/blacklisted/ banned/debarred by appropriate agencies of Government of India from participation in Tender/Bid Processes of all of its entities, for:

- Offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or

- Offences under the Indian Penal Code or any other law for causing any loss of life/limbs/property or endangering Public Health during the execution of a public procurement contract and/or

- suspected to be or of doubtful loyalty to the Country or a National Security risk As determined by appropriate agencies of the Government of India.

III) Not have changed its name or created a new "Allied Firm", consequent to having declared Ineligible/ suspended/ blacklisted/ banned/ debarred as above,

Iv) Not have an association (as a bidder/partner/director/ employee in any capacity) of any retired Manager (of Gazetted Rank) or any retired Gazetted Officer of the central or State Government or its Public Sector Undertakings if such a retired person has not completed the cooling-off period of one year after his retirement. However, this shall not apply if such managers/ officers have obtained a waiver of the cooling-off period from their erstwhile organization.

- Of the near relations of executives of Buyer Department involved in this tender/ Bid Process.

(c) Not have a conflict of interest, which substantially affects fair competition. The prices. Quoted should be competitive and without adopting any unfair/unethical/anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition.

2. A copy of Registration certificate with register of companies (RC)/Register of firms should be submitted. Either the firm's office or one of the branch office of the bidder should be located in Bangalore (Consignee location).
3. PAN No/ GST registration number of the Firm.
4. Valid Labour license for at least 3 months as vender on date of opening bid.
5. The Tenderer/Bidder shall have at least three years' experience in the field of providing Services & the bidder should have executed at least three work orders equivalent to work value in the last three financial years in State/ Central Govt/PSU/Autonomous bodies.

6. The bidder should have at least a minimum strength of 250 for the financial year 2024-25 on their roll.
7. **TURNOVER** The tenderer should have an average annual turnover of at least Rs.75 lakhs in related field (for providing the above mentioned Services) for the last three financial years 2022-23,2023-24,2024-25 (Please attach CA Certified Certificate).
8. The bidder must have a valid EPF and ESI Registration certificate.
9. Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it. Bidder should not have been blacklisted by any Government/ Semi Government/ PSU/Autonomous Body to whom similar services were provided.
10. The bidder must have the proof of payment of ESI and EPF in the past one year.

- ❖ **Each bidder should possess all the above stated Essential criteria. Responses/ bids without supporting documents or not meeting the minimum Essential criteria will not be considered and would be rejected.**
- ❖ **Mandatory documents are to be uploaded as per Sl.No 1-10 in the above mentioned order else the bid will be summarily be rejected.**

HOUSEKEEPING SERVICE RATES/ TENDER AT ICMR-NCDIR,
BENGALURU

1. The bidder has to submit the tender in GEM, statutory charges (with documentary proof in its support) and services charges. The bidder has to claim the GST as revised by the government from time to time.
2. Successful agency/ contractor has to enter into agreement with ICMR-NCDIR as per detailed terms and conditions and to pay 3% of Annual Contract amount in the form of Bank Guarantee should be submitted to ICMR-NCDIR, which shall bear no interest.
3. The Security Deposit will be released to the agency/ contractor on written request two months after completion and fulfilling all the liabilities of the contract.
4. The minimum wages as notified by Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), as applicable for Unskilled, Semi-Skilled and Skilled Category for employees employed in Maintenance of Building etc. is mandatorily payable by the Contractor / Agency, along with Statutory payments, as applicable. The Agency / Contractor has to only quote the Service Charges for the services rendered with applicable taxes. TDS as per IT Rules will be deducted from the Contractor's bills.
5. Bid offering Other Charges including Allowances over and above Minimum Wage (% per month) of less than 3.85% (incl. GST) will be rejected. ICMR will not entertain any representation/ justification submitted by the bidders in this regard at the financial evaluation stage.
6. All tender documents must be attested and valid copies of their License under Contract Labour (R&A) Act (Central Labour), 1970 & Central Rules, 1971, Shop Act/ Establishment Registration Certificate, Form C, EPF, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return/ clearance Certificate, Present Client List and Profile of the agency etc. should be enclosed. The above said documents are mandatory, failing which agency/ bid shall be treated as disqualified.
7. Offers made on conditions like "subject to execution" or "taxes as applicable" or such other vague conditions are likely to be ignored. Hence, specific mention of conditions in the quotations must be ensured.
8. Agency/ Contractor should submit all documents mentioned below in form. The documents of the agency/ contractor will be scrutinized by the committee for opening of Technical bid on the basis of their eligibility criteria.
9. The agency/ contractor shall abide by the terms & conditions of ICMR-NCDIR, Bengaluru. No other terms & conditions of the agency/ contractor are binding on ICMR-NCDIR, Bengaluru.

