

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	06-11-2025 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	06-11-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम / Department Name	Department Of Commerce
संगठन का नाम / Organisation Name	Spices Board
कार्यालय का नाम / Office Name	Head Office
वस्तु श्रेणी / Item Category	Custom Bid for Services - Manpower outsourcing
समान श्रेणी / Similar Category	- Manpower Outsourcing Services - Fixed Remuneration - Manpower Outsourcing Services - Minimum wage
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	5000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	200000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). 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।/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.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Secretary

Spices Board, Sugandha Bhavan, NH BY Pass, Palarivattom PO, Kochi-682025

(Secretary Spices Board)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

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 / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and

based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial bid- price breakup - [1760610475.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1760610484.pdf](#)

Payment Terms:[1760610488.pdf](#)

GEM Availability Report (GAR):[1760606398.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1760606402.pdf](#)

Custom Bid For Services - Manpower Outsourcing (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Manpower outsourcing
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Gonavath Javahar Naik	503230,SPICES BOARD NIZAMABAD DEV FO House No : 1-51/5/5/H, Arya Nagar, Bank Colony, Road Number 7, Pangara, Post :Borgon(P), Nizamabad	1	N/A

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

1. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/**Disclaimer**

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws /

acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

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 इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---

SPICES BOARD

(Ministry of Commerce and Industry, Govt. of India)

Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.

Phone: 0484-2333610-615, Website: www.indianspices.com

TENDER DOCUMENT

Supply Of Manpower to National Turmeric Board, Telangana

Tender Notification No.SB-NTB/ADMN-OfficeEstabilshment/
Date: 16th October 2025

ISSUING AUTHORITY:

For the Secretary, Spices Board India,
The Assistant Director (Purchase & Establishment) Spices Board,
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.
Phone: 0484-2333610-615

(Hindi version follows)

Table of contents

Sl. No.	Contents	Page No.
1	Notice inviting tender	3
2	Scope of work and salient features	4-5
3	General Terms and Conditions	6-11
4	Eligibility Criteria of Service Provider and Checklist	11-12
5.	Clarifications & Amendments	13
6.	Acceptance of Tender	13
7.	Rejection of Tender	13
8.	Payment of Bid Security /Performance Security	13
9.	Execution of Agreement	14
10.	Bidding Process and Selection of L1 Bidder	14-15
11.	Statutory Compliance	16
12.	Payment Procedure	17
13.	Penalties	18
14.	Dispute Resolution	18
15.	Force Majeure & Risk clause	18
16.	Critical Dates	19
	Annexure – I : Technical Bid	20
	Annexure – II : Brief Duties	21
	Annexure – III : Acceptance of all terms and conditions	22
	Annexure – IV : Financial bid format	23-24
	Annexure – V : Format Of Indemnity Bond	25
	Annexure – VI: Declaration On Blacklisting / Liquidation / Bankruptcy	26

1. NOTICE INVITING TENDER

The **National Turmeric Board** was established under the aegis of the **Ministry of Commerce and Industry, Government of India**, with the mandate to promote the holistic growth of the turmeric sector across the country. Headquartered in **Nizamabad, Telangana**—a major turmeric-producing region—the Board serves as a dedicated institutional mechanism to support value chain development, market expansion, and innovation in turmeric cultivation, processing, and export.

NTB functions as a knowledge-driven, facilitative platform, coordinating with key stakeholders including farmers, industry players, research institutions, and government bodies. Its objectives include improving productivity and quality, enhancing export competitiveness, facilitating investment, developing global branding, and ensuring sustainable and inclusive development of the turmeric ecosystem.

The Board works closely with existing bodies such as the **Spices Board of India** to synergize efforts, avoid functional overlaps, and ensure effective implementation of targeted schemes and policy frameworks. NTB is currently in the process of institutional expansion, with a focus on scheme formulation, regulatory structuring, and establishing service delivery mechanisms for the benefit of turmeric farmers and enterprises nationwide.

The Spices Board India, Cochin for National Turmeric Board (NTB) is inviting Tenders through the Government e-Market Place (GeM) under two bid system (Part- I: Technical Bid and Part -II: Financial Bid) from eligible agencies/firms holding valid licenses under Contract Labour (Regulation & Abolition) Act, 1970 and having valid registration with EPFO, ESIC, and GST for Manpower Contract for deployment of Manpower to National Turmeric Board at Nizamabad.

2. SCOPE OF WORK AND SALIENT FEATURES

Description of Job, Qualification required, Number of post and Scope of Work:

S.No.	Post Name	No of posts	Educational Qualification	Consolidated remuneration Rs.	Experience needed
1.	Security Guards (Watch & Ward without arms)	02	- SSC - Age limit: upto 45 years	As per Central Minimum Wages Act	Should have day to day working knowledge as mentioned in the brief duties attached.
2.	MTS (Semi-skilled)	02	- HSC - Age limit: upto 45 years		
3.	Office Boy/Peon (Unskilled)	03	- SSC - Age limit: upto 45 years		
4.	Office Assistant	01	- Any Bachelor's degree - Age limit: upto 45 years	22,000-25,000	0-3 Years' experience in office work. Salary will commensurate with qualification and experience.
5.	Jr. Technical Assistant	03	- Bachelor's or Master's degree in Agriculture/Agricultural Business Management/B.Sc/Horticulture/B.E/BTech/MBA. - Age limit: upto 45 years	25,000 to 30,000/-	0- 2 years' experience in relevant filed. Salary will commensurate with qualification and experience.
6.	Technical Assistant	01	- Bachelor's or Master's degree in Agriculture/Agricultural Business Management/Horticulture /B.E/BTech/ MBA. - Age limit: upto 45 years	30,000-35,000	3-4 years' experience in the relevant filed. Salary will commensurate with qualification and experience
7.	Secretarial Assistant cum PA	01	- Any Bachelors Degree - Age limit up to 45 years	30,000-35,000	More than 3 years of experience in relevant field. Salary will commensurate with qualification and experience

Note :: 1) Positions may increase or decrease depending on the requirement.

