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Dahung : West Kameng District : Arunachal Pradesh -790116

(An Autonomous Body of the Ministry of Culture, Govt. of India)

Last Date & Time of Submission	As per Bid Specification uploaded on GEM
Portal Date & Time of Opening	As per Bid Specification uploaded on GEM Portal
Estimated Tender Value	Approx. Rs. 200.00 lakhs /- (Rupees Two Hundred Lakhs Only)
Performance Security / Security Deposit Money	A sum equivalent to 3% of bid value valid for at least 60 days beyond contract expiry date.

केन्द्रीय हिमालयीय संस्कृति शिक्षण संस्थान

ཨ་རྒྱལ་ཁོ་སྤྱོད་ཨིམ་ལའི་ལོགས་བྱང་མཐོ་རིམ་སློབ་གནེར་ཁང་། དྲ་ཁུངས།

Central Institute of Himalayan Culture Studies

Dahung : West Kameng District : Arunachal Pradesh -790116

Website: www.cihcs.edu.in, email: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

F. No. 3-208/2024/CIHCS

Dated the Dahung: 4th Aug., 2026

BID NOTICE

The Central Institute of Himalayan Culture Studies (CIHCS) is an autonomous organization under Ministry of Culture (MoC), Govt. of India. The CIHCS, Dahung intends for “**HIRING OF MANPOWER OUTSOURCING AGENCY FOR SUPPLY OF MANPOWER AT CIHCS, DAHUNG, ARUNACHAL PRADESH**”. In this connection, online bid through GEM PORTAL is invited by the undersigned subject to the terms & conditions enumerated here under from the interested bidders.

- ❖ The tender documents can be downloaded from GeM Portal Website: <https://gem.gov.in>.
- ❖ The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their Bid document - all duly signed on the GEM portal on or before last date of the BID.
- ❖ Tender documents submitted online in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- ❖ Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms/ tenderers who are registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from depositing EMD. However, the performance security shall be obtained from the successful bidder irrespective of their registration status etc.
- ❖ Performance Security Deposit /PG: The successful Bidder, on award of the contract to provide, shall be required to deposit an amount equivalent to 3% of total contract awarded value as Performance Guarantee/Security Deposit.

❖ ADDRESS & CONTACT DETAILS OF THE SITE:

Administrative-cum-Accounts Officer
Central Institute of Himalayan Culture Studies (CIHCS)
Dahung, West Kameng District, Arunachal Pradesh – 790 116
Email: cihcsoffice@gmail.com; website: www.cihcs.edu.in; Ph# 7085435315

LETTER OF BID

(To be printed on Bidder's letter head)

Date:

To,

The Director
Central Institute of Himalayan Culture Studies
Dahung, West Kameng District
Arunachal Pradesh – 790 116

Ref: **Invitation for GeM Bid for MANPOWER OUTSOURCING Services in the Central Institute of Himalayan Culture Studies, Dahung -reg.**

We, the undersigned, declare that:

1. We have examined and understand that no reservations should be corrected by undersigned to the Bidding Documents including Addenda, if any, issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing **“MANPOWER OUTSOURCING AGENCY FOR HIRING OF OUTSOURCED MANPOWERS (CLERK, MTS, COOKS ETC.) ON MINIMUM WAGES BASIS FOR THE CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG”**.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature. Neither have we blacklisted from any Govt. office/ CAB(s) situated in Pan-India.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
7. I / We certify that all information furnished by the/ our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

9. Each page of this tender document having have been read and fully understood by me and I shall undertake myself/ourselves to abide by me in true spirit.

10. I also mandatorily agreed with the GeM Service Level Agreement and Conditions (GTC/ ATC) of GeM Portal.

Yours sincerely,

Authorized Signatory

(Authorized person shall attached a copy of Authorization for signing on behalf of Bidder)

केन्द्रीय हिमालयीय संस्कृति शिक्षण संस्थान

ཨ་རི་རྒྱལ་ཁོངས་ཨུའུ་རྒྱལ་སྐྱོད་ལྟེ་གནས་ལྷན་ཁག་། དྲ་ཁྱབ་།

Central Institute of Himalayan Culture Studies

Dahung : West Kameng District : Arunachal Pradesh -790116

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GENERAL TERMS AND CONDITIONS OF CONTRACT

A. **Estimated Bid Value:** Approx. Rs. 75.00 lakhs per annum as given in GEM portal.

B. **Period of Contract:** -The Contract shall initially be for a period of Three (03) years and may be extended further subject to satisfactory performance, on the same terms and conditions.

