



Bid Number/बोली क्रमांक (बिड संख्या): GEM/2024/B/464185

Dated/दिनांक : 21-03-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-04-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-04-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Indian Council Of Social Science Research (icssr)
Office Name/कार्यालय का नाम	New Delhi
Item Category/मद केटेगरी	Operation and Maintenance Of Electrical Systems/Electrical Installations - Running Operation preventive Maintenance of SubStation DG Sets Internal External electrification water supply pumping Lift Operation and STP
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	200 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),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/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

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
Estimated Bid Value/अनुमानित बिड मूल्य	6000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
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	120000

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).	26

(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 :

Administrative Officer

Indian Council of Social Science Research (ICSSR), Ministry of Education, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi 110067

(icssr, New Delhi)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / Stat 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.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed 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 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

Minimum number of employees on the payroll of service provider and documentary evidence required. per buyer terms and conditions

Please upload scope of work:[1710925661.pdf](#)

If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:[1710925666.pdf](#)

Additional Technical documents:[1710925675.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Avg. Annual Turnover from similar business in last 3 financial years	20	15	View File
Manpower Service Capacity (Max. no. of resources hired per month in single contract in last 7 FY)	20	15	View File
Monetary value of contract (Maximum contract value of a single contract executed in last 7 FY)	20	10	View File

Similar Experience (Total number of different Govt./PSU Clients served in last 7 FY)	20	15	View File
Total number Manpower resources on the payroll of service provider in Similar Services	20	15	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):30:70

Interview Venue:Indian Council of Social Science Research (ICSSR)
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 (INDIA)

Presentation Venue:Indian Council of Social Science Research (ICSSR)
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 (INDIA)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
03-04-2024 11:00:00	Indian Council of Social Science Research (ICSSR) JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 (INDIA)

Operation And Maintenance Of Electrical Systems/Electrical Installations - Running Operation Preventive Maintenance Of SubStation DG Sets Internal External Electrification Water Supply Pumping Lift Operation And STP (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Operation And Maintenance Service Is Required For	Running Operation preventive Maintenance of SubStation DG Sets Internal External electrification water supply pumping Lift Operation and STP
Type of Annual Maintenance Service Provider required	Running Operation preventive Maintenance of SubStation DG Sets Internal External electrification water supply pumping Lift Operation and STP
Status/condition of equipment/machine/system (At the time of bid)	Functional but outside AMC and Warranty
Cost of consumable/Material	Consumable to be provided by the buyer
Cost of spare parts	Spare parts to be provided by the buyer

Addon(s)/एडऑन

Additional Details/अतिरिक्त विवरण

Number of dedicated skilled manpower required	5
Duty hours of dedicated skilled manpower	8
Working days in a week for skilled manpower	6

Specification	Values
Number of dedicated semi-skilled manpower required	5
Duty hours of dedicated semi-skilled manpower	8
Working days in a week for semi-skilled manpower	6
Number of dedicated unskilled manpower required	0
Duty hours of dedicated unskilled manpower	0
Working days in a week for unskilled manpower	0
Number of Dedicated managerial/supervisory staff required	0
Duty hours of dedicated mangerial/supervisory staff	0
Working days in a week for mangerial/supervisory staff	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity(Please select 1 in case operation and maintenance service is required for complete system, otherwise mention actual quantity for each line item)	Additional Requirement/अतिरिक्त आवश्यकता
1	Anupam Garg	110067, INDIAN COUNCIL OF SOCIAL, ARUNA ASAF ALI MARG, NEAR JNU, NEW DELHI	1	<ul style="list-style-type: none"> Number of months for which Operation & Maintenance service is required during contract period : 24

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

1. Generic

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.

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Forms of EMD and PBG

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

ICSSR NEW DELHI
payable at
NEW DELHI

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.

4. 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.