2) Brief duties to be executed are furnished in the Annexure – II

3) Actual remuneration (SL NO 4-7) will be fixed based on the experience/educational qualifications etc. of the personnel.

Salient features:

The services to be rendered by the Contractor/Agency under this contract shall include, but not be limited to, the following:

1. Supply of manpower for various posts as specified in the **Scope of Supply/Services**.
2. Ensuring that the qualification and remuneration of the personnel deployed are in compliance with the provisions indicated in the **Scope of Supply/Services** for each post.
3. Disbursing the salaries/wages to the deployed personnel, as reimbursed by the **Spices Board /National Turmeric Board (NTB)**, after effecting all statutory deductions and payments, wherever applicable.
4. Deployment of manpower at any location in India as directed by the **Spices Board /NTB**.
5. Ensuring that all deployed personnel adhere to the rules and regulations of the **Spices Board /NTB**. The Contractor shall **indemnify the Board** against any loss or damage caused due to acts of omission or commission by the deployed personnel.
6. Ensuring continuous availability of the required number of personnel across categories, on a regular basis, as per contractual requirements.
7. Supervising and coordinating the work of deployed personnel. The Agency's supervisor shall maintain a recording of the output of each engaged worker, which shall be produced to **Spices Board/NTB** as and when required.
8. Maintaining attendance records of the deployed manpower in the prescribed proforma mutually agreed with the **Spices Board/NTB**, and furnishing such records on demand.
9. Maintaining all statutory registers (particularly for positions under Sl. No. 1-3 of Scope of Supply) as mandated under the **Contract Labour (Regulation & Abolition) Act, Payment of Wages Act, Minimum Wages Act**, and other applicable laws, and furnishing statutory returns to the respective authorities as required.
10. Paying statutory Central/State minimum wages, as notified by the Government/local authority from time to time, to all categories of skilled ,semi- skilled and unskilled manpower engaged.
11. Complying with the provisions of the **Employees' Provident Fund (EPF) Act**, including timely remittance of EPF contributions for the deployed personnel on a monthly basis. The Contractor shall produce records of wages, EPF, and related remittances along with monthly bills.
12. Ensuring compliance with all statutory provisions relating to health, welfare, and safety of engaged personnel, as prescribed under applicable laws. The Contractor shall also be responsible for medical care of the deployed manpower.
13. Adjusting manpower deployment in accordance with the directions of the **Spices Board /NTB**, including reduction, retrenchment, or augmentation of staff, depending on operational requirements.

3. GENERAL TERMS AND CONDITIONS

1. Working Hours and Leave

The deployed personnel shall adhere to the following working hours and weekly schedule:

S.no	Category	Working Hours	Working Days
1	Security Guards – Watch & Ward without arms	Shift-based duty (Two shifts of 08 hours each) Morning shift: 06: 00 AM to 02:00 PM Evening shift : 02:00 PM to 10: 00 PM	All days of the week (including Sundays & Holidays)
2	MTS (Semi-skilled)	9:00 AM to 5:30 PM	Monday to Saturday
3	Office Boy/Peon (Unskilled)	9:00 AM to 5:30 PM	Monday to Saturday
4	Office Assistant	9:00 AM to 5:30 PM	Monday to Saturday
5	Jr. Technical Assistant	9:00 AM to 5:30 PM	Monday to Saturday
6	Technical Assistant	9:00 AM to 5:30 PM	Monday to Saturday
7	Secretarial Assistant cum PA	9:00 AM to 5:30 PM	Monday to Saturday

- Lunch Break: 1:00 PM to 1:30 PM (30 minutes)

- The personnel engaged through the Service Provider shall be entitled to:

One eligible paid leave per month for the personnel from S.No 4 to 7 (ie. except personnel engaged under Minimum Wages Act)

Weekly rest on Sundays (except Security guards)

A day off must be provided to security guards after every six days of duty, and the service provider is required to assign a reliever guard to cover the duties of any guard who is on leave, absent, or on their weekly off.

Leave on all gazetted holidays as notified by the Government of India (except Security guards)

- **Place of duty : National Turmeric Board , office at Vinayak Nagar, Dichpally, Nizamabad Road, Pangra B, Boregaon, FCI Colony, Nizamabad-503230**

2. Contract Period: Initially valid for 1 year from the date of award of work, extendable up to 1 more year on the same terms if performance is satisfactory.
3. Contract Period Modification: The Board may extend, shorten, or terminate the contract at its discretion, without obligation to provide justification. All disputes will be resolved at the Institute level and not through arbitration.
4. Non-Transferability: The contract cannot be transferred or assigned to another party.
5. Work Scope Flexibility: The quantity of work provided is approximate. The contractor must undertake additional work of a similar nature at the same rates, if assigned.
6. No Regularization: Daily wage engagements under this contract do not entitle workers to **permanent employment** in Government service.

7. Paid Holidays: Gazetted holidays will be paid for all contract workers except security guards.
8. Manpower Adjustment: Spices Board/NTB reserves the right to increase or reduce the number of contract workers as needed during the contract period.
9. Recruitment & Conduct: Agencies must maintain clear recruitment and exit policies and provide personnel of not more than 45 years of age, who are mentally and physically fit and well- disciplined.
10. **Wages:** The outsourced manpower (Serial No. 1 to 3, Table A) shall be paid wages in accordance with the latest applicable Minimum Wages Act for Class C cities, as specified under OM dated 25-09-2025 (File No. 1/6(1)/2025-LS-II issued by the Chief Labour Commissioner). In the event of a revision in minimum wages by the Ministry of Labour, the competent authority will amend the work order—provided that the existing wage rates specified in the current work order are lower than the revised minimum wages.
11. **Code of Conduct:** Contract workers must:
 - All the staff should maintain punctuality, alertness and discipline at all times.
 - Security guards should arrive five minutes early and wear the designated uniform as provided by the Contractor.
 - Maintain punctuality, alertness, and discipline at all times.
 - Refrain from distractions such as gossiping, reading unrelated materials, or using mobile phones during duty.
 - Do not consume or be under the influence of tobacco or alcohol while on duty.
 - Ensure all assigned tasks are completed before leaving.
 - Immediately report any incidents or unusual occurrences.
 - Treat all staff members and visitors with respect and courtesy.
 - Must not have any criminal record.
12. **No Accommodation:**