C. The Competent Authority, CIHCS at present, has provided its requirement as per current need. However, the requirement may be subjected to change i.e. may further increase or decrease marginally, during the period of initial contract also and accordingly, the tenderer would have to provide additional or reduce the manpower resources at the CIHCS, Dahung, on the same terms and conditions.

D. The Competent Authority of CIHCS, Dahung reserves the right to cancel any bid or terminate the contract with the successful bidder at any time without assigning any reason thereof by serving one month's notice.

E. MINIMUM ELIGIBILITY CRITERIA FOR THE INTERESTED BIDDER:-

The intending bidder must satisfy all the following minimum requirements:-

1. **Legally Valid Entity:** The interested Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited/Private Company or a Partnership firm or a Firm registered under the relevant Act or a Proprietorship. The proof for supporting the legal validity entity shall be attached with the bid.

2. **Registration:** The Bidder should have relevant labour license for engaging manpower for performing Manpower outsourcing activity from appropriate Government Authorities/Labour Department etc.

3. **Local Office:** The bidder should have an operational Registered/Branch office in West Kameng District.

4. The bidder must possess **GST registration**- A copy should be submitted & uploaded.

5. The bidder must possess valid **PAN** registration with Income Tax Department as per category of business entity- A copy should be submitted & uploaded.

6. The bidder must be registered under **EPF Act**- A copy should be submitted & uploaded.

7. The bidder must be registered under **ESI Act**- A copy should be submitted & uploaded.

8. **Past Experience:** The bidder must have at least minimum 02 years of continuous experience of having successfully completed similar works during the past 02 financial years in any Central Government

department/State Government Department/Central or State Government undertakings/ Central or State Government Autonomous bodies/PSU or Central or State Govt. Universities/Institutions.

9. Self-attested copy of work experience/work done/completion certificate issued from concerned department should be submitted & uploaded with bid. (Work orders/agreements shall not be treated as Work experience/Work done certificate.)

10. **Turnover:** The Bidder should have a minimum financial turnover of **Rs. 85.00 lakh** per annum for two years during the last two financial years. The Bidder must enclose/upload their Annual Turnover Certificate as given in the tender for the past 02 financial years. The Bidder must enclose their Income tax audited accounts/returns for the past 2 financial years.

11. The condition of Prior Turnover and Prior Experience may be relaxed for Startups and Micro & Small Enterprises as defined by the DIPP subject to meeting of quality and technical specifications. The bidders seeking exemption from the prior-turnover & prior experience must upload the registrations of MSE & Startups allowed for exempted category (in relevant similar activity). Without valid registration entity will not considered for exemption.

F. DOCUMENTS SUPPORTING THE MINIMUM ELIGIBILITY CRITERIA:

In proof of having fully adhered to the minimum eligibility criteria:-

(i) Attested copy of Certificates of Incorporation issued by the respective registrar of firms/companies/authorities.

(ii) Attested copies of PAN Registration, GST Registration, Labour Registration, EPFO Registration, ESIC Registration.

(iii) Attested copy of experience certificates for completed similar work as per ANNEXURE-F.

(iv) Attested copy of the audited balance sheets alongwith audit report for the completed two financial year i.e. for 2024-25 & 2025-26 and Annual Turnover certificate as per Annexure-E.

(v) The Bidder must upload the duly filled in and signed Undertaking given in prescribed Annexure-D. Also, it is mandatory to upload the duly filled in and signed TECHNICAL BID FORM in Annexure – B. In absence of the Annexure, the bid will not be considered eligible for evaluation.

(vi) The Bidder must enclose & upload the certificate of undertaking in ANNEXURE-D for not being blacklisted/banned/suspended, by any Central Government department/State Government Department/Central or State Government undertakings/ Central or State Government Autonomous bodies/PSU or Central or State Govt. Universities/Institutions.