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. Generic

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](#)

7. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

ICSSR New Delhi
Account No.
8474101050001
IFSC Code
CNRB0008474
Bank Name
CANARA BANK
Branch address
ICSSR NEW DELHI

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

8. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Indian Council of Social Science Research

Ministry of Education, Government of India

Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi

Terms & Conditions (ATC)

Hiring of Manpower for Running, Operation and preventive Maintenance of Sub-Station DG Sets, Internal & External electrification work, water supply pumping, Lift Operation, and STP at ICSSR (Site-1), Aruna Asaf Ali Marg NASSDOC Library & Office building at 35, Feroz Shah Road, New Delhi (Site-2).

1. Services to Be Performed

Contractor agrees to perform the following services for Providing Manpower for Running, operation & preventive maintenance of Sub-Station DG Sets, Internal & External electrification, water supply pumping and STP at ICSSR, Aruna Asaf Ali Marg (Site-1) & NASSDOC Library & Office building at 35, Feroz Shah Road, New Delhi (Site-2). The details of the manpower to be required are as follows:

S.No.	Particulars	Quantity	Wages Category
I.	Electrician-cum-Pump/STP Operator	05	Skilled
II.	Electrician cum Helper	05	Semi-Skilled

Terms and conditions for providing above said Electrical services in ICSSR Complex at Aruna Asaf Ali Marg and NASSDOC, 35, Ferozeshah Road.

1. The bidders are required to visit the site, i.e., the location of the equipment's, panels, routes of cables, etc before participating in the bid. It shall be presumed that while quoting, the bidder has taken due note of the working conditions. The agency needs to get certificate signed for confirmation of site visit.
2. The agreement shall be deemed to come into force immediately after award of contract and signing of MoU and shall be valid for a period of two years. After the expiry of the agreement, the same can be extended, renewed on same rates and terms & conditions for mutually agreeable period.
3. The Agency shall provide required services as per requirements of the ICSSR, which may vary from time to time.
4. All the personnel deployed at the ICSSR campus, shall be employees of the Agency. The Agency shall be solely responsible for their personnel in the campus under the agreement between the Agency and the ICSSR with regard to their terms and conditions of services, service risk, payment of wages, medical care and other requirement of any Industrial labour law and Central Minimum Wages Act for the time being in force or as amended time to time etc. Such personnel shall be under the administrative and financial control of the Agency and shall follow the instructions approved by the ICSSR. The personnel deployed by the Agency under the agreement shall at no time be treated, as employees of the ICSSR and cannot claim any employment either on permanent, ad-hoc, contractual or absorption in ICSSR.
5. The personnel to be provided by the Agency shall satisfy the following requirements
 - i. Not below the age of 21 years and shall be able to read and write simple Hindi & English.
 - ii. Production of sufficient evidence of verification of their character and antecedents.
 - iii. They must be physically, Mentally & Medically fit
6. The Agency shall provide details of such personnel to the ICSSR who have been selected by the Agency giving their names, addresses, photographs, identification marks, bio-data, police verification, records of Agency verification and discharge certificates etc. as the case may be.