Residential facilities or cooking on premises will not be provided. Transportation, food, and other requirements of the personnel shall be borne solely by the Contractor.
13. **Uniforms:**

The Agency shall provide uniforms compulsorily to deployed security guards. Security guards so engaged by the contractor shall wear uniform and a badge wearing his name, while on duty provided by the Service Provider at his own cost. **There shall be no financial liability towards uniforms on the part of Spices Board/National Turmeric Board.**

14. **Statutory Compliance:**

The firm must ensure EPF, ESI, and other statutory payments are directly paid and must submit detailed list of workers and their respective EPF/ESI contributions with the bill, including bank statements in applicable cases of manpower supplied above

15. **Timely Payment:**

Wages must be disbursed by the 5th of each month, with submission of duplicate monthly bills and supporting documents (bank and PAN details).

16. **Wage Slips:** Workers must receive wage slips, with a copy sent to the office monthly.

17. **Working Hours:** Contract workers are required to work 8 hours daily excluding lunch break.

18. **Replacement of personnel:**

Spices Board/NTB may direct the Service Provider to replace from the site of work any manpower supplied by the service provider for reasons of incompetence or misconduct or indiscipline or security risk or conflict of interest or breach of confidentiality or deterioration of health or incapacity due to any mishap or any other reason prejudicially affecting interest of the Board and in such case the service provider shall forthwith comply with such direction.

19. **Wage Allowance and Deductions:**

Allowances for skilled workers are not part of minimum wages. EPF, ESI, and other deductions shall apply only to the minimum wage component.

20. **Agreement Execution:**

The successful bidder must sign a contract on ₹200 non-judicial stamp paper with Spices Board.

21. **Subject to Guidelines:** The bid award is subject to changes in government guidelines.

22. **Legal Compliance:** The agency must comply with all applicable labour laws and indemnify the Institute against any legal claims arising due to non-compliance.

23. **Employee Insurance:** The agency must insure its workers under the Workmen's Compensation Act and indemnify the Institute against related claims, wherever applicable.

24. **Register Maintenance:**

The contractor must maintain and produce all relevant registers such as attendance, wages, and EPF/ESI records upon request.

25. **No Employment Rights:**

Workers deployed under this contract will not have any claim for employment or absorption into Spices Board/NTB. They will remain employees of the agency.

26. **No right to claim continued deployment as outsourced personnel:**

Their engagement in pursuance of this Tender Notice shall not entitle the outsourced personnel supplied by the selected Service Provider to any right to even continued service as outsourced personnel for any particular period. Spices Board/NTB shall not be under

any obligation to outsource them through present or any future Service Provider for any period at any point of time whatsoever. They shall not claim such right before any authority or in any court of law. They have to furnish an undertaking in this regard as mentioned in the annexure-III in prescribed format.

27. **Engagement of manager or representative to supervise work by outsourced persons:**

Service Provider shall engage suitable manager to oversee and manage attendance, punctuality, performance, discipline issues of outsourced persons and also to regularly liaise and coordinate with and respond to queries or complaints by the Spices Board/NTB. If such person and managerial and liaison service is not available and calls and other communication from the Board is not responded, the same will be considered a serious lapse and deficiency on the part of Service Provider and the case may be processed for termination of the contract after giving opportunity of being heard.

28. **Attendance record:**

The service provider will maintain an attendance register regarding the number of days on which the person (s) deployed based on the actual work attended and submit along with the bill for verification.

29. **Separate bills:**

Bills will be submitted by the Service Provider in respect of person (s) deployed by him separately showing name-wise attendance of each outsourced person the number of working days and the overtime hours put in by the manpower supplied. Copy of attendance register has to be attached with bills.

30. **Payment of GST**, if applicable, will primarily be the responsibility of the Service Provider and will not be paid unless the percentage and value thereof is clearly specified in the quotation document. Service Provider shall be required to enclose evidence of payment of GST on last payment (made by Spices Board/NTB) with bills. If not paid, Service Provider shall be liable to all consequences. **TDS will be deducted at source if applicable.**

31. **Submission of bills latest by 10th of next month:**

Service Provider will submit the bill, in triplicate, along-with the above documents, in respect of a particular month by the 10th day of the following month. The payment will be released after deduction of taxes at sources under the laws in force. Service Provider shall submit along with the monthly bill for payment, evidence of payment of salary by 5th day of next month like Bank statement, salary slip of each such person deployed in this office, clearly stating the monthly wage/remuneration/ salary paid/ credited, employer's & employee's contribution paid/credited under the EPF & MP Act, 1952, employer's & employee's contribution paid/credited under ESI Act, 1948 and the overtime payments, if any, paid/credited, to such person (s) supplied by the service provider to the Spices Board/NTB. Bills will not be paid if such evidences are not attached with bills.

32. **No payment unless actually paid to outsourced persons:**

No payment will be made to the Service Provider, under any circumstance, until and unless the Service Provider has actually paid to the person (s) supplied by the service provider to the Spices Board/NTB, remuneration(s)/salary(ies)/dues/overtime payment(s) for the preceding month by the 7th day of the succeeding month and also, until and unless, the Service Provider has submitted along with the monthly bill for payment, salary slip of each such person deployed In this office, clearly stating the monthly wage/remuneration/salary paid/credited, employer's & employee's contribution paid/credited under the EPF & MP

Act, 1952, employer's & employee's contribution paid/credited under the ESI Act, 1948 and the overtime payments, if any, paid/credited, to such person(s) supplied by him to the Purchaser. In the event of non-performance or non-compliance with contractual terms, suitable deductions from the Contractor's bills may be made by the Competent Authority, in addition to other permissible actions under the contract.

33. Service provider to pay wages from own resources:

Spices Board/NTB shall make all efforts to pay bills within 90 (ninety) days of receipt of the monthly bill from the selected Service Provider. However, even in the event of non-payment of bills within the stipulated period for non-availability of fund etc. reasons, the Service Provider shall be bound to continue deployment of the person(s) in the office of the Purchaser or any other place as instructed by the Purchaser. Service Provider shall be required to furnish an undertaking with the technical bid affirming his capability to pay from his resources up to 3 (three) months.