(vii) Valid Local Address proof (Rent agreement/or any state govt. supporting document)

G. GUIDELINES FOR SUBMISSION OF BID:

1. Manner of Depositing Bids: The bids will be submitted through online mode on GeM portal only.
2. Technical Bid consisting of the documents mentioned in minimum eligibility criteria and technical bid form. All relevant duly self-attested & stamped documents should be scanned and uploaded. Any exemption sought by the bidder on account of any govt order/act will be clearly mentioned duly quoting the authority of such exemption.
3. Tender/RFP Conditions Acceptance Certificate: The Bidder shall certify acceptance of all the terms and conditions of the RFP and furnish a certificate printed on firm's letter head duly signed and stamped shall be scanned and uploaded along with the RFP. In case of any deviation, the bid will be liable to be rejected. If the certificate is signed by legally authorized signatory of the firm, a copy of the authorization letter should be uploaded and the original authorization letter should be submitted.
4. Financial bid (as per format given in the GEM portal only).
5. No Advance Payment will be made by this office. No interest will be paid for delayed payments, EMD and Performance Security Deposit, if any.
6. The rate quoted should be firm and inclusive of all expenditures related to engaging. No claim for enhancement of rate is admissible after awarding of the contract.
7. Terms and conditions stipulated in this bid are binding on the bidder.
8. **CONTRACT DURATION:** The contract, if awarded, shall be valid for a period of THREE YEARS (03 Years). The contract may be extended further, beyond tenure of 03 years from the date of start of work initially as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements/ non-satisfactory work, the CIHCS shall have the right at any time to terminate the contract, after giving 01 month notice, and forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the Competent Authority of CIHCS, Dahung, Arunachal Pradesh.
9. Any quote which is unreasonably low as per the decision of the competent authority of this office, will be summarily rejected. Hence, the agencies shall observe strict diligence while quoting reasonable amount. This office reserves the right to reject the quotation/ bid of any Service Provider/Agency which does not comply with any of the above clauses.
10. The Competent Authority of CIHCS, Dahung, Arunachal Pradesh reserves the right of rejecting all the bids without assigning any reasons thereof.

**S/d
Director**

केन्द्रीय हिमालयीय संस्कृति शिक्षण संस्थान

ཨ་རྒྱལ་ཁོ་སྤྱོད་ཨིམ་ལའི་ལོགས་བྱང་མཐོ་རིམ་སློབ་གནེར་ཁང་། དྭ་ཁུང་། །

Central Institute of Himalayan Culture Studies

Dahung : West Kameng District : Arunachal Pradesh -790116

Website: www.cihcs.edu.in, email: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

SPECIAL TERMS & CONDITIONS OF THE CONTRACT

1. The service provider (contractor) shall provide outsourced manpower on purely-temporary basis. The Contractor must depute adequate manpower as per the Institute's requirement for smooth function of the office of the CIHCS.

2. The deployed contract staff shall attend office as per the office working days and time, except Gazetted Holiday and Sunday. The field staff like Cook shall attend 7 days a week. Mali & Sweeper shall attend 6 days a week. However, this may change as per requirement of the office.

3. The contractor shall engage the experienced manpower as per scope of work given in ANNEXURE-A. and the contractor will provide the manpower within 03 days of demand raised by CIHCS.

4. The requirements of manpower is calculated tentatively and may increase or decrease at the sole discretion of the competent authority of the CIHCS, Dahung. In case of revision of demand, the contractor shall provide the same at the same rates, terms & conditions.

5. The Contractor shall maintain records of the attendance of all workers.

6. CONTRACT DURATION: The contract, if awarded, shall be valid for a period of THREE YEARS (03 Years). The contract may be extended further, beyond tenure of 03 years from the date of start of work initially as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements/Non-satisfactory work, the CIHCS shall have the right at any time to terminate the contract, after giving 01 month notice, and forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the Competent Authority of CIHCS, Dahung, Arunachal Pradesh.