10. In case of non-satisfactory performance, the amount as deemed appropriate will be deducted from the total bill as decided by the competent authority. All the deductions/fine/interest (if applicable) will be settled before making the payments. Service Provider shall not have any objection on the same.
11. Payment will be made through bank transfer/online payment mode only and in no circumstance cash/cheque payment will be made.
12. Service Provider shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provision of various Acts, Governments Orders etc

Acceptance from the agency/ Contactor:

I have gone through the terms and conditions of the tender documents and the same acceptable to me. I know that the Liveries/ Uniforms of goods quality are to be provided by me at my cost to all the staffs engaged in this contract. I have given the price bid/ tender after visiting/ confirming the nature of work in ICMR-NCDIR, Bengaluru.

Place:

Signature:

Date:

Name of the Proprietor:

Seal:

Enclosures:

Copies of the documents tick marked as () hereunder, have been attached:

- () 1. Copy of valid Contract Labour (R&A) Act, 1970 & Central Rules, 1971 License (Central Labour).
- () 2. Copy of valid shop Act License/ Establishment Certificate.
- () 3. Copy of valid GST Registration Certificate.
- () 4. Copy of valid professional Tax enrolment Certificates.
- () 5. Copy of Agency and Proprietor PAN Cards.
- () 6. Copy of three years latest Income Tax Return/ Clearance Certificate.
- () 7. List of Present clients list along with contact details and copies of agreement/work order/completion certificate etc.
- () 8. Copies of Credentials such as letter of intents (letter head), work completion certificates for Housekeeping services rendered by agency for last 5 years.
- () 9. Others. (Please Specify).

{Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL BID) of the tender document }

DECLARATION -1

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the Indian Council of Medical Research or any of its ICMR-NCDIR/institute/units including ICMR-NCDIR

Date:
Place:

(Signature of the tenderer
With agency seal/rubber stamp)

DECLARATION -2

We hereby declare that we have not stipulated any extra condition along with the Part-II (COMMERCIAL BID) of the tender and the terms and conditions in Part I and Part II of the NIT shall prevail under all circumstances.

Date:
Place:

(Signature of the tenderer
With agency seal/rubber stamp)

DECLARATION-3

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

UNDERTAKING

This is to certify that we have carefully gone through the job requirement, terms and conditions given in the tender documents & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates after going through all details. We hereby give an undertaking that we shall provide the House Keeping services strictly as per the given job requirement during the period of contract.

Date:

**(Signature of the tenderer
With agency seal/rubber stamp)**

Place:

DETAILS OF MAJOR CONTRACTS

Details of major contracts with Central Government, State Governments, PSUs/ Nationalized Banks handled by the tendering Agency for providing housekeeping services during the last five years in the following format (attested copies of the last five years work award and work completion report may be enclosed).

Sl. No	Details of client along with address, telephone and email id etc.	Amount of contract (Rs. lakh per year)	Duration of contract	
			From	To
1.				
2.				
3.				
4.				
5.				

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal:

Additional Terms and Conditions

1. It is the responsibility of the bidder to provide manpower as per Buyer's requirement. Supervisor should be experienced with Matriculate and capable to read and write in Kannada or English
2. The bidder should submit only one bid in the tender process. Bidder submitting more than one bid i.e. 02 bidders having controlling partners in common will result in the disqualification of all the concerned bids.
3. The Head Office of the service provider must be located in Bangaluru, Karnataka.
4. Additional manpower, if any, to be provided as per requirement within one week.
5. In case of non-availability of specifically demanded manpower; the Service Provider shall communicate the same to Buyer within a week's time.
6. The consent of ICMR-NCDIR is necessary before removing any manpower.
7. Only Other Charges including Allowances over and above Minimum Wage (% per month) incl of the payment to the Service Provider will be made directly by the ICMR — NCDIR.
9. Any Addendum Corrigendum/ Bid End Date Extension in respect of the tender shall be issued on GeM portal and ICMR-NCDIR website only.
10. The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this tender and subsequent contract shall be with the Courts of Karnataka only.
11. Following bidder(s) will be exempted from the criteria of Minimum Average Annual Turnover and Years of Past Experience:
 - (a) Micro and Small Enterprises who are Service Provider(Major Activity as Services) of the Primary Service Category and whose credentials are validated online through Udyam Registration Udyog Aadhaar website.
 - (b) Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
12. The Agency shall maintain the proper record and document including a logbook/ inspection book which will be made available to the supervisory staff of the Council. Fault/ observation recorded thereon shall be attended to immediately.
13. The Director, ICMR-NCDIR, Bengaluru reserves the rights to terminate the contract by giving one-month notice at any time on the ground of unsatisfactory services provided by the contractor / agency or any other ground detrimental to the interest of the Institute. The Director, ICMR-NCDIR, Bengaluru will be the sole discretion in this regard. Decision regarding whether the housekeeping services are effective / proper / timely etc. shall be taken by Director, NCDIR, Bengaluru. In case the service provider wishes to terminate the contract, he shall do so by giving three-months notice in writing.

14. The contractor shall submit a list of workers, with complete details including local/ permanent addresses, contact details, and their photographs etc., for approval of ICMR-NCDIR. Agency / contractor should issue identity cards to their employees, which is mandatory to wear during working hours and make available for inspection at any time.
- 15 The agency / contractor shall supply good quality uniforms to their employees and must wear during working hours. Any employee(s) /without uniform will not be allowed to enter the campus and will be liable for salary deduction for the day. In such cases, immediate replacement of the manpower must be provided by the contractor to support the particular job. The character and antecedent of the staff provided by the agency should be verified by local police and a certificate to this effect should be enclosed while providing the details of workers.
16. It is the sole responsibility of the contractor/agency to settle the claims in case of any injury, damage or loss of the life of the contract staff. In case the contract staffs engaged by the agency / contractor have any grievances, these should be resolved by the agency / contractor without creating any disturbance / affecting the routine working of the Institute. The agency / contractor will be solely responsible if the employees misbehave or create problems to the Institute: such employees should be removed from duties immediately and the agency/ contractor shall provide the replacement immediately.
17. On the expiry of the contract, the agency / contractor undertakes the responsibility to leave the premises in peace with all the workers without creating any disturbances to the Institute.
18. The Director ICMR- NCDIR has the right to modify any conditions as and when required with mutual understanding with the agency / contractor.
19. The Director ICMR- NCDIR has the right to increase or decrease the numbers / quantity to be orders up to 25% of bid quantity.
20. Contract period will be initially for one year. Based on the satisfactory services are likely to be extended for a maximum period of one years including the initial period. No upward revision in cost except the statutory revisions will be acceptable during the tenure of the contract. All the rights to extend or reduce the period of contract or termination of the contract will be at the discretionary jurisdiction of the Director, ICMR-NCDIR, Bangalore and will be binding on the agency.
21. The Performance Security will be forfeited and credited to the buyer's account in the event of a breach of contract, any default, or failure or neglect on part of the seller in fulfilment or performance in all respect of contract or any part thereof or for any loss or damage caused by bidder. The performance security shall be released to the bidder without any interest, after he / she duly performs and completes the contract in all respects but not later than 60 (sixty) days of completion of all such obligations under the contract.

22. No interest on Security Deposit and Earnest Money Deposit shall be paid by ICMR-NCDIR to the bidder.

23. The Payment shall be made strictly on satisfactory work and on daily attendance basis. Contractor will issue salary slip to all staff members engaged and shall remit the salary in the staffs account through NET banking to ensure the timely payment. Contractors will also be responsible for the opening of bank accounts of all employees to nearby bank at their own cost in order to transfer the salaries of employees' directly to their accounts. The firm shall be liable to implement the Labor laws, minimum wages Act and other social legislations Act i.e. EPF, ESI etc. as amended & notified by Govt. of India from time to time for the manpower engaged by the agency

24. The bill in duplicated along with duly signed copy of attendance register should be sent to this office for payment by the 1st week of the following month. A bank statement for the payment of staff salary is to be submitted to ICMR-NCDIR along with the Monthly bill of the agency/Contractor. No Payment shall be made in advance or any loan front any bank or financial institution shall be recommended on the basis of the order of award of work. Payment of bills would take about two weeks time on average from the date of submission of the bill. All payments shall be made by PFMS/Cheque only, in the name of the firm/company. The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraph.

BID SECURITY DECLARATION

Sir, I/We, ----- irrevocably declare as under I/We understand that, as per tender condition bid must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit. I/We hereby accept that I/We may be disqualified/suspended from bidding for any contract with you for a period of one year from the date of disqualification or suspension as may be notified by you if,

- 1) I am or We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revised, our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of my/our bid, I/we fail to deposit the prescribed security deposit or fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature: Name & designation of the authorized person signing

the Bid-Security Declaration Form: -----
----- Duly authorized to sign the bid for and on behalf of
----- (Complete name of Bidder) Dated on -----
----- day of ----- month, ----- year

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid.)

Net Worth Certificate for Bidders Other than Individuals

To be on the Letter Head of the Statutory Auditor / Chartered Accountant) Statutory
Auditor's (SA)/ Chartered Accountant's (CA) Certificate

Based on the audited financial statement of _____ (Name of the Bidder) as on
March 31st, 2025, we confirm that it's Network as ~~on that date is Rs words),~~ _____ Crore (Rupees in
which has been calculated as per following methodology:

Particular	Rs. (in Crore)
Subscribed and Paid-up Equity / capital	
Add: Reserves	
Less: Revaluation Reserves	
Less: Miscellaneous expenditure not written off	
Less: Accrued liabilities not accounted for	
Net Worth	

For _____ (Name of the firm of SA/ CA)

Chartered Accountants

Firm Registration Number:

(Signature, Name, Designation and Membership
Number of SA/ CA)

Date:

Place:

UDIN:

PERFORMANCE SECURITY BOND FORM

1. In consideration of National Centre for Disease Informatics-Indian Council of Medical Research, Bengaluru (here in after called the ICMR-NCDIR Bengaluru) having agreed to exempt _____ (here in after called the said contractor(S) from the demand of security deposit/earnest money of Rs _____ on production of Bank Guarantee for Rs. _____. For the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, _____ (name of the Bank) _____ (herein after referred to as “the Bank”) at the request of _____ Contractor’s do hereby undertake to pay the ICMR-NCDIR Bengaluru an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the ICMR-NCDIR Bengaluru reason breach by the said contractors of any of the terms & conditions contained in the said agreement.
2. We (Name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the ICMR-NCDIR Bengaluru stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the ICMR-NCDIR Bengaluru reason of breach by the said contractors of any of terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, where the decision of the ICMR-NCDIR Bengaluru in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We undertake to pay to the ICMR-NCDIR Bengaluru any money so demanded not withstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.
4. We (Name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the ICMR-NCDIR Bengaluru, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till ICMR-NCDIR Bengaluru certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges guarantee.
5. We (name of the bank) further agree with the ICMR-NCDIR Bengaluru that the ICMR-NCDIR Bengaluru shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & condition of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the ICMR-NCDIR Bengaluru against the said any contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for

any forbearance, and or any omission on the part of the ICMR-NCDIR Bengaluru or any indulgence by the ICMR-NCDIR Bengaluru to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by ICMR-NCDIR Bengaluru.

Dated : _____

For _____
(Indicating the name of the bank)

(Mandatory)

(On the letter head of the Service Provider)

**SELF DECLARATION - NO BLACKLISTING, INSOLVANCY, BANKRUPTSY
OR DEFAULTER**

1. This is to certify that I/We before signing the special terms and conditions of GeM Bid No. _____ have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves to abide by the said terms and conditions.
2. I/We will abide by the Minimum Wages Act Contract Labour Act etc. as applicable from time to time for the workers employed. Bonus, Gratuity, PF and ESI if applicable will have to be borne by us. If selected, the number of persons employed will be adequate to provide quick, efficient and un-interrupted service
3. If selected, I/We shall provide quality services to the buyer with amenities as mentioned in the said terms and conditions.
4. I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.
5. I/we also certify that I undersigned is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.
6. We further declare that presently (name and address of the bidder) is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.
7. I/We do here by solemnly declare that we are neither in any way Insolvent, Bankrupt or Defaulter in terms of rules & regulations presently invoked in India.

8. In case of any such event as stated above is found during bid evaluation and award of contract, I/We have no objection if my/our tender is rejected.
9. If any of the above declaration is found to be incorrect then without prejudice to any other action that may be taken, our performance security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future at ICMR-NCDIR.

Date and place with seal

Name, signature of the authorized
representative of the bidder

Housekeeping (last-checklist)

Agency / Contractor Details Form

Sl. No	Details	Proof Requires Yes/No	Page No
1.	Name of the Firm		
2.	Date of Establishment/Incorporation		
3.	Registration No. for registration under Companies Act 1956./Partnership Firm Registration / Firm Registration Certificate (Form C). (Please enclose self-attested photocopy of Certificates)		
4.	Correspondence Address, Telephone No, Email ID, Mobile No.		
5.	Address of Head Office (If separate) and Telephone Number.		
6.	Status Proprietary/Partnership/Private Limited Company/Public Limited Company		
7.	Name of the Proprietor/Partners/Directors Address, Mobile No.		
8.	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last two years) Telephone number of Banker		
9.	PAN No. of the Firm (Please enclose self-attested photocopy)		
10.	GST Registration No. (Please enclose self-attested photocopy of valid certificate)		
11.	Labour License no. and validity under various section of Labour laws (of state & Central Govt.) (please enclose self-attested photocopy of certificate/ Registration)		
12.	EPF Registration No (please enclose self-attested photocopy of certificate)		
13.	ESI Registration No. (Please enclose self-attested photocopy of certificate)		
14.	Professional Tax Enrolment Certificates (Please enclose self-attested photocopy of certificate)		

15.	Certificate of satisfactory performance from the Government/Banks/PSUS organization to whom the service was provided.		
16.	Income Tax Return (I.T.R) copies of last 3 years, Balance Sheet & Income & Expenditure Account for last 3 years (Please enclose CA Certified self-attested photocopy of certificate) for the years 2022-23, 2023-24, 2024-25.		
17.	Turnover for the last three financial years 2022-23, 2023-24, 2024-25 (Please attach CA Certified Certificate).		
18.	Whether holding certificate under shops and Establishment Act. (If yes, enclose self-attested copy of last renewal certificate).		
19.	If the firm registered under the Companies Act, Details of Registration No. (If yes, enclose self-attested copy).		
20.	Certificate — Not blacklisted etc.		
21.	Total No. of Housekeeping staff employed as on 31.05.2025		
22.	Whether police verification, address verification & Character verification of housekeeping employee has been done by the agency (Certificate to be submitted at the time of deployment)		
23.	Details of the Draft of EMD (Name of the Bank, D.D. No, Date, Amount.		
24.	Details of bank Draft for tender fees ((Name of the Bank, D.D. No, Date, Amount.		

Signature of the authorized person

Name:

Seal:

Date:

Place:

Financial Bid

Sl. No	Description	Minimum service charges in Percentage (%)
1.	Annual Contractual Services for Manpower for Housekeeping Unskilled — 12 persons Semiskilled — 1 person Skilled — 2 persons	
Monthly Percentage of service charge in words		

(The contractors must ensure that service charged quoted should not be NIL or its derivatives.)

- Minimum wages, EPF, ESI, etc. will be as per

rule. Note :

- As per Govt. of India Gazette the ESI subscription rates have been reduced from 4.75% Earlier to 3.25 % from 1st of July, 2019
- EPF contribution taken on maximum wages ceiling of Rs 15,000/-
- Upper limit of ESI applicability is Rs.21000/-
- Wages are subject to amendment as and when promulgated by the concerned authorities from time to time.
- Minimum wages will be as per Central government rules applicable.
- The minimum service charge in the procurement of manpower outsourcing services (3.85% to 7%) as proposed by department of Expenditure, Ministry of finance vide OM No.F.6/1/2023-PPD Dt.06/01/23. Any party quotes less than 3.85% service charges shall be summarily rejected.