34. Details in bill:

Service provider shall submit single bill in respect of all outsourced personnel but shall give individual person's name and number of days he/she worked. Bills shall not be just by showing total number of persons and total amount of bill. Service Provider shall verify before submission of bill from the office of the SPICES BOARD /NTB whether any of the outsourced persons was absent. Payments to the service provider would be strictly on certification by the office of the Spices Board/NTB that service was satisfactory and attendance shown in the bill preferred by the service provider is correct.

35. Giving pay slips and records of payment to outsourced persons for transparency:

It shall be the duty of the service provider to pay their remuneration every month on time and provide them with salary slips by whatever name called bearing proper details of the remuneration, provident fund and ESIC dues contributed by the employer and the employee and this office shall not be responsible for payment of any kind of remuneration to the manpower so supplied even if Service Provider has not paid them. All disputes between Service Provider and outsourced persons shall be decided by themselves.

36. Deduction of Income Tax at source: Income Tax will be deducted as per law.

37. Increase and decrease of number of persons:

Spices Board/NTB may increase or decrease the number of persons supplied for performance of outsourced services at any time depending upon the work in the office of the Purchaser and the service provider shall be bound to increase or decrease the number of persons supplied for performance of outsourced services on receipt of such a request from the Purchaser.

38. Execution of contract:

The successful bidder shall enter into a contract by signing an agreement with the Spices Board for supply of manpower for performance of outsourced services at the terms and conditions specified in this Tender Notice.

39. Termination of contract by Service Provider by giving 2 (two) months' notice:

The original contract or a new contract for incorporating additional terms and conditions/for extension of the period of validity of the original contract can be terminated by Service Provider by giving 2 (two) months' notice in advance.

40. **Termination by Spices Board/NTB giving 1 (one) months' notice:**

Spices Board/NTB can terminate the agreement and engage any other Service Provider giving 1 (one) month's notice if any one or more of the terms & conditions mentioned in this RFQ or agreement are not fulfilled or violated or any of the rules and regulations made by the Government makes it necessary to do so.

41. **Service provider entitled to only service charges only:**

Service provider shall be entitled to only the service charges as claimed in the Financial Bid and not be entitled to demand or deduct any amount from the person(s) supplied to Spices Board in the name of application fees, processing fees/charges, security fees/charges, verification fees/charges or any other fees/charges by whatever name called for recruiting or engaging them in the office of the Board. If any such instance comes to the knowledge of the Purchaser, the Service Provider shall be liable to cancellation of award of contract or blacklisting or penalty or prosecution in court of law as may be decided by the Board.

42. **Working Days Restriction:**

The Contractor shall ensure that no worker is required or allowed to discharge duties for more than 26 (twenty-six) days in any given month, irrespective of the total number of days in that month.

43. **Provision of TA and DA on Tour :**

Due to need of office work and based on the directives of the Senior Officials, certain personnel should undertake the tours. For this purpose, TA/DA will be provided based on their remuneration fixed. The entitlement for reimbursement of expenditure when deputed outstation may be regulated at par with the government officials in the level of 7th CPC Pay Matrix as under:

Name of the post	Remuneration taken as maximum of range*	Level applicable for TA/DA
Office Assistant	Rs. 25,000/-	Level 3
Jr. Tech Asst	Rs. 30,000/-	Level 5
Tech. Asst	Rs. 35,000/-	Level 5
Secretarial Assistant cum PA	Rs. 35,000/-	Level 5

**may vary depending on the remuneration fixed based on the personnel experience/educational qualifications etc.*

4. ELIGIBILITY CRITERIA OF SERVICE PROVIDER

Eligibility Conditions

1. Bidder should be a Limited Company, Partnership Firm, or Proprietorship Firm registered in India.
2. Bidder should possess a valid PAN and GST registration certificates and should be registered with the Employees Provident Fund (EPF) and Employees State Insurance (ESI). Copies of relevant cards and evidence of filing Income Tax returns, Tax Deduction at Source (TDS) statements and GST returns for

any three financial years out of the preceding five financial years from 2019-20 to 2024-25, should be enclosed with Technical bid.

3. Bidder should be in the business of supplying manpower to Government departments viz., Central/State/Central Autonomous/PSU for at least 3 years out of preceding five years. Relevant work orders should be enclosed with Technical bid.
4. Bidder must have an average annual turnover of at least ₹50 Lakhs during the last any three financial years out of preceding five years from 2019-20 to 2024-25. Bidder must submit audited balance sheets and profit/loss statements for the last 3 years.
5. Bidder should have the license for supply of Skilled/Semi-Skilled/Unskilled Workers, if so required as per the prevailing rules and regulations of the Central Government or Government of Telangana.
6. The firm must not be blacklisted by any Central or State Government organization.
7. Only firms with a registered in India and having at least one operational office in Telangana state will be considered for this project.
8. Bidder should not have any criminal record or criminal antecedents or any criminal proceedings pending against it
9. Bidder should be legally competent and eligible in all respects as per eligibility criteria mentioned in this Tender Notice and under all laws as may be exist presently or in future. If it turns ineligible due to any such deficiency, the bid will be rejected or, if detected after award of contract, the contract will be liable to be terminated.
10. Bidder should agree with all the terms and conditions as mentioned in the Tender Notice by putting signature below each page.