7. VALIDITY OF BIDS: Bids shall remain valid for a period of 60 days from the last date of submission of Bids. In case the Institute calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder. The CIHCS may request for extension for another period of 30 days, without any modifications and without giving any reasons thereof.

8. PERFORMANCE SECURITY: The successful Bidder, on award of the contract to provide, shall be required to deposit an amount equivalent to 3% of total contract awarded value as Performance Guarantee/Security Deposit at the CIHCS through Demand Draft/ NEFT/ RTGS/ Bank Cheque etc. only in favour of "CIHCS NP" payable at "SBI, Tenga Valley" within 10 days from the date of receipt of work award

letter. The validity of Performance Guarantee/Security should be for 60 days beyond the date of completion of all contractual obligations and no interest will be paid on this security deposit amount.

9. An agreement between Successful Bidder & CIHCS, Dahung will be entered into on Rs. 200/- Non Judicial Stamp Paper. Stamp value will be paid by the contractor.

10. CLARIFICATION ON TECHNICAL BID EVALUATION.

a) The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the CIHCS may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the CIHCS shall not be considered.

b) If a bidder does not provide clarifications of its bid by the date and time set (02 days) in the Institute's request for clarification, its bid may be rejected.

c) CIHCS also reserves right to seek confirmation/clarification from the ISSUER / ISSUING agency, on the supporting documents submitted by the bidder as per eligibility criteria.

11. The Contractor should ensure that no person below the age of 18 years, as per government rules, should be deployed for work, and moreover the person(s) engaged are of sound health, well experienced and disciplined, trained adequately and fit for the duties related to their engagement. They should be disciplined and well mannered.

12. The Contractor will obtain relevant Labour License/Registration for compliance of Labour Laws after award of the contract.

13. PAYMENT TERMS & CONDITIONS:

a) The cost of the Contract shall be valid for the period of the contract i.e. initially for a period of three years. However, no price escalation in case of extension, other than minimum wages revision, shall be entertained by the CIHCS, Dahung during the period.

b) The "Service Charges" quoted by the Bidder/Tenderer in their Financial Bid should include all overhead expenses and no additional charges or conveyance charges will be paid by the CIHCS.

c) The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

d) It is mandatory for the Contractor to abide by all statutory provisions regarding issuance of Appointment Letters, payments to engaged staff under them viz. minimum wages, Statutory deductions viz. EPF/ESI, shall be remitted under the respective contributory heads of each employee within the prescribed date stipulated by each department. Delay may result in penalty as decided by the Competent Authority of CIHCS.

e) Monthly payment to all the engaged staff should be credited in their respective bank accounts by the 7th of every next month. Delay in crediting the monthly payments will be viewed seriously and penalties may be applicable as decided by the Competent Authority of CIHCS, which will be deducted from the subsequent bill

of the service provider OR as decided by the Competent Authority of the office. The contractor will make the correct payment to his staff as per labour law. This office will make payment within 10 days after the submitting of the monthly claim and complying all the query, if any from this office.

f) Proof of payment of wages, signed acquittance roll/salary slip, remittance of statutory deductions (EPF/ESI) for the month prior to the bill month shall be submitted along with the monthly bill e.g. proof of payment of wages to employees and remittance of statutory deductions for the month of May should be submitted along with submission of bill for the month of June. Statutory deductions viz. EPF/ESI, shall be remitted under the respective contributory heads of each employee within the prescribed date stipulated by each department. Delay shall result in penalty, as decided by this office.

g) The Contractor/Agency shall not make any unauthorized deductions from the wages of the engaged persons and provide an undertaking as follows: "I, _____ the Contractor/Service Provider/Agency, hereby undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by me and, to be deployed at the Buyer's site. The contractor will not involve in any type of malpractices/illegal actions with Manpower while deployment at this office. The Contractor further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the CIHCS shall have the right to take appropriate independent actions including termination of the Contract and actions as decided by the Competent Authority of the Institute".

h) Payment shall be made only after submission of invoices, attendance sheet, logbook etc.; non-submission of the same may lead to delay/ deduction in payment. All the penalties/ fine/ interest (if applicable) shall be settled before making the payments. The Contractor shall not have any objection on the same. Payment shall be made through bank transfer/ cheque only, in no circumstance cash payment shall be made by the CIHCS.