7. Any replacement of personnel shall be made only after approval of the ICSSR.
8. ICSSR reserves the rights to retain the existing manpower working in the office either completely or partially which will be accepted by the agency without any issues.
9. Personnel shall report for duty in proper uniforms having name plate ID Card on his front pocket and an identity card showing his full address.
10. The responsibilities of maintenance of attendance of personnel of the Agency will be that of the Agency. However, they will also mark their attendance in the biometric system installed at ICSSR. They are expected to perform eight hours duty in the ICSSR complex and/or other vantage points in the ICSSR & NASSDOC complex as may be assigned by an officer authorized by the ICSSR in this regard.
11. It will be sole responsibility of the Agency to ensure that Labour and other Laws of the Government of India Central Government or any other authority from time to time are strictly adhered to and there is no infringement of them in any manner whatsoever. The Agency shall keep the ICSSR harmless and indemnified against any claim or prosecution arising on account of the failure of the Agency to carry out the obligation under any rule/regulation. The Agency shall pay the minimum wages notified by Central Government to the engaged employees.
12. The agency must have valid license of electrical contractors issued from the competent authority in the name of agency/proprietor/partner/director and the same shall remain valid during the period of the contract.
13. Registration of Labour license certificate of the firm should be under state/central government department and document of the same must be submitted along with the tender.
14. The agency should take over the site and Submit report of all equipment's and intimate the Short coming/defect /damaged, what so ever, After 15 days agency is fully responsible of all equipment's.
15. The Agency shall enclose an attested Xerox copy of the attendance register with their bill for the month for verification of the claim with biometric/attendance register, etc.
16. The Agency must submit the proof of the staff salary disbursement/bank statement who have been deployed on duty in the ICSSR, other payments and documentary evidence for deposit of provident fund, ESI etc will be applicable as per Government norms. with Government Authorities along with monthly bills.
17. Bills/documents to be submitted on monthly basis to ICSSR latest by 15th of following month so that the payment will be released.
18. The Council reserves the right to terminate the contract by giving one month notice to contractor in writing during the period of the contract without any financial repercussions and the contractor will serve three months notice for termination of contract.
19. The Agency will provide additional personnel if required and ICSSR will pay for the same at the existing contract rates.
20. The Agency have to make payment to the workers by e-transfer to their bank account. No cash disbursement of the wages is allowed.
21. The performance of personnel deployed in the ICSSR campus shall be subject to regular check by the officer authorised by the ICSSR. Any laxity found in the performance of duty by the personnel shall not only be remedied for prompt improvement but also involve action as below:
 - I. The Agency on being informed by the ICSSR shall immediately replace the personnel not found up to the mark or lacking in the discharge of his duty.
 - II. In case of a personnel found sleeping on duty, that day's wages will not be paid to the Agency in respect of first default. In case of any further default in duty by the same personnel, he will be removed from further duty, besides deduction of that day's wages from the Agency bill.
 - III. The personal found in drunken or any kind of intoxicated state they will be removed from the service.

Immediately and suitable action will be taken against the agency as well.

22. The personnel shall not indulge in any criminal activities, malpractice or undesirable acts in the performance of their duty. Such acts on their parts shall be dealt with under provisions of the law of the land and Agency shall be solely responsible for this.

23. The Agency shall replace personnel as and when, decided by ICSSR without asking any reason.

24. All log books, registers and other consumables stationery items shall be arranged by the agency/contractor.

25. Works are to be carried out as per Indian Electricity Rules, CPWD specification and to the full satisfaction of the Council.

26. If any worker is found to be not suitable for the position, the contractor has to remove the person from the site and depute suitable substitute immediately. The decision of the Council in this regard shall be final and binding on the contractor.

27. The Council shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him and the contractor shall be responsible for good behaviour and character of the staff engaged by them.

28. In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience.

29. The Council will not be responsible, if any accident/casualty occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Council.

30. The contractor shall provide sufficient and required safeguard and equipment like safety gloves, tools and other equipment's to avoid any accident.

31. The worker should be trained and familiar with the practice of firefighting.

32. The engaged staff shall be qualified and fully conversant with the operation and maintenance of sub-static and DG Sets. The contractor shall submit the proof of qualification, experience etc. of the staff deployed within 10 days after taking over the site as per detail given below. The xerox documents can be checked and verified with original documents during submission.

S.No.	Particulars	Educational Qualification
I.	Electrician-cum-Pump/ STP Operator	Should possess ITI Certificate in Electrical/Electrician/Wireman Trad with two year experience in similar trade or wireman's licence-II issued by Electrical Inspector or with two year experience.
II.	Electrician cum Helper	Minimum 10 th Standard Pass with 5 year's experience

33. The ICSSR reserves the right for :

selection/retention of existing or fresh manpower's either one or all and seller should not have any objection thereto during the entire period of contract. No further communication will be entertained in this regard.