Checklist of documents to submitted by bidder

Sl No	Documents to be submitted by Bidder on GeM Portal for technical Qualification
1	Self-attested copies of a Valid registration certificate/license for supply of contractual labour
2	Self-attested copies of Proofs of 3 years' experience in supplying manpower to Government departments viz., Central/State/Central Autonomous/PSU for at least 3 years out of preceding five years (attach work orders).
3	Self-attested copies of EPF & ESI registration certificates
4	Self-attested copies of valid PAN & GST registration certificates.
5	EMD payment or exemption certificate
6	Annual turnover of ₹50 lakhs during the last any three financial years out of preceding five years from 2019-20 to 2024-25. Copies of the CA certified Balance Sheets, Profit and Loss statements should be enclosed.
7	Proof of office/branch in Telangana
8	Technical Bid – Annexure – I
9.	Signed Annexure – II
10.	Acceptance of all Terms and conditions – Annexure – III
11.	Indemnity Bond – Annexure V
12.	Declaration – Annexure VI

5. CLARIFICATIONS & AMENDMENTS

- a) Clarifications and responses will be uploaded on the Spices Board India website.
- b) Amendments to the tender may be issued up to **5 days before the last date**, at the discretion of Spices Board.
- c) Extension of submission deadline, if any, will be notified on the website.
- d) Bidders are advised to regularly check the website for updates, amendments, or corrigenda.
- e) Spices Board shall not be responsible for bidders' failure to update documents accordingly.
- f) Acceptance of the offer by **Spices Board /National Turmeric Board** shall constitute a binding contract.
- g) No request for rate revision will be entertained after submission and its acceptance.
- h) The agency shall not transfer or sub-contract the work to any third party.
- i) Prices shall be quoted strictly in **Indian Rupees**.

6. ACCEPTANCE OF TENDER

- a) The final acceptance of the Tender shall rest entirely with the **Spices Board of India/NTB**, which reserves the absolute right to accept or reject any or all Tenders, either in full or in part, without assigning any reason thereof.
- b) Once a Tender has been accepted, the Bidder shall have no right to withdraw the offer. The prices agreed upon in the Contract shall be final and binding, and no adjustment shall be permitted during the execution of the Contract.
- c) In the event that a Tenderer withdraws the bid after the closing date specified in the Tender, or if the successful Tenderer fails to deploy the manpower as per the **Scope of Work**, or refuses to accept the Work Order/Contract, or withdraws voluntarily during the contract period, the firm/agency shall be **disqualified from participation in any future contracts of the Spices Board/National Turmeric Board for a period of two (2) years**. Further, the **EMD shall be forfeited** without any claim for refund.
- d) Worker Details: **The agency must submit detailed information of all workers, including ID proof, Aadhaar, bank details, and EPF/ESI numbers within 15 days of contract commencement.**
- e) Quotation Withdrawal: **Requests to withdraw a quotation must be submitted at least 24 hours before the scheduled opening time.**

7. REJECTION OF TENDER

The **Spices Board of India/NTB** reserves the right to cancel or reject any or all tenders at any stage without assigning any reason thereof.

8. PAYMENT OF BID / PERFORMANCE SECURITY (PS)

1) Earnest Money Deposit (EMD)

The bidder must submit an Earnest Money Deposit (EMD) of 2,00,000/- (Rupees Two Lakhs only) in the form of a Demand Draft drawn in favour of "Secretary, Spices Board", payable at Ernakulam. The Demand Draft should be submitted to the Deputy Director , Spices Board Regional Office, Arya Nagar Bank Colony Road No.7, Nizambad- 503001 on or before the last date of bid submission. Agencies exempt from EMD submission must upload a valid exemption certificate. Quotations without EMD or exemption proof will be rejected. EMD of the technically rejected bidder shall be returned immediately after technical evaluation. EMD of balance unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after award of contract/ finalization of the Bid.

- 2) The successful Bidder shall be required to deposit 5% **of the order value** as Security Deposit/Performance Security, in the form of Bank Guarantee in favour of Secretary Spices Board
- 3) The Security Deposit shall be released/discharged without any interest to the Contractor only after 60 days from the date of completion of all contractual obligations to the satisfaction of the Board.

9. EXECUTION OF AGREEMENT

- a) The successful Bidder shall enter into a formal Agreement with the **Spices Board of India** on stamp paper of the value prescribed by law, for the deployment of manpower and execution of outsourced services, strictly in accordance with the terms and conditions stipulated in the Tender Document and Work Order.
- b) The successful Bidder shall not assign, transfer, or subcontract the contract or any portion thereof, nor the benefits or obligations arising under it, to any other person, firm, or corporate body without prior written approval of the **Spices Board of India/NTB**.

10. BIDDING PROCESS

I) HOW TO SUBMIT THE BID:

1. This tender document will have to be submitted with technical bid with signature of bidder at the bottom of each page of this document. This shall mean that the bidder has agreed to abide by and fulfill all terms and conditions mentioned in it and these will be binding on the selected Service Provider along with the terms & conditions mentioned in the agreement to be executed.
2. Bids with nil or irrationally low service charge will not be entertained: In order to discourage and eliminate frivolous bids and disguised or hidden share/deduction from wages of manpower provided by Service Provider, if a bidder quotes NIL or absurdly low service charges/consideration, the bid shall be treated as unresponsive and will not be considered.
3. Authentication of Bids: The bid shall be in typed form, duly sealed and signed by the Bidder or a person duly authorized to bind the Bidder to the contract. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.
4. Inter lineation's in Bids: The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed and stamped by the person or persons signing the bid.
5. Bids shall have to be submitted in two stages, namely, **Technical bid and Financial bid**.
6. Technical bid shall contain the following:
 - i) **Bidder should be eligible as per Chapter – 3**
 - ii) **All documents evidencing eligibility (Refer 3 Table C) have to be attached with technical bid**
 - ii) **Acceptance of Terms and Conditions with signature at the bottom of each page**
 - (vi) **Declaration regarding Bid Security in Technical Bid**
7. **Rate Quotation:**

The bidders must submit their quotation in Indian rupees only. Rate(s) must be quoted in words and figures. Total value of contract to be stated. The total value of the contract must be stated clearly per year for supply of manpower for performing the outsourced services.