i) Monthly pay slip/ Wage slips, showing the full details of pay viz. total wage, statutory deductions (EPF/ESI etc.) and take-home salary etc., shall be issued to each employee, every month and copy will be provided to this office with monthly bill.

j) The Contractor shall be responsible for all risks involving the engaged persons. The staff hired will be insured under ESIC and EPFO. This office shall not be held responsible for any accidents/incidents to the engaged persons. The contractor must comply all the labour laws. The Contractor must provide decent and experienced man power.

k) The contractor shall also provide all statutory benefits at its own cost or otherwise to its employees and this office shall not have any liability whatsoever on this account.

l) The BONUS component is not applicable as CIHCS being an Educational Institute.

14. MINIMUM WAGES: The contractor shall be mandatorily ensure that manpower wages would be as per extant wages prescribed by notification released by Office of the Chief Labour Commissioner (C), Ministry of Labour & Employment, Govt. of India, New Delhi subject to revision of wage from time to time as per category of Manpower Skill. Other statutory deductions such as EPFO and ESIC would be payable as per rules.

15. The Contractor shall provide uniforms and identity cards as per standard specifications to all engaged persons, which should be displayed prominently by all persons during duty time.

16. The hired staff shall perform their duties diligently to always maintain discipline in the entire office premises and other duties as may be assigned by CIHCS officers concerned from time to time. It is the duty of the contractor to ensure the smoothness of day-to-day work and the work should not hamper due to sudden absent of any man power. The Contractor will ensure the proper service in such circumstances.

17. The contractor will ensure that the manpower provided by him will maintain the confidentiality about the business & activities of the CIHCS.

18. That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.

19. The contractor shall maintain personnel files, acquaintance roll register, Police verifications, ILPs and other relevant certifications in respect of each staff deployed at CIHCS premises and same shall be produced as and when asked for verification by CIHCS Authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/Permanent) etc.

20. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities under Inner Line Permits Act etc.. The Contractor shall be fully responsible for the conduct of his staff.

21. In case of exigency, the contractor shall deploy the required number of staff beyond normal duty hours if directed so to carry out the works within the scope of agreement.

22. The Contractor should ensure to maintain adequate no. of manpower as per demand of CIHCS and also arrange a pool of stand-by manpower. In case any staff absences from the duty, the replacement of equal status shall be provided by the Contractor. If the deputed workers found are less than the minimum required as per tender document on any day, penalty @ Rs. 1000/- per worker per day will be deducted from the bill. Payment will be done only for the staff who was on duty and will be restricted to the salary paid to him/her by the contractor as per agreement. For absentee staff payment will not be made.

23. It is made clear that the engagement of the manpower at client's premise does not way confer any right to the contractor or the persons deployed in this office for claiming any regular or part time employment in this office.

24. The contractor shall not allow or incite his workers to participate in any union activities, agitations in the CIHCS premises. All damages caused by the contractor or that of the contractor's out of its employee's instruction shall be charged to the contractor and recovered from its dues/bills or adjusted against the PG.

25. In case of any default, Penalty provisions available as per GeM Portal will be applied or as decided by the Competent Authority of the CIHCS, Dahung. Moreover, in case of default of tender conditions, the Performance security deposit shall be forfeit by the CIHCS.

26. All damages caused by the contractor or that of the contractor's employees arising out of its employee's instruction shall be charged to the contractor and recovered from its dues/bills or adjusted against the performance guarantee (PG).

27. TDS will be deducted from the payments as per Government rules.

28. Other formats for contract agreements etc. will be shared with the successful bidder after award of the contract in which the cost of non-judicial stamp paper will be borne by the successful bidder.

29. The CIHCS reserves the right to impose penalty as deemed fit or forfeit part or whole of the EMD/Performance Security deposit of the tenderer, if tenderer fails to supply the tendered material/ service or fails to accept the work order.

30. Any sort of unethical or unprofessional practice by the agency is strictly prohibited. It could lead to debarment of the agency by the CIHCS or a penalty as decided by the Competent Authority of the CIHCS, Dahung.