34. The bidder should upload the following documents and the same should be produced in original as and when asked for;

- i. Documents of previous experience in the field and list of organisations to which services are being provided at present
- ii. Registration Certificate of the firm/agency/company
- iii. Copy of PAN Card

- iv. EPF Registration Document
- v. ESI Registration Document
- vi. GST Registration Document
- vii. Audited Annual Accounts and Financial Turnover certificate of last three F/Y duly verified/certified by statutory authority/CA
- viii. Electrical contractor licence issued by the Competent Authority in the name of agency/proprietor/partner/director.
- ix. Registration of Labour Licence Certificate issued by Govt. of NCT New Delhi.
- x. Signed copy of bid document alongwith its ATC, corrigendum if any
- xi. Documentary proof of having registered office in Delhi
- xii. Undertaking for not being blacklisted or debarred from any government authorities including PSU's/Autonomous organisation

Scope of Work: The scope of the work covers the following:

1. The deployed manpower is responsible for complete running operation and maintenance of STP, Sub-station and D.G. Set including H.T. Cables, Transformers, L.T. Panels essential and non-essentials in sub-station.
2. As and when required dehydration of oil in Transformer and circuit breaker should be carried out. For Dehydration and to remove the fault of circuit breaker etc., the Contractor shall be paid extra based on the actual cost involved in carrying out this operation.
3. Silica-gel should be checked periodically and replaced whenever required.
4. Every portion of ICSSR premises at, Aruna Asaf Ali Marg, New Delhi-110067 is to be covered for Electrical STP Service and NASSDOC Office complete campus.
5. Earth testing of all building/installation on half yearly basis.
6. The staff attending complaints shall go with the complaint register and get signed from the reporting person for having attended the complaints to his satisfaction and inform the Council on regular basis
7. Maintenance trouble shooting, installation, dismantling of Air Conditioners (Window/Split). The agency will provide atleast one electrician who is well versed with Air Conditioners repair. In case of gas charging or replacement of parts, ICSSR will pay for the parts/Gas.

Breakdowns

1. All breakdowns are to be attended to immediately and resolve the issue within 24 hours. Contractor has to employ more manpower or any special equipment if required for attending major/minor faults/ complaints/ breakdown for which extra payment will be made as per actual on submission of bill after verification of rate.
2. For any breakdown due to contractor's negligence/ poor performance, penalty @1% of tendered value per day or part thereof shall be levied.
3. All materials required for Maintenance/ breakdown shall be supplied by the ICSSR, if required alternately, the contractor may be asked to arrange for the materials/ spare parts etc. from the authorized dealer/ Mark at competitive prices duly verified by ICSSR. The actual cost of the material will be paid to the agency after submission of the proper bill and other related documents. Carriage of material/ spares shall be the contractor's responsibility for which nothing extra shall be paid.

Maintenance

1. Cleaning of all installations, lighting connections, checking of any loose connection leakages from transformer tank, heating of cables, switches etc should be carried out daily and recorded in the main Register. Log book of such complaints must be intimated to the ICSSR Immediately.
2. Fans are to be cleaned and serviced once in six months. Greasing and replacement of any defective equipment are to be done well in time.
3. All the fittings shall be cleaned periodically with cotton-waste soap, etc. The materials required for cleaning are for normal maintenance shall be supplied by the ICSSR.
4. Checking & repairing of all electrical appliances used in ICSSR as and when required.
5. Measurement of Earth resistance for all panels has to be carried out on Half yearly basis during the contract period and the results to be submitted to the Officer authorised by the ICSSR.
6. The contractor has to maintain Log Book of the generators recording all the reading of fuel/oil issued, maintenance carried out etc. The Log Book has to be closed every month and an abstract prepared showing the number of hours run during the month and the average consumption of fuel oil per hour is worked out and submitted to the ICSSR.
7. History Sheet Register shall be prepared and maintained by the contractor showing complete details of Machinery/ equipment etc. i.e., date of purchase, capital cost, servicing etc. which shall be submitted by the contractor monthly along with the bills for scrutiny.
8. The Attendance Register shall be maintained for all staff by the contractor, which shall be checked & countersigned by the office in-charge deputed by ICSSR.
9. All instruments/tools required for checking, measuring etc. shall be arranged by the contractor at no extra cost.
10. All the dismantled/replaced materials are to be handed over to the ICSSR failing which proportionate recovery shall be made from the contractor's bill.
11. Labour charges for replacement of damaged/burnt equipment and other fittings shall be carried out by the contractor for which nothing extra shall be paid.
12. Work is to be carried out as per Indian Electricity Rules/ CPWD specifications and to the full satisfaction of ICSSR.
13. ICSSR reserves the right to terminate contract at any time without assigning any reason. In such event and if there are some recoveries due against the Contractor, the same shall be recovered from the dues payable to contractor.
14. In the event of termination of the contract due to unsatisfactory performance or abandonment of the work by the contractor, contract shall be terminated and the performance security deposited amount will be forfeited by the ICSSR.
15. Required Diesel and Lubricating oil etc. will be supplied by ICSSR. The ICSSR shall make its own arrangements for cartage of Diesel/ Lubricating oil etc. The materials required for maintenance of batteries etc. are to be arranged by the ICSSR. The contractor has to maintain proper account for consumption of Diesel & oil in the Log Book which shall be examined by officer authorised by the ICSSR with respect to theoretical consumption and in case consumption is more than the theoretical consumption plus 2% variation, then recovery at the procurement rate +10% shall be made from the contractor's bill.
16. The staff engaged shall have proper experience in operation of the D.G. Sets, STP and sub- station.
17. The contractor shall engage experienced staff for carrying out maintenance of sub- station and D.G. Set. Internal / External electrification, STP, Lift operation & pumping water.
18. In case of leave of any of the staff, a substitute has to be arranged by the contractor having required qualifications and experience.
19. The Generating set will be trial tested every alternate day for its readiness and the same will be recorded in the

Log Book.

20. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery/s/ ch gears shall be made good by the contractor at his own cost.

21. The agency shall have an office established in Delhi NCR region will only be considered.

22. The following periodical checks are to be carried out:

a. Trial run of the DG set	Alternate Day	
b. Checking of lights and fans in Sub-Station	-do-	
c. General cleaning of D.G. set & Sub-Station	-do-	
d. Checking Levels of fuel and Diesel Oil	-do-	
e. Checking of water levelling Radiator	-do-	
f. Checking of battery connections and distilled water and filling-up		Monthly
g. Filling of fuel and lubricants oil	-do-	
h. Cleaning of filter	-do-	
i. Checking of connections bolts nuts etc.	-do-	
j. Closing of Log Book	- do-	
k. Greasing of bearings and checking of fan belts	- do-	
l. Checking of fan hub and drive	- do-	
m. Checking of oil and replacement, if required	- do-	
n. Cleaning of oil and fuel filters	- do-	
o. Cleaning of fuel tank breather -	- do-	
p. Checking of energized oil and governors	- do-	

23. Any other checks required for smooth functioning of equipment and as directed by ICSSR.

24. The above checking are only guidelines. The contractor's staff shall check the alternator for accumulation of dirt etc. and clean the same. He will also check the AMF panel connections etc. for proper functioning of equipment. Any additional relevant work carried out during the contract period shall also be maintained.

25. Any damage caused by contractor/ his staff, due to their negligence or poor performance, to any of the fitting boards, water supply lines, electrical installations, etc. are to be made good by the contractor at his own cost. The decision which proportionate recovery as decided by officer authorised by the ICSSR, which shall be final and binding on the contractor, shall be made from the contractor's bill.

26. Water supply and Electrical cable lines damaged & needs replacement not due to negligence on the part of contractor shall be replaced by the contractor for which material shall be issued by the ICSSR free of cost. The decision of the officer authorised by the ICSSR as to whether the negligence was attributable to contractor employees/ workers shall be final and binding on the contractor.

27. The staff shall come in proper uniform with electrician boots, gloves etc. supplied by the contractor with no extra cost to ICSSR.

28. The contractor shall deposit the item replaced by him with the officer-in-charge and maintain a proper account all such materials.
29. The engaged staff has to be courteous and maintain good behaviour at site. Any person found discourteous or misbehaving, shall have to be replaced within 24 hours. Decision of the ICSSR shall be final and binding on the contractor.
30. The contractor shall have to adopt all the safety precautions while executing the work. Therefore, no claim shall be entertained by the ICSSR in case of any accident, if any, while carrying out the work.

General Conditions

- 1) No en-mass removal of service personnel without the consent of the officer in-charge of ICSSR shall be done.
- 2) All benefits accrued to the engaged personnel shall be paid by the Contractor by direct transfer to their bank accounts and submit proof thereof to ICSSR. The Contractor shall ensure & submit the banking details of the personnel deployed on duty.
- 3) No duty/vantage point shall remain deserted at any point in time. Any deviation from this rule shall attract penalty as specified in the penalty clause, which shall form part of the agreement.
- 4) The personnel deployed at ICSSR shall remain alert during the entire duty hours and any incidence of having been found un-alert/sleepy shall attract penalty as well as unsatisfactory performance certificate to the Contractor. Multiple desertions, un-alert/unsavoury behaviours & below par performance shall culminate in non-release of P.G. without any notice. The decision of the ICSSR in the regard shall be final.
- 5) All Electrical personnel will deposit their mobile phone at the designated place before the start of duty and they will not be allowed to use mobile phone during duty hours.

SPECIAL CONDITIONS

General

These special conditions shall be read in conjunction with the General Conditions of the contract. Where the provisions of these Special Conditions are at variance with the provisions of the General Conditions of the contract, the provisions of these Special Conditions shall take precedence.

Non-Judicial Stamp Paper

The contractor shall have to supply Non-Judicial stamp papers of Rs.100 amount for execution of Contract Bor

Earnest Money Deposit

Earnest Money Deposit amount shall be limited to 2% of the estimated cost of the bid i.e. Rs.1,20,000/- (600000 x 2%) in the form of DD or Bank Guarantee/FDR from Nationalised Bank in the favour of ICSSR, New Delhi payable at New Delhi. The Scanned copy of the same shall be uploaded by Seller in the online GeM bid and hard copy of the same will have to be submitted directly to the Buyer 5 days before ending/opening of the bid with covering letter.

In case of successful bidder after award of the contract the EMD amount will be adjusted in Performance Security Deposit and balance difference amount will have to be deposited by the contractor.

Performance Security Deposit

The amount of Performance Security Deposit shall be limited to 5% of the estimated cost of the contract value i.e. Rs.3,00,000/- (6000000 x 5%) in the form of DD or Bank Guarantee/FDR from Nationalised Bank in the favour of ICSSR, New Delhi payable at New Delhi.

Labour Regulations

The Contractor/ICSSR shall provide First Aid Facilities to the staff employed by him at the site of work.

The Contractor shall abide by all the rules/regulations pertaining to Minimum Labour Wages act as notified

welfare, safety and health etc. issued by Central Government from time to time without any liability on ICSSR

The Contractor is liable to pay minimum wages to the labour as per Minimum Wages Act of Central Government and show proof thereof. If there is any statutory increase in minimum wages as notified by Central Govt., the same will be paid by the contractor and claimed from the ICSSR

The contractor shall be responsible for any damage done to any property or injury to any person whatsoever used by him or anybody in his employment or caused in consequence of his work.

He will indemnify the ICSSR against claims, demands, proceedings charges and expenses whatsoever in respect of or in relation to any such injuries or damages.

The Contractor shall obtain a valid license under the contract labour (R&A) Act 1970 and contract Labour (R&A) Central Rules 1971 before the commencement of work. Any failure to fulfil this requirement shall attract the penal provisions.

The contractor shall comply with provisions of payment of wages Act 1936, Minimum Wages Act 1948, Employees liability Act 1938 workmen's compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefits Act 1961, Contract Labour (R&A) Act 1970 or the modifications there of any other laws relating thereto and the rules made there under from time to time.

The laws afore said shall be deemed to be a part of this contract and any breach thereof, shall be deemed to be a breach of this contract.

The contractor shall at his own expenses arrange for the safety provisions as per CPWD safety codes framed from time to time and shall at his own expense provide for all facilities in connection there with.

The contractor shall submit a certificate and proof along with bank transfer copy and statement of bank account of each bill that employee's payment has been made by the contractor till the end of the preceding month as per central minimum wages act and depositing the statutory benefits of his/her employees in the concerned departments.

Wage Structure to be followed

Minimum Wages to be paid by Contractor (as per Govt of India, Ministry of Labour and Employment Notifications) w.e.f. 01.10.2023-Area A, Ref: F.No:1/8(3)/20 23-LS-II dated 26.09.2023			
Indicative Calculation			
Sl. No.	Description	Electrician-cum-Pump/STP Operator Skilled Category (Area A)	Electrician cum Helper Semi-Skilled Category (Area A)
1	Min Wages (Basic + VDA) per Day	915.00	832.00
2	Wages per month (considering 26 Days for a month) (Basic + VDA)	23790.00	21632.00
3	EPF (12% of Max Rs.15000/-)	1800.00	1800.00

4	EDLI (0.5% of Max Rs.15000/-)	75.00	75.00
5	Admn Charges (0.5% of Max Rs.15000/-)	75.00	75.00
6	ESI @3.25% Restricted to (Basic + V DA) = Rs.21000/-	682.50	682.50
7	Bonus @8.33% (Employees earning up to Rs. 21,000 per month are eligible for bonus)	Not applicable	Not applicable
8	Overtime (Only payable with prior approval)	As applicable	As applicable
Total Rs.		26422.50	24264.50

Note: Payment of overtime will not be paid without prior approval of the Competent Authority in writing.

Fore- Closure of Contract

If at any time after acceptance of bid, the ICSSR decides to abandon or reduce the scope of works for any reason whatsoever and hence not require the whole or any part of the work to be carried out, the Officer In-charge shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter.

The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of a profit or advantage or professional loss which he might have derived from the execution of works in full, which he did not derive in consequence of fore closure of the whole or part contract.

Cancellation of Contract in full or part

If the contractor at any time makes default in proceeding with the works or any part of the work with due diligence and continues to do so even after a notice in writing of 7 days from the officer in charge or commits default in complying with any of the terms and conditions of the contract or assigns, transfer, then the ICSSR may, without prejudice to any other right or remedy to Govt., can cancel the contract.

Termination of Contract on death of Contractor

Without prejudice to any of the rights or remedies under this contract if the contractor dies, the Council shall have the option of terminating the contract without compensation to the contractor.

Resolution of Disputes

Except where otherwise provided in the contract all questions and disputes relating to the work awarded shall be referred to the sole arbitrator to be appointed by the Member Secretary of ICSSR for adjudication of dispute through Arbitration.

The work under the contract shall, however, proceedings and payment due or payable to the Contractor shall be withheld on account of such proceedings unless the same forms a part of the dispute referred to arbitration.

The venue of the arbitration shall be New Delhi.

The provision of the Arbitration & Conciliation Act, 1996 and rules made there under shall be applicable.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amount claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the relevant clause of the contract.

ction of claims by the Member Secretary, ICSSR.

The Arbitration shall be conducted in accordance with provisions of Indian Arbitration Act 1940 or any statutory modifications or re-enactment thereof and the rules made there under. If any fees are payable to the Arbitrator shall be paid equally by both the parties.

DEFINITIONS

Contract Means the documents forming the bid and acceptance thereof and the formal agreement executed between the Competent Authority of the Indian Council of Social Science Research and the contractor together with the documents referred to therein, including conditions, specifications, designs, drawings and instructions issued from time to time by the officer authorised by the ICSSR and all these documents taken together shall be deemed to form contract and shall be complementary to one another.

Works: Means the works by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted, or additional.

Contractor: shall mean the individual firm or company undertaking the works and shall include legal persons representative, successors and permitted assignees of such individual firm or company

Bid Value: means the value of entire work as stipulated in the letter of award.

Site: Indian Council of Social Science Research, Aruna Asaf Ali Marg, New Delhi-110 067 (Site-1) & NASSDOC Library & Office building at 35, Feroz Shah Road, New Delhi (Site-2)

Owner: Indian Council of Social Science Research, Aruna Asaf Ali Marg, New Delhi-110 067.

Officer-in-charge: officer-in-charge shall mean the persons designated from time to time by ICSSR and include those who are expressly authorized to act for and on behalf of the Council for operation of the contract.

Payment: In consideration for the services to be performed by Contractor, ICSSR agrees to pay Contractor at or minimum wages as notified by central government plus applicable statutory compliances as amended from time to time.

Contractor shall be paid monthly after Contractor submits an invoice to Client in duplicate. The invoice should include the following: an invoice number, the dates covered by the invoice, and With Attendance Duly verified from ICSSR Challan of ESIC AND EPFO and Proof of Salary Disturbed through Bank.

Exclusive Agreement

This is the entire Agreement between Contractor and ICSSR

Modifying the Agreement

This Agreement may be modified only by a writing signed by both parties.

No Partnership

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

Assignment and Delegation

Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

Annexure

Bid Evaluation Methodology

The matrix for evaluation of technical bids on the scale of 100 marks shall be as follows :
 d qualifying mark is 75 for short listing of technically qualified bidders.

S. No.	Evaluation Parameter	Methodology
1	Avg. Annual Turnover from similar businesses in last 3 financial years	i. More than Rs. 10 Cr - 20 Marks ii. Between Rs. 5 Cr to 10 Cr - 15 marks iii. Below Rs. 5 Cr - 10 marks
2	Manpower Service Capacity (Maximum no. of resources hired per month in single contract in last 7 FY)	i. More than 50 resources - 20 marks ii. 20 to 50 resources - 15 marks iii. Below 20 - 10 marks
3	Monetary value of contract (Maximum contract value of a single contract executed in last 7 FY)	i. More than Rs. 5 Cr - 20 marks ii. 3 Cr to 5 Cr - 15 marks iii. Below Rs. 3 Cr - 10 marks
4	Similar Experience (Total number of different Govt./PSU Clients served in last 7 FY)	i. More than 5 Govt./PSU Clients - 20 marks ii. Between 3 to 5 - 15 marks iii. Between 1 to 3 - 10marks
5	Total number Manpower resources on the payroll of service provider in Similar Services	i. More than 100 resources - 20 marks ii. 50 to 100 resources - 15 marks iii. Below 50 resources - 10 marks

Note: Financial bids of only those technically qualified bidders will be opened who score minimum 70 marks out of 100 marks in the above evaluation criteria.

Parameter of Least Cost Method Based Evaluation - QCBS

Technical Qualification Parameters (Eg : Understanding of the Business Domain, Proposed Methodology / Approach etc.)	Max Marks (Sum of Marks should be 100)	Set Cutoff Marks (Minimum marks required for seller to qualify)	Upload Qualification Methodology Document
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Avg. Annual Turnover from similar business in last 3 financial years	20	15	Attached at Annexure-I
Manpower Service Capacity (Max. no. of resources hired per month in single contract in last 7 FY)	20	15	Attached at Annexure-I
Monetary value of contract (Maximum contract value of a single contract executed in last 7 FY)	20	10	Attached at Annexure-I
Similar Experience (Total number of different Govt./PSU Clients served in last 7 FY)	20	15	Attached at Annexure-I
Total number Manpower resources on the payroll of service provider in Similar Services	20	15	Attached at Annexure-I

9. **Buyer Added Bid Specific ATC**

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

10. **Service & Support**

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

11. **Service & Support**

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

12. **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.

13. **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 tha

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.

14. **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

ICSSR NEW DELHI
payable at
NEW DELHI

. 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.

15. **Forms of EMD and PBG**

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

ICSSR NEW DELHI

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder to 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.

16. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

ICSSR NEW DELHI
Account No.
8474101050001
IFSC Code
CNRB0008474
Bank Name
CANARA BANK
Branch address
ICSSR NEW DELHI

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

17. **Service & Support**

The Service Provider is required to have at least 40 % 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.

18. **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.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws. / जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इस अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---