II) FINANCIAL BID

The Financial Bid shall be submitted on the GeM Portal. In addition, the bidder must provide a detailed break-up of the lump sum amount quoted, strictly as per the format prescribed in Annexure V, and upload the same on the GeM Portal. Bidders must not include the financial bid along with the technical documents. Any mention of financial details in the technical bid will result in disqualification

i) **Opening of bids:**

Technical bid will be opened first and the bidders shall be either accepted or rejected. Thereafter financial bids of only those bidders shall be opened who have qualified in technical bid. The entire process of procurement or outsourcing of service under this Tender Notice shall be made online through GeM as is mandatory" under General Financial Rules, 2017. All Bidders are required to submit their bids online at <https://gem.gov.in/> latest by the date and time mentioned in "Critical dates" below. No facility will be available to drop bids in tender box or to receive bids sent by hand or post or courier. Even if sent or received by any official of this office, the same shall not be considered.

ii) **Non-Compliance and Non-acceptance of Offer :**

- i) If the tenderer fails to accept the offer within 15 days of the award, the offer will be considered withdrawn and EMD forfeited.
- ii) Failure to commence work or breach of contract terms will result in forfeiture of the security deposit.

III) Selection of L1 Bidder: If more than one bidder is ranked L-1 in the GeM portal or multiple L-1 bidders have quoted the same price, the selection amongst the L-1 bidders will be made through Random Algorithm executed by GeM system/ Run L1 Selection' (Auto run) option.

11. STATUTORY COMPLIANCE (For Positions 1 to 3)

- I. The Contractor shall furnish copies of all periodical returns as and when they are submitted, or due, to the concerned Government Departments/ Authorities.
- II. The Contractor shall be responsible for obtaining registration under the **Contract Labour (Regulation and Abolition) Act, 1970**, in respect of the employees/workers engaged by them.
- III. The Contractor shall ensure compliance with all Labour Laws applicable from time to time, including but not limited to the following:
 - Contract Labour (Regulation and Abolition) Act, 1970
 - Payment of Wages Act, 1936
 - Minimum Wages Act, 1948
 - Employer's Liability Act, 1938
 - Workmen's Compensation Act, 1923
 - Industrial Disputes Act, 1947
 - Maternity Benefit Act, 1961
 - Employees' State Insurance Act, 1948
 - Employees' Provident Fund and Miscellaneous Provisions Act, 1952
 - Any other applicable statutory laws and rules framed thereunder
- IV. The Contractor shall indemnify the **SPICES BOARD OF INDIA / NATIONAL TURMERIC BOARD** against all claims, damages, penalties, or compensation under the aforementioned statutory provisions. The Board shall bear no responsibility in this regard.

12. PAYMENT PROCEDURE

- I. Payment of wages shall be made strictly in accordance with verified attendance records maintained and certified by the authorized officers/officials of the **SPICES BOARD OF INDIA / NATIONAL TURMERICBOARD**.
- II. The Agency shall disburse the monthly wages directly into the bank accounts of its employees by the **5th day of the succeeding month**.
- III. Upon completion of wage disbursement, the Agency shall submit its bill in duplicate, duly completed in all respects.

Wages

- a) The Contractor shall pay **basic monthly wages plus statutory charges (EPF/ESI)** to all employees, strictly in accordance with the minimum wage rates fixed by the **Central/State Government**, whichever is higher, in respect of positions at S. No. 1 to 3 (as specified in the Scope of Work).
- b) The Contractor shall provide complete details of wages, allowances, and benefits paid to employees, in compliance with the Contract Labour (Regulation and Abolition) Act, 1970 and other applicable laws.
- c) The Contractor shall bear sole responsibility for timely deposit of both employer's and employee's contributions to EPF/ESI and for maintaining all statutory records as prescribed.
- d) Documentary proof of such deposits shall be furnished to the competent authority of the Board along with the wage bill.
- e) The Contractor shall ensure opening of EPF/ESI accounts for all employees deployed under this contract.

Documents to be submitted with monthly bill

- i) Statement of wages credited to employees' bank accounts with details of deductions and contributions towards EPF/ESI, supported by challans.
- ii) Proof of ESI contribution (employee-wise) with challan.
- iii) Proof of GST payment with copy of challan.
- iv) A certificate of compliance with all applicable labour laws.
- v) Copies of pay slips issued to employees.
- vi) Proof that all wage payments have been made through bank transfers. (Cash payments shall be treated as non-payment of wages.)
- vii) Any other records prescribed by NTB from time to time.

13. PENALTIES

- a) **Delay in Wage Payment:** The Contractor shall disburse wages to its personnel on or before the 5th day of each month without fail. In the event of any delay beyond this date, a penalty of ₹250 (Rupees Two hundred and fifty only) per day of delay shall be imposed on the Agency until the payment is made in full.
- b) Failure to deposit EPF/ESI contributions with the concerned authorities within the prescribed period shall render the Contractor liable for statutory penalties.
- c) **Shortfall in Manpower Deployment:** If the Contractor fails to provide the required number of manpower as per the contract specifications on any given day, a penalty of ₹500 (Rupees Five Hundred only) per head per day of shortfall shall be levied. Such penalty shall be deducted directly from the Contractor's monthly bill.
- d) In addition, penalties shall be levied in accordance with the provisions of the GeM Service Level Agreement (SLA), as applicable.

14.DISPUTE RESOLUTION

1. In the event of any dispute or difference arising under or in connection with this contract, the same shall, in the first instance, be resolved amicably through mutual consultation between the parties, duly recorded.
2. If such resolution is not possible within **twenty-one (21) days**, either party may issue notice of its intention to commence arbitration proceedings in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**.
3. The venue of arbitration shall be as determined by mutual agreement.
4. The Courts at **Telangana only** shall have exclusive jurisdiction over all disputes arising out of or relating to this contract.

15. FORCE MAJEURE

i.

- I. If, at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this Contract is prevented or delayed by reason of any of the following events, namely:
- War or hostilities,
 - Acts of the public enemy,
 - Civil commotion, sabotage,
 - Fire, flood, explosion,
 - Epidemic or pandemic, quarantine restrictions,
 - Strikes, lockouts,
 - Acts of God or any other cause beyond the control of the parties,

(hereinafter referred to as "Force Majeure Events"), and provided that notice of the happening of any such event is given by either party to the other within **twenty-one (21) days** from the date of occurrence thereof, then neither party shall be liable to the other for damages or compensation for such non-performance or delay in performance.

- II. Performance of the contract shall resume as soon as practicable after such Force Majeure Event ceases to exist, and the decision of the **SPICES BOARD OF INDIA / NATIONAL TURMERIC BOARD** as to whether performance has been so resumed shall be final and binding.
- III. If performance of the contract is prevented or delayed, in whole or in part, by reason of any Force Majeure Event for a continuous period exceeding **sixty (60) days**, either party may, at its option, terminate the contract without any financial repercussion on either side.

RISK CLAUSE :

- a) The Contractor and its staff shall take all reasonable precautions to safeguard against loss, destruction, waste, or misuse of the property, assets, and areas entrusted to them by the **SPICES BOARD OF INDIA / NATIONAL TURMERIC BOARD**.
- b) The Contractor shall not, under any circumstances, lend, misuse, or permit use of the assets or effects of the **SPICES BOARD OF INDIA / NATIONAL TURMERIC BOARD** under its control to any person or entity without prior written approval.
- c) In the event of any loss, damage, or destruction of equipment or property of the Board, arising due to negligence or carelessness of the Contractor's personnel, the Contractor shall compensate the loss in full, apart from immediate removal of the responsible personnel from the premises.
- d) The Contractor shall, at all times during the execution of this Contract, ensure the safety and security of the premises, buildings, equipment, and persons working in or visiting the **SPICES BOARD OF INDIA / NATIONAL TURMERIC BOARD**. The Contractor shall indemnify and hold harmless the Board against any loss, damage, or liability arising due to the acts, omissions, or negligence of the Contractor, its employees, or staff.
- e) The Contractor shall not, under any circumstances, sublet, assign, or subcontract the whole or any part of this service/work to any third party. In case of violation of this clause, the contract shall stand **terminated immediately**, and the **Performance Security Deposit** shall be forfeited without prejudice to any other rights available to the Board.

16. CRITICAL DATES

- a. Bid Start date : On 16.10.2025 at 16:00 Hrs
- b. Bid End date : On 06.11.2025 at 16:00 Hrs
- c. Bid Opening date : On 06.11.2025 at 16:30 Hrs

This bid document can be downloaded free of cost from GeM/CPP portals and from the official website of Spices Board (<https://indianspices.com>). Intending tenderers are advised to visit the above sites and the GEM portal till the closing date of submission of tender for any corrigendum/addendum/amendment.

Interested parties are free to visit the location in National Turmeric Board Office / contact the Deputy Director, Spices Board, Nizamabad, email: turmericboardoffice@gmail.com, for any query about the tender during all working days (Monday to Friday, 09.00 Hrs to 17.30 Hrs), prior to bidding.

TECHNICAL BID

1.

The bid prepared by the bidder/agency/firm shall include the following as per the requirement of Eligibility Criteria and tender document.

Table C:

Sl No	Documents to be submitted by the Bidders for technical Qualification	Submitted on Gem Portal (Yes/No)
1	Self attested copies of a Valid registration certificate/license for supply of contractual labour	Yes/No
2	Self attested copies of Proofs of 3 years' experience in supplying manpower to Government departments viz., Central/State/Central Autonomous and public organizations at least 3 years out of preceding five years (attach work orders).	Yes/No
3	Self attested copies of EPF & ESI registration certificates	Yes/No
4	Self attested copies of valid PAN & GST registration certificates	Yes/No
5	EMD payment or exemption certificate	Yes/No
6	Annual turnover of ₹50 lakhs during the last any three financial years out of preceding five years from 2019-20 to 2024-25 . Copies of the CA certified Balance Sheets, Profit and Loss statements should be enclosed. In case of MSME registration for exemption from turnover requirement, proof to this effect should be enclosed duly self-attested.	Yes/No
7	Proof of office/branch in Telangana	
8	Signed Annexure - II	Yes/No
9	Acceptance of all Terms and conditions - Annexure - III	Yes/No
10	Indemnity Bond - Annexure V	Yes/No
11	Declaration - Annexure VI	Yes/No

Brief duties of the outsourced personnel

Post Name	Brief job description
Security Guards	The security guards should be in a position to watch and ward vigilantly. His primary role is to ensure the safety of the property. He should perform routine inspections of the building. The security guards should be well versed to communicate fluently.
MTS	➤ To receive and deliver Dak. ➤ To operate photo copiers, aminators and other such office equipments. ➤ To visit the bank in case of need. ➤ Also to work in field when necessary. ➤ Any other work assigned by the senior officials.
Office Boy/Peon	➤ Maintain the cleanliness in the workplace. ➤ To serve refreshments in workplace, meetings and to visitors/guests etc., ➤ Any other work assigned by the senior officials.
Jr. Technical Assistant	➤ All technical work viz.,field operations/ marketing knowledge in the relevant field. ➤ Working knowledge of administrative is desired. ➤ Any other work assigned by the senior officials
Technical Assistant	➤ All technical work viz.,field operations and marketing knowledge in the relevant field. ➤ Should have the capacity and guide the Jr.Technical Assistants. These should also have capacity of handling independently during absence of the staff. ➤ Working knowledge of administration is preferred. ➤ Any other work assigned by the senior officials
Secretarial Assistant cum PA	➤ Quick drafting of letters, documents etc. ➤ Knowledge of Ms Office, Excel, Power Point and any other suitable software etc in English ➤ Movement and maintenance of files, papers within the office of NTB ➤ Operation of various office equipment like photo-copies, fax, telephone, printer etc ➤ Any other work allotted by the senior official for smooth functioning of the office ➤ Duties of PA when attached to any senior official ➤ Knowledge of TA/DA and other govt rules is desirable ➤ Any other work assigned by the senior officials.