31. For smooth functioning of this office, the contractor will remove the contract manpower under one month written intimation to this office and after identifying proper replacement and following provision of Labour Laws.

32. CIHCS will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Contractor. The manpower as well as the Contractor shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the CIHCS will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/ acts/ rules etc. shall only rest with the Contractor.

33. Bids which are incomplete or Conditional in any form may be rejected out rightly.

34. A formal contract agreement shall be executed/ entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as Contractor/Service provider.

35. The Contractor should mandatorily agree and abide with the GeM Service Level Agreement as specified in the General Terms and Conditions (GTC) of GeM. All GeM conditions shall be part and parcel of this contract.

36. Both the parties shall have the right at any time to terminate the contract, after giving 01 month advance notice in writing.

37. In case of non-compliance of the tender conditions, it will be treated as a material breach of the Contract, in which the CIHCS shall have the right to take appropriate independent actions including termination of the Contract including forfeiture of Performance security and actions as decided by the Competent Authority of CIHCS, Dahung, Arunachal Pradesh.

15. Selection of Successful Bidder in the Event of Multiple L1 Bidders

1. In the event that two or more bidders are found technically responsive and quote the same lowest evaluated price (L1), resulting in a tie, the Buyer shall select the successful bidder strictly in

accordance with the provisions of the GeM Portal, the General Financial Rules (GFR), 2017, CVC guidelines, and the terms and conditions of the bid.

2. Where the GeM Portal permits the Buyer to select one bidder from amongst multiple L1 bidders, the selection shall be made on the basis of the bidder's overall capability to ensure uninterrupted, efficient and timely execution of the contract, taking into consideration the following parameters:

(i) Availability of an established operational office/branch office within the District of West Kameng, or documentary proof of readiness to establish the same before commencement of the contract.

(ii) Availability of a dedicated local representative/supervisor for day-to-day coordination with the Institute.

(iii) Capability to deploy the complete manpower within the stipulated period and to provide replacement of absentee manpower within 24 hours.

(iv) Proven experience of successfully executing similar manpower outsourcing contracts for Central Government/State Government Departments, Autonomous Bodies, PSUs or Educational Institutions.

(v) Demonstrated record of statutory compliance under EPF, ESIC, Labour Laws, GST and other applicable enactments.

(vi) Availability of adequate administrative infrastructure for attendance management, wage disbursement, statutory remittances, grievance redressal and contract monitoring.

3. The above parameters shall be evaluated on the basis of documentary evidence furnished by the bidders along with the bid or submitted during evaluation, wherever permissible under GeM.
4. The decision of the Buyer shall be based on objective assessment of the above parameters and shall be recorded through a speaking evaluation note, duly approved by the Competent Authority.
5. This condition is intended solely to facilitate transparent and efficient contract execution and shall not be construed as granting any geographical or regional preference contrary to the provisions of the GeM General Terms & Conditions, the General Financial Rules (GFR), 2017, or any other applicable Government of India procurement guidelines.

(To be printed on Bidder's letter head)

Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

DATE:-

SIGN WITH SEAL:-

PLACE:-

NAME:-

ANNEXURE-A

SCOPE OF WORK/ JOB DESCRIPTION OF MANPOWER RESOURCES TO BE HIRED						
Sl. No.	Position	Skill Level	Approx. requirement	Minimum Qualification	Experience	Duties & Responsibilities
1.	LDC	Skilled	03 OR as per requirement	Class XII pass with proficiency in MS Word and MS Excel.	Preferable	Maintaining files, registers, and official records. Diary and dispatch of incoming and outgoing correspondence. Typing letters, notes, and official documents. Data entry and updating information in office systems. Drafting simple letters, reminders, and notices. Handling emails and official communications. Assisting in preparation of reports and statements.
2.	Cook	Skilled	06 OR as per requirement	Class X Passed	Mandatory	Preparing breakfast, lunch, dinner, and snacks for hostel mess/ officer's quarters. Ensuring meals are cooked in proper hygiene and on time. Maintaining taste, nutrition, and quality standards. Maintaining cleanliness of kitchen, utensils, and cooking area. Assisting during special events, functions, or camps. Any other duty assigned by the competent authority.
3.	MTS	Skilled	02 OR as per requirement	Class X Passed with valid Driving License (LMV/HMV)	Preferable	Driving officers/officials to meetings, inspections, and official engagements. Keeping the vehicle clean and in good running condition. Carrying out routine checks (fuel, oil, brakes, tyres, battery, etc.). Reporting defects and getting repairs done with approval. Maintaining vehicle log book with details of journeys performed. Reporting for duty on time and being available as per requirement. Keeping valid driving license and vehicle documents (RC, insurance, pollution certificate) updated. Assisting in urgent official assignments, including odd hours if required. Helping in minor office-related tasks when not on driving duty (if assigned).

