

Bid Corrigendum

GEM/2025/B/6817831-C5

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

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. OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration
4. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of DIRECTOR ICMR-NIN A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
5. Buyer Added text based ATC clauses
 1. Bid offering service charges 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.
 2. It is the responsibility of the bidder to provide manpower as per Buyer's requirement. Age, education qualification and experience of the person deployed should be as per the eligibility criteria for the respective post.
 3. The contract will initially be valid for 1 year to be extended further up to 1 year on same terms and conditions based on satisfactory performance. Contract can be foreclosed by giving one month advance notice at any point of time; as per requirement of ICMR.
 4. 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.
 5. The agency should not have been declared on court receivership/ liquidation/ blacklisted/banned/ debarred by any Central/ State Govt Organization/ PSU. An affidavit on Rs. 100/- non judicial stamp paper (as per Annexure B of the Buyer Uploaded ATC document) notarized after the date of tender publication shall be furnished by the applicant. In case a bidder is put on holiday/ Black listed after opening of technical bid, then bid of such bidders will be ignored & will not be further evaluated. The bidder will not be considered for issue of order even if the party is the lowest (L1). In such situation next lowest shall be considered as L1.
 6. The Head Office of the service provider must be located in HYDERABD TELANGANA .
 7. The orders with the selected service provider will be placed in phased manner as per ICMR requirements.

8. Manpower is to be deployed at ICMR-NIN in HYDERABAD TELANGANA or any other site as per the requirement of the Office.
9. Working hours will be Mon to Friday, 09:00 AM to 05:30 PM including 30 minutes lunch break time. This may be changed as per the requirement of the Office.
10. Additional manpower to be provided as per requirement within 1 week.
11. In case of non-availability of specifically demanded manpower; the Service Provider shall communicate the same to Buyer within a week's time.
12. The consent of ICMR is necessary before removing any manpower. 13. Only service charge in % up to two decimal to be quoted by the service provider.
14. (a) Bank statement indicating payment made to individual manpower to be provided along with each invoice.
- (b) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- (c) The contractor shall pay to the employee before the expiry of the seventh day of the following month and raise invoice to buyer (ICMR). (d) Each monthly bill must accompany the copies of authenticated documents of payment.
15. The bidder should have outsource manpower preferably scientific/ medical in at least single work order of 80% of work value (Rs. 12.00 Cr) OR two work order of 60% of work value (Rs. 9.00 Cr) OR three work order of 40% of work value (Rs. 6.00 Cr) to be executed in last 3 financial years.
16. Bidder must have average annual net worth of Rs. 1.23 Cr in the last financial year.
17. Bidder to note that there shall be no requirement of paying EMD against this tender. However, all bidders shall be required to mandatorily submit the Bid Security declaration in lieu of EMD as per the format attached. (Annexure D) of Buyer Uploaded ATC document) The requirement of submission of Bid Security declaration shall also be applicable on bidders who are exempted from payment of EMD (MSME and Startups)
18. The successful bidder shall furnish the performance security for an amount equal to 5% of bid amount within 20 calendar days from the date of award of the contract. The bidder has to extend the validity of the PBG upto the extended period also at his own cost.
19. The payment to the Service Provider will be made directly by the ICMR-NIN
20. Prospective bidders to please note carefully the schedule for Pre-Bid meeting since all the clarifications, if any, with regard to Technical/ Commercial conditions shall be given therein. Bidders are advised to ensure that their queries must reach by e-mail as specified in the tender at least 24 hours in advance for this purpose. Bidders may also note that after the pre-bid meeting, no further queries shall be entertained.
21. Any Addendum/ Corrigendum/ Bid End Date Extension in respect of the tender shall be issued on GeM portal and ICMR website only.
22. 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 New Delhi only.
23. Bidders may note that the following are attached separately and uploaded in the Buyer Uploaded ATC documents that are mandatory to be submitted at the bid stage strictly as per the prescribed format:
- (a) Undertaking by the bidder(s)
 - (b) Proforma for declaration on court receivership/ liquidation/ blacklisted
 - (c) Bidder(s) profile
 - (d) Format of bid security declaration from bidders in lieu of EMD
24. In addition to above, bidders are also required to submit the following documents:
- (a) PAN CARD
 - (b) GST Registration Certificate (GSTIN no.)

(c) EPF Registration Certificate clearly indicating PF code number

(d) ESI Certificate

(e) Copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business

(f) Certificate of registration under Shop and Establishment Act issued by the competent authority, should be submitted as documentary evidence in support of the geographical presence of bidder in HYDERABAD TELANGANA

(g) For Minimum Average Annual Turnover of the bidder (For 3 Years): 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

(h) For Years of Past Experience required for same/similar service: Copies of relevant contracts/ orders for providing similar type of services to any Central/ State Govt Organization/ PSU and documentary evidence of successful execution / completion in support of Past Experience of Similar Services during each of the Financial year.

(i) Certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content. (j) Net Worth Certificate

25. 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).

26. In case of any revision in rate of HRA (where applicable for the post mentioned in the Scope of Work) during the contract period, the contractor shall be compensated for the additional implication arising out of the revision, including the implication on related statutory payments, based on proof of payment to the contract manpower by the contractor to establish the differential implication.

27. All the manpower outsourced to ICMR shall wear Identity Card provided by the Service Provider every day during working hours.

28. PENALTY:

(a) In case of delay in payment of salary for a month beyond due date i.e. 7th of the succeeding month Rs. 1000 per person per day

(b) In case, the specified number of manpower is not deployed due to any reason / there is any absenteeism on the part of workmen assigned for the jobs on work timing and the contractor fails to provide a replacement Rs. 500 per person per day

(c) If any person employed by the contractor does not wear his/ her identity card during the duty period Rs. 200 per person per day

29. The successful bidder will furnish complete details of his employees prior to deployment such as residential address, passport size photo, ID proof and contact No.

30. Please refer ICMR Circular Vide No: ICMR/CPC/2023-24/EOI-HREmpanel/07 dated 19.09.2023. The engagement of human resource for different project of Buyer (ICMR) is on a skill development program and with fixed consolidated remuneration. Hence, ESI and EPF are not applicable for the same.

31. PAYMENT TERMS 31.1 Payment Condition:

(a) The cost of services quoted by the Service Provider shall be cover all aspects of service delivery and include all the components of salary/ wages and taxes, as applicable.

(b) The Payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.

31.2 Payment Cycle:

(a) Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.

(b) The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook and service feedback.

31.3 Payment Process:

(a) Payment shall be made only after submission of invoices, bio-metric attendance sheet, logbook, service feedback, non-submission of the same may lead to delay/ deduction in payment.

(b) All the penalties / fine/ interest (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.

(c) Payment shall be made through bank transfer only, in no circumstance cash/ cheque payments shall be made.

32. The bidder should supply and install at least 02 Biometric attendance system in ICMR-NIN at its own cost to record the attendance of the manpower provided.

33. The bidder should have financial standing to pay at least 02 months wages to all the manpower provided to ICMR-NIN. In case of delay in making payment to the bidder due to clarification/ shortage of document, the bidder should make payment to manpower provided timely as per the tender condition.

34. Services of the bidder shall be reviewed after a period of 01 year of the contract. Service will be continued for the next 01 year of the contract only in case of satisfactory performance of the bidder.

35.

Date:-07-11-2025

CORRIGENDUM

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We schedule to conduct a Pre-Bid Meeting for Manpower Outsourcing Services, for the Bid Number: GEM/2025/B/6817831 on 12th November, 2025 from 11:00 AM to 1:00 PM.

Date and Time	Pre-Bid Venue
12-11-2025 11:00 AM to 01:00 PM	COMMITTEE ROOM (BESIDE CONFERENCE HALL), ICMR-NIN, TARNAKA HYDERABAD The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail for the same with their details at "projectsnooutsourcing@gmail.com" along with their queries, if any, on or before 10-11-2025, 11:00AM

12-11-2025 11:00 AM to 01:00 PM	<p>ICMR-NIN is inviting you to a scheduled Zoom meeting.</p> <p>Topic: ICMR-NIN's Zoom Meeting Time: Nov 12, 2025 11:00 AM India Join Zoom Meeting https://us02web.zoom.us/j/89370026592?pwd=naGdG6aaVCOwazYfkCGHNKJQdsRG.1</p> <p>Meeting ID: 893 7002 6592 Passcode: 325736</p>
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6. Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer

is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)