ACCEPTANCE OF ALL TERMS AND CONDITIONS (To Be Submitted on Bidder's Letter Head)

To
The Secretary
Spices Board

Subject: Tender for "....." at NTB , Nizamabad

1. I/We have downloaded/obtained the tender documents including all corrigenda and annexures for the above-mentioned tender and have carefully read and understood the entire terms, conditions, specifications, Bill of Quantities, and other related documents which form the contract agreement and accept all unconditionally.
2. I/We hereby unconditionally accept all the terms and conditions of the tender documents, corrigenda, and undertake to submit the signed tender documents in case the work is awarded to me/us. I/We submit our tender for execution as specified within the stipulated schedule.
3. I/We agree that time is the essence of the contract and in case, if I/We failure to execute the order as per the terms and conditions of this tender, we are agreeing to forfeit our EMD/Performance Security amount deposited unconditionally.
4. I/We accept responsibility for earnest money, security deposits, performance guarantees, retention money, and any other payments as per tender terms and conditions, fully abiding by all contractual obligations. 5.
5. I/We confirm submission of the earnest money and understand that failure to commence work within 10 days of issuance of Letter of Intent or failure to execute the contract or submit security deposits may lead to cancellation of LOI and forfeiture of earnest money by Spices Board.
6. I/We also herewith undertake unconditionally accepting all terms and conditions mentioned in this tender document. Further ensure and undertake that the personnel so deployed shall not have any right to claim for continuation of employment. We also herewith indemnify in all aspects in case of any financial burden/loss happened in this regard to Spices Board/NTB.

Date: _____

Signature of Authorized Signatory
Name (in Capital Letters): _____
Designation: _____
Seal & Address of the Tenderer:

FINANCIAL BID (Not to be uploaded along with technical document)

Table (1) for the posts S.No. 1 to 3 under Minimum Wages Act :

Sl. No	Category of manpower	Skill level	QTY	Daily wage #*	EPF employer contribution (13%)	ESI (if applicable) (3.25%)	Total cost per person per day	Total cost per person per month (26 days)	Total cost per person per year	Total annual manpower cost
			A	B	C	D	E=(B+C+D)	F= E *26	G = F * 12	H=G*A
1	Security Guards (Watch & Ward without arms)	Skilled	02							
2	MTS	Semi-skilled	02							
3	Office Boy/Peon	Unskilled	03							
	TOTAL(H)									
	Total Amount (in words):									

#*Daily wages should not be less than the minimum wages as per latest notification by Chief Labour Commissioner (Central) for class C City

Table (2) Monthly consolidated remuneration (Monthly-wage posts S.No. 4-7)

Sl.No	Category of manpower	QTY	Total cost per person per month*	EPF - employee contribution (13%)	ESI	Total cost per person per month	Total cost per person per year	Total annual manpower cost
		I	J	K	L	M	N = M*12	O= N*I
4	Office Assistant	01	25,000	3250	N/A	28250	339000	339000
5	Jr. Technical Assistant	03	30,000	3900	N/A	33900	406800	1220400
6	Technical Assistant	01	35,000	4550	N/A	39550	474600	474600
7	Secretarial Assistant cum PA	01	35000	4550	N/A	39550	474600	474600
		TOTAL (O)						2508600
	Total Amount (in words): Twenty-five lakhs eight thousand six hundred only							

*Monthly remuneration shown above is just an estimate. Actual remuneration depends on their personnel experience/educational qualifications etc.

Table (3) – Consolidated Total Charges & Taxes

Total annual manpower cost of daily wages (TOTAL-H as per Table 1)	(QUOTED IN GEM)
Total annual manpower cost of monthly consolidated remuneration (TOTAL-O as per Table 2)	(QUOTED IN GEM)
Sub Total (Total(H) + Total (O))	(QUOTED IN GEM)
Service Charges of the Agency in figures	(QUOTED IN GEM)
Service charge of the agency in percentage (%)	(QUOTED IN GEM)
GST (18%)	(QUOTED IN GEM)
GRAND TOTAL	(QUOTED IN GEM)
Grand Total (in words) (QUOTED IN GEM)	

Note ::

- 1. The GRAND TOTAL indicated above must exactly match the amount quoted in the Financial Bid on the Government e-Marketplace (GeM) portal. Any mismatch will lead to rejection of the bid.*
- 2. Service charges shall be paid on the whole bill amount excluding Govt. taxes, duties or cess, GST etc.,*
- 3. Total amount quoted should be in figures as well as in words and no over writing or cutting is allowed.*

FORMAT OF INDEMNITY BOND

(To be notarized on a Stamp Paper of appropriate value)

Name of the Service: _____

KNOW all men by these presents that M/s. _____ (Name and address of the Agency) do hereby execute this Indemnity Bond in favour of Secretary, Spices Board/NTB on this ____ day of _____, ____ (year).

THIS DEED WITNESSETH as follows:

We, (Name and address of the Contractor/Agency), do hereby indemnify and save

1. Any third-party claims, civil or criminal complaints, liabilities, site mishaps, accidents, or disputes; and/or damages occurring or arising out of any mishap due to my/our negligence in performing the contract for (Name of Work/Service);
2. Any damages, loss, or expenses due to or resulting from any negligence or breach of duty on the part of me/us or my/our employees;
3. Any claims by employees of mine/ours under the Workmen Compensation Act, Employees Liability Act, Minimum Wages Act, or any other applicable law or regulation in force from time to time in respect of injuries to persons or property arising out of or during the execution of contract and/or during employment of any workman/employee;
4. Any act or omission of mine/ours which may involve any loss, damage, liability, or civil/criminal action.

IN WITNESS WHEREOF, the above-named has set his/her/their signature on this ____ day of

DECLARATION ON BLACKLISTING / LIQUIDATION / BANKRUPTCY

(To be submitted on Bidder's Letter Head)

Date: _____

To,

The Secretary, Spices Board

Subject: Submission of Declaration Letter – Reg. Tender No: _____

Name of Tender / Work: _____

1. I/We declare that our Firm/Company has not been blacklisted or debarred by any Government Department or Public Sector Undertaking.
2. I/We declare that our Firm/Company has not been liquidated, declared bankrupt, nor is under any insolvency proceedings.
3. I/We certify that all information furnished by our Firm/Company is true and correct. If any information is found to be incorrect or untrue, SPICES BORAD/NATIONAL TURMERIC BOARD may summarily reject the bid or terminate the contract without any further notice, without prejudice to any other rights or remedies available.
4. I/We certify that I/we am/are authorized to sign this declaration on behalf of the Firm/Company. The original of this letter shall be submitted to SPICES BOARD/NATIONAL TURMERIC BOARD during contract signing if awarded.

Yours faithfully,

(Signature of the Bidder with Seal)

Name: _____