4.	Sweeper	Semi-skilled	05 OR as per requirement	Class VIII Pass with ability to read and write	Preferable	Sweeping and mopping floors, corridors, staircases, and rooms. Cleaning toilets, washrooms, and ensuring proper sanitation. Keeping office surroundings, compound, and pathways clean. Assisting in maintaining overall neatness of the premises/ special cleaning drives or events. Performing any other cleaning-related work assigned by the competent authority.
5.	Mali	Semi-skilled	02 OR as per requirement	Class VIII Pass with ability to read and write	Preferable	Preparing and maintaining gardens, lawns, flower beds, and green spaces. Planting seasonal flowers, trees, shrubs, and ornamental plants. Watering plants regularly and ensuring their proper growth. Trimming, pruning, and shaping plants, hedges, and trees. Removing weeds, dry leaves, and dead plants. Protecting plants from pests and diseases using appropriate measure. Keeping garden paths, lawns, and surrounding areas clean. Collecting and disposing of garden waste properly. Assisting in plantation drives and special cleanliness campaigns. Performing any other duty assigned by the competent authority.

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Dahung : West Kameng District : Arunachal Pradesh -790116

Website: www.cihcs.edu.in, email: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

TECHNICAL BID FORM

(To be filled up, signed and upload the scanned copy)

1	NAME OF THE CONTRACTOR/ BIDDER-	
2	TYPE OF ENTITY: PROPRIETORSHIP FIRM/ PARTNERSHIP FIRM/ OR PVT. LTD. COMPANY	
3	REGISTERED ADDRESS OF PROPRIETORSHIP FIRM/ PARTNERSHIP/ COMPANY/ FIRM	
4	TEL. NO./ MOBILE NO.	
5	EMAIL ID	
6	NAME OF THE CONTACT PERSON	
7	TEL. NO./ MOBILE NO. OF CONTACT PERSON	
8	EMD DETAILS including DD/ NEFT/ RTGS NO., deposit date etc.	
9	ATTESTED LEGAL CERTIFICATES TO BE ENCLOSED AND RELEVANT DETAILS TO BE PROVIDED	
	PAN NO.	
	GST REGISTRATION NO.	
	CENTRAL/ STATE LABOUR LICENSE NO.	
	ESI REGISTRATION NO.	
	EPF REGISTRATION NO.	
	UDYAM/ MSE REGISTRATION NO.	
	VALID SHOP AND ESTABLISHMENT REGISTRATION DETAILS (IF ANY)	
10	AVERAGE OF ANNUAL TURNOVER DURING LAST TWO FINANCIAL YEARS	
11	TOTAL PAST EXPERIENCE IN YEARS IN SIMILAR WORKS	
12	HAS YOUR FIRM/ COMPANY EVER BEEN BLACK LISTED AT ANY TIME IN THE PAST BY ANY ORGANISATION? (YES/ NO)	
13	BANK DETAILS NAME AND ADDRESS OF THE BANK: ACCOUNT NO.: IFS CODE:	
14	ADDRESS OF THE LOCAL OFFICE	

(To be printed on Bidder's letter head)

DECLARATION OF BIDDER

I/We hereby certify that information furnished above in Technical Bid Form is true and correct to the best of my/our knowledge and belief. I /We understand that if any deviation/mis statement is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealings with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

DATE:-

PLACE:-

SIGN WITH SEAL:-

NAME:-

ANNEXURE-C

CERTIFICATE REGARDING NON-BACKLISTING/ PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

I / We / Our organization, M/s.....hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER

Date :

Place:

UNDERTAKING OF THE BIDDER

(To be filled up, signed and upload the scanned copy)

1. I certify that none of my relative(s) is/are employed in CIHCS, Dahung, Arunachal Pradesh as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, CIHCS shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.
2. Each page of this tender document including Minimum Eligibility, Scope of Work, General & Additional terms & conditions and all other Annexure(s) contained herein have been read and fully understood by me and I shall undertake myself/ourselves to abide by me in true spirit.
3. I also confirm “the rates quoted by me in this tender Financial Bid form is reasonable and lowest charged and are not exceeding the lowest rates charged to any other clients”.
4. I undertake that I will depute sufficient and experienced contract manpower for office work at CIHCS premises for this tender work and the minimum wages will be paid as per extant wages prescribed by notification released by Office of the Chief Labour Commissioner (C), Ministry of Labour & Employment, Govt. of India, New Delhi subject to revision of wage from time to time as per category of Manpower Skill. Other statutory deductions such as EPFO and ESIC would be payable as per rules.
5. I, the Contractor/Service Provider/Agency, hereby undertake not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by me and, to be deployed at the CIHCS. The contractor will not involve in any type of malpractices/illegal actions with Manpower while deployment at this office. The Contractor further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the CIHCS shall have the right to take appropriate independent actions including termination of the Contract and actions as decided by the Competent Authority of CIHCS, Dahung, Arunachal Pradesh.

(Signature of Bidder with seal & date)

Date:

Place:

(To be printed on Bidder's letter head)

ANNEXURE-E

AVERAGE ANNUAL TURNOVER CERTIFICATE

I / We, M/s _____, the Bidder/Tenderer for providing Manpower outsourcing Services, hereby confirm that the Average Annual Turn-Over of the firm/company during the last three financial years i.e. 2022-23, 2023-24 & 2024-25 is Rs. _____. The financial year-wise break-up is given below:-

AVERAGE ANNUAL TURNOVER OF LAST 02 FINANCIAL YEARS		
Financial Year	Annual Turnover Amount (Rs.)	Remarks, if any
Average Annual Turnover (Rs.)		

(Authorized Signatory)
Full Name and Designation of the Tenderer

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s. _____ are true and found correct as per their Books of Accounts and other related records.

Signature & Seal of the Chartered Accountant

Date:

Place:

(To be printed on Bidder's letter head)

ANNEXURE-F

PAST PROJECT EXPERIENCE CERTIFICATE

DETAILS OF THE MAJOR SIMILAR CONTRACTS HANDLED BY THE BIDDER

Name of the Bidder:

Sl. No.	Details client along with address, telephone	Amount of Contract (in Rs.)	Duration of Contract		Nature of Contract
			From	To	
1.					
2.					
3.					

(Authorized Signatory)
Full Name and Designation of the Tenderer

PERFORMANCE BANK GUARANTEE FORM

(To be executed on non Judicial stamped paper of an appropriate value)

Date:

Bank Guarantee No:

Amount of Guarantee:

Guarantee Period: From to.....

Guarantee Expiry Date:

Last date of Lodgment:

WHEREAS the **CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES** (hereinafter referred to as "The Owner" which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [Please insert date of acceptance of the letter of acceptance (LoA)] ("Contract") with [insert name of the Successful Bidder](hereinafter referred to as the "**Contractor**" which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and providing of Manpower outsourcing Services ("**Manpower outsourcing Services**" shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Tenga Valley for an amount equal to **5% (Five percent)** of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period including any extension thereof.

AND WHEREAS the Contractor has approached [insert the name of the scheduled bank] (here in after referred to as the "**Bank**") having its registered office at [insert the address].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

(i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands

under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PGB to the bank for amendment in price.

(ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding [figure of Guaranteed Amount to be inserted here]only).

(iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.

(iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.

(v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.

(vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts/ Bench of Arunachal Pradesh for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.

(vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.

(viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.

(ix) Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.

(x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfill its obligations under the Contract.

(xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted]granted to him by the Bank.

Date:

Bank:

Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank