बिड संख्या/Bid Number: GEM/2026/B/8261797

दिनांक /Dated: 11-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-12-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-12-2026 12:00:00
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
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :beneeshmon.ap@nic.in Buyer Email id: mohammed.cheriyath@nic.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Class 12; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; High School; Others
अनुबंध अवधि /Contract Period	3 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	600 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation 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) *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 दस्तावेज़ों 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**	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)**	15000000
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

एडवाईजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	750000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी 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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Secretary
Spices Board, Sugandha Bhavan, NH Bypass, 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

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. 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 - 1794371866.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:1794375068.pdf

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:1794375072.pdf

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Average Annual Turnover	30	20	View file	Yes
Past Experience	30	20	View file	Yes
Number of offices	20	10	View file	Yes
Experience	20	10	View file	Yes

Total Minimum Passing Technical Marks: 60

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue

13-11-2026 14:00:00	Meeting is in Hybrid mode for online the meeting link is as follows: https://spices.webex.com/spices/j.php? MTID=mdc8a79f6729ba51adbfe637f13ae869b Friday, November 13, 2026 2:00 PM Bidders attending in person shall visit Establishment Section, Spices Board, Head Office at the scheduled time.

Manpower Outsourcing Services - Minimum Wage - Skilled; Class 12; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Class 12
Type of Function	Others
List of Profiles	Housekeeping Supervisor
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Kerala
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriyath	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	1	• Minimum daily wage (INR) exclusive of GST : 933 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.67 • EPF Admin Charge (INR per day) : 4.67 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 111.96 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; High School; Others (18)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled

विवरण/ Specification	मूल्य/ Values
Educational Qualification	High School
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Kerala
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriyath	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	18	• Minimum daily wage (INR) exclusive of GST : 704 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.52 • EPF Admin Charge (INR per day) : 3.52 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 22.88 • Provident Fund (INR per day) : 84.48 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

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

1. **Generic**

   OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into

force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 NOTICE FOR SELECTION OF AGENCY FOR PROVIDING MANPOWER SERVICES ON MINIMUM WAGES BASIS FOR JOB OUTSOURCING

Bid ref no: ADMN/ESTT/Outsourced_manpower/HeadOffice
Date of issue: 11 November 2026

ISSUING AUTHORITY:
For the Secretary of Spices Board,
Assistant Director (Purchase & Establishment)
(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

TABLE OF CONTENTS

Sl.No	Particular	Page No
1	Introduction and Scope of Work	**3**
2	General Terms & Conditions	**4**
3	Additional Terms and Conditions	**5**
4	Eligibility Criteria for Bidders	**10**
5	How to Submit Bid	**11**
6	Earnest Money Deposit	**12**
7	Method of Selection of Service Provider -LCS	**13**
8	Critical Dates	**14**
8	Annexures	
	Annexure I: Checklist and Format for Submission of Supporting Documents	**15**
	Annexure II: Self -Declaration Certificate	**16**

1. Introduction

1.1.0 **Spices Board India**, under the Ministry of Commerce and Industry, Government of India**,** invites online bids through a two-bid system—comprising Technical and Financial Bids—in accordance with Rule 149 of the General Financial Rules (GFR) 2017**,** for the selection of a manpower agency **to provide contractual manpower services across various** categories to the Spices Board**,** Head Office, located at ***Sugandha Bhavan, NH Bypass, Palarivattom P.O., Kochi – 682025, Kerala, India***.

1.1.1 Eligible and interested bidders who can meet the specifications outlined in the GeM Bid and agree to the stipulated terms and conditions are invited to submit their bids along with all necessary documents as per the Tender Enquiry guidelines.

1.1.2 The Tender document can be downloaded free of cost from the websites https:// https://www.indianspices.com/tenders.html and https://gem.gov.in

1.1.3 Description of Job, Qualification required, Number of posts and Scope of Work:

Table A:

Manpower Requirement	**Job description**	**Educational qualification and experience**	**Total requirement**
Housekeeping Supervisor (Skilled category)	The Cleaning Supervisor is responsible for overseeing the daily operations of cleaning staff, ensuring office premises remain clean, safe, and hygienic. Key duties include preparing and implementing daily cleaning schedules for all office areas. Regular inspections must be conducted to maintain high-quality standards as per government norms.	Should have educational qualification of Class 12 and above Minimum two years work experience in Housekeeping supervisory role Should be in a position to work beyond office hours and also to work on holidays as and when required. Age limit: 30 to 55 years	1 (Female)
Housekeeping service (Unskilled category)	General maintenance of office building and premises, housekeeping services and up keeping of various facilities Daily upkeep, dusting, and cleaning of furniture and lab equipment.	Should have educational qualification of Class 8 and above Should be experienced and capable of Unskilled work like sweeping, mopping and cleaning of office floors, toilets/bathroom, corridor, verandah and guest room areas , in large establishment preferably in Government office Age limit: 20 to 55 years	18 (Female)

1.1.4 Working hours and rest day:

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

Category	Working Hours	Working Days
Skilled – Housekeeping Supervisor	8:00 AM to 4:00 PM	Monday to Saturday
Unskilled – Housekeeping Staff	8:00 AM to 4:00 PM	Monday to Saturday

- **Lunch Break**: Half - hour break between 12:30 PM to 1:30 PM

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

- **One eligible paid leave per month**
- **Weekly rest on Sundays**
- **Leave on all gazette holidays as notified by the Government of India**

2. GENERAL TERMS AND CONDITIONS

2.1.0 Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.

2.1.1 Bidders are solely responsible for ensuring their bids and all supporting documents are submitted on time and as specified.

2.1.2 If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer. Any extension of the bid opening date by the Buyer will be duly communicated to bidders.

2.1.3 Bid validity must comply with the requirements on the GeM portal.

2.1.4 Bids must be submitted only through the GeM portal; bids sent via any other means will be considered invalid.

2.1.5 All bid documents must be fully completed, duly signed, and uploaded on the GeM portal before the specified deadline.

2.1.6 For clarifications, bidders may submit queries through the representation column on the GeM portal, clearly stating the information needed.

2.1.7 All required documents as per the Terms and Conditions must be submitted online along with the Technical Bid and must be legible.

2.1.8 Spices Board reserves the right to reject any Proposal if

(i) A blacklisted or debarred party submits bid as mentioned in Rule 151 of General Financial Rules, 2017; or
(ii) A material misrepresentation is made or discovered; or
(iii)Bidder does not provide within the time specified the supplemental information sought for evaluation of the Proposal
(iv) After award of the purchase order the Service Provider fails to comply with the obligations on him as per contract and award letter; or
(v) However, reasons for rejecting a tender or non-issuing a tender document to a prospective bidder shall be disclosed where enquiries are made by the bidder

2.2.0 Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.

2.2.1 Only Technical Bids will be opened on the specified date and time.

2.2.2 Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.

2.2.3 The date of Financial Bid opening will be communicated through the GeM portal after technical evaluation.

2.2.4 The bid document can be downloaded free of cost from the GeM/CPP portals and the official Spices Board website (www.indianspices.com/tenders.html).

2.2.5 Bidders should keep track of any corrigenda published on the GeM/CPP portals and the official Spices Board website related to this bid.

2.2.6 Site Visit: Prospective bidders are encouraged to visit the site and discuss the scope of work with Deputy Driector (Administration), Spices Board (Ministry of Commerce and Industry, Govt. of India)Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India., during office hours (9:00 AM to 5:30 PM) before submitting their bids.

2.2.7. Right to Accept or Reject Bids: Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.

2.2.8 Tender Rights: Spices Board reserves full rights to accept or reject any tender, wholly or partially, without assigning reasons.

3. <u>ADDITIONAL TERMS & CONDITIONS</u>

3.1.0 **Contract Period**: Initially valid for 1 year from the date of award of work, extendable up to 2 more years on the same terms if performance is satisfactory.

3.1.1 **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.

3.1.2 **Non-Transferability**: The contract cannot be transferred or assigned to another party.

3.1.3 **Work Scope Flexibility**: The quantity of work provided is approximate. The service provider must undertake additional work of a similar nature at the same rates, if assigned.

3.1.4 **No Regularization**: Daily wage engagements under this contract do not entitle workers to permanent employment in Government service.

3.1.5 **Paid Holidays**: National holidays will be paid for all contract workers except security staff and others with a 6 or 7-day workweek.

3.1.6 **Manpower Adjustment**: Spices Board reserves the right to increase or reduce the number of contract workers as needed during the contract period.

3.1.7 **Recruitment & Conduct**: Agencies must maintain clear recruitment and exit policies and provide personnel between ages 20 to 55 years who are mentally and physically fit and well-disciplined.

3.1.8 **Wages:** The Outsourced Manpower are entitled for the wages as per the updated or recent minimum wages act applicable for A, B, & C category (ORDER DATED: 30.09.2026 file 6/1/2026-VDA of the Director General, Labour Bureau, Ministry of Labour & Employment, GoI). On revision of the minimum wages by the Ministry of Labour, the competent authority will revise the work order; on the condition that the existing rate in the work order should be less than the revised minimum wage.

3.1.9 **Code of Conduct**: Contract workers must:

- Arrive five minutes early and wear the designated uniform.
- 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.

3.2.0 **No Accommodation**: Residential facilities or cooking on premises will not be provided.

3.2.1 **Uniforms and Identification**: All housekeeping personnel, including the Housekeeping Supervisor, shall wear the prescribed uniform and carry their identity cards and nameplates while on duty. Personnel not adhering to the prescribed dress code shall not be permitted to perform their duties. The Service Provider shall provide two sets of uniforms to each of the above personnel every year throughout the contract period, at its own cost.

3.2.2 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.

3.2.3 **Timely Payment**: Wages must be disbursed by the 7th of each month, with submission of duplicate monthly bills and supporting documents (bank and PAN details).

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

3.2.5 **Working Hours**: Contract workers are required to work 8 hours daily excluding Lunch Break.

3.2.6 **Replacement of personnel**: Spices Board 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

3.2.7 **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.

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

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

3.3.0 **Employee Insurance**: The agency must insure its workers under the Workmen's Compensation Act and indemnify Spices Board against related claims.

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

3.3.2 **No Employment Rights**: Workers deployed under this contract will not have any claim for employment or absorption into Spices Board. They will remain employees of the agency.

3.3.3 **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 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 in prescribed format.

3.3.4 **Engagement of manager or representative to supervise work:** The Service Provider shall engage suitable manager(s) or representative(s) to supervise and manage the attendance, punctuality, performance and disciplinary matters of the outsourced personnel. They shall also regularly liaise and coordinate with Spices Board and promptly respond to any queries, communications or complaints raised by the Board.

Failure to provide such managerial and liaison services, or failure to respond to calls and other communications from Spices Board, shall be treated as a serious lapse and deficiency on the part of the Service Provider. In such cases, action for termination of the contract may be initiated after providing the Service Provider with a reasonable opportunity of being heard.

3.3.5 **Attendance record**: Spices Board will maintain an attendance register regarding the number of days on which the person (s) deployed by the Service Provider actually work and also the overtime hourly work done by them in respect of all person (s) deployed by the

Service Provider on the basis of which monthly payment to be made to the Service Provider will be decided.

3.3.6**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.

3.3.7 **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) with bills. If not paid, Service Provider shall be liable to all consequences. TDS on GST will be deducted at source if applicable

3.3.8 **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 7th 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. Bills will not be paid if such evidences are not attached with bills.

3.3.9 **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, remuneration/salary/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

3.4.0 **Service provider to pay wages from own resources**: Spices Board 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.

3.4.1 **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 must 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 Purchaser whether any of the outsourced persons was absent. Payments to the service provider would be strictly on certification by the Head office of the Spices Board that service was satisfactory and attendance

shown in the bill preferred by the service provider is correct.

3.4.2 **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.

3.4.3 **Deduction of Income Tax and GST at source**: Income Tax and GST will be deducted as per law

3.4.4 **Increase and decrease of number of persons**: Spices Board 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.

3.4.5 **Execution of contract:** The successful bidder shall enter into a contract by signing an agreement with the Spices Board on a non-judicial stamp paper of Rs.500/-, for supply of manpower for performance of outsourced services at the terms and conditions specified in this Tender Notice.

3.4.6 **Termination of contract by Service Provider by giving 3 (three) 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 only by giving 3(three) months' notice in advance.

3.4.7 **Termination by buyer by giving 1 (one) month's notice:** Spices Board can terminate the contract 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.

Spices Board also reserves the right to terminate the contract by giving one month notice without assigning any reasons.

3.4.8 **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.

3.4.9 **Single quotation will also be entertained:** In case a single quotation is received in response to the notice for inviting quotations, the contract may be awarded to that single participant provided all terms and conditions mentioned in this Tender Notice are fulfilled by the participating Service provider

3.4.10 **Reservation:** While deploying manpower, the service provider shall comply with the statutory reservation policies in place for Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC).

4. ELIGIBILITY CRITERIA FOR BIDDER(S)

4.1.0 Bidder must be a Limited Company, Partnership Firm, or Proprietorship Firm registered in India.

4.1.1 Bidder must possess 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, and GST returns for FY 2023-24, 2024-25 and 2025-26 , should be enclosed with Technical bid.

4.1.2 Bidder should be in the business of supplying manpower to Government departments and private organizations of repute for at least 3 years. Relevant work orders should be enclosed with Technical bid (minimum 3). Bidder should have supplied manpower to at least One Central/State Government organisations/PSUs/Central Autonomous Bodies/Central Statutory bodies in the last 3 financial years (2023-2024, 2024-2025 and 2025-2026) and with minimum 15 resources in a single project.Copies of the work order(s) must be supported by a completion certificate or other documentary evidence confirming that the services were actually executed and completed.

4.1.3 Bidder must have an average annual turnover of at least ₹6 Crore during the last three financial years (2023-2024, 2024-2025 and 2025-2026).

4.1.4 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 Kerala

4.1.5 The firm must not be blacklisted by any Central or State Government organization.

4.1.6 Only firms with a registered and operational office in Kerala will be considered for this project.

4.1.7 Bidder should not have any criminal record or criminal antecedents or any criminal proceedings pending against it

4.1.8 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.

4.1.9 Bidder should agree with all the terms and conditions as mentioned in the Tender Notice by putting signature below each page.

4.2.0 EMD payment details or EMD exemption certificate

4.2.1 Bidder shall provide their bank account details.

4.2.2 Attendance at the pre-bid meeting is mandatory for all bidders. Bidders shall attend the pre-bid meeting through the link provided in the bid document. Documentary evidence/details of attendance at the pre-bid meeting shall be submitted along with the technical bid.

Note:

(a) 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 con-tract will be liable to be terminated.

(b) Bidder should agree with all the terms and conditions as mentioned in the Tender Notice by put-ting signature below each page.

4.2.3 Checklist of Documents to be Submitted by Bidders

Bidders must upload the required documents in the specified order, as outlined in the completed checklist as per Annexure 1

5. HOW TO SUBMIT THE BID

5.1.0 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.

5.1.1 Bids with nil service charge not to 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.

5.1.2 Authentication of Bids: The bid shall be in typed form 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.

5.1.3 Interlineations 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.

5.1.4 Bids shall have to be submitted in two stages, namely, Technical bid and Financial bid.
5.1.5 Technical bid shall contain the following:

i) Bidder should be eligible as per Chapter — 4

ii) All documents evidencing eligibility 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

5.1.6.FINANCIAL BID

The Financial Bid shall be submitted on the GeM Portal. In addition, the bidder must provide a detailed break-up of the amount quoted, , and upload the same in on the GeM Portal.

5.1.7 **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.

5.1.8 **Earnest Money Deposit (EMD)**

The bidder must submit an Earnest Money Deposit (EMD) of **₹7.5 Lakhs** 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 **Assistant Director (Establishment), Spices Board, Sugandha Bhavan, Palarivattom PO, Kochi** on or before the last date of bid submission.

Quotations submitted without the prescribed EMD shall be rejected. Agencies exempted 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.

The EMD submitted by the successful bidder shall be liable to forfeiture if the successful bidder fails to accept the work order on GeM or fails to commence the services within the prescribed period. The EMD of the successful bidder shall be returned upon submission of the prescribed Performance Bank Guarantee.

5.1.9 **Rate Quotation**: Contractors must quote the rate on a per-person, per-day basis. 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 for each year for supply of manpower for performing the outsourced services.

5.2.0 **GST Compliance**: Bidding prices include GST as per the GeM system. Proof of GST payment must be submitted.

5.2.1 **Performance Security**: The successful bidder must submit 5% of the awarded contract value as Performance Security within 15 days of the issuance of the GeM Contract in the form of an Irrevocable and Unconditional Bank Guarantee in favour of the Secretary, Spices Board. In case of failure to do so, Board shall be entitled to cancel the award to the defaulting bidder and to award the contract to second best bidder.

The Performance Security will be invoked and encashed by the Spices Board in the event the supply of manpower is delayed beyond the stipulated date specified in the contract, or in case of any breach of contractual obligations. Performance Security will be returned after the contract ends, including a 60-day buffer.

5.2.2 **Non-Compliance**: Failure to commence work or breach of contract terms will result in forfeiture of the security deposit. The Institute may complete the remaining work through other agencies at the contractor's risk and cost.

5.2.3 **Non-Acceptance of Offer**: If the tenderer fails to accept the offer within 15 days of the award, the offer will be considered withdrawn and EMD forfeited.

5.2.4 **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.

5.2.5 **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.

6. Method of Selection of Service Provider

6.1.0 Marks will be awarded to bidder(s) as per Least Cost Selection (LCS) method. The minimum qualifying marks for the quality parameters of the technical bid is 60 out of a maximum of 100. Also bidder must secure minimum marks against each criteria for technical qualification.

6.1.1 The technical proposals shall be opened first and evaluated. Only the offers that qualify as per the technical evaluation criteria will be considered technically responsive. The rest will be regarded as technically non-responsive and rejected.

TABLE C: Marks for technical qualification as per LCS method

Sl. No.	Particulars	Max. Marks	Min. Marks
1	Average Annual Turnover in last 3 financial years (FY 2023–24, FY 2024–25, FY 2025-26). • 20 Cr. or more - 30 Marks • 10 Cr or more but less than 20 Cr - 25 Marks • 6 Cr or more but less than 10 Cr - 20 Marks	30	20

2	Past Experience as on 31.03.2026 • 10 years or more - 30 Marks • 7 years or more but less than 10 years - 25 Marks • 3 years or more but less than 7 years - 20 Marks	30	20
3	Number of offices present in Consignee state in providing similar nature of services • more than 5 Offices - 20 marks • 3 Office or more but less than 5 Offices - 15 Marks • 1 Office or more but less than 3 Offices - 10 Marks	20	10
4	Experience in supply of manpower to Central/State Government organisations/PSUs/Central Autonomous Bodies/Central Statutory bodies with a minimum of 20 resources • more than 5 projects - 20 marks • 3 project or more but less than 5 projects - 15 Marks • 1 project or more but less than 3 projects - 10 Marks	20	10
	Total	100	60

Minimum qualifying marks in Technical bid for evaluation is 60 Marks

7.Critical Dates:-

Bid Start Date : 11.11.2026 at 12:00 Hrs
Bid End Date : 03.12.2026 at 12:00 Hrs
Bid Opening Date : 04.12.2026 at 12:00 Hrs

****

ANNEXURE 1

Sl No	Tender Clause	Description	Page Number (as mentioned in Bidder's submitted documents)
1	**4.1.0**	Incorporation certificate /Partnership Deed/Registration Certificate/Declaration (in case of Proprietorship)	
2	**4.1.1**	PAN & GST registration	
3	**4.1.2**	Proof of 3 years' experience (attach work orders). Copies of the work order(s) must be supported by a completion certificate or other documentary evidence confirming that the services were actually executed and completed.	
4	**4.1.3**	Audited Balance sheet and Turnover Certificate for the last three financial years ((2023-24, 2024-2025 and 2025-2026) (CA-certified) as proof of Average annual turnover of ₹6 Crore.	
5	**4.1.4**	License to supply contract workers in Kerala	
6	**4.1.5**	Non-blacklisting declaration	
7	**4.1.6**	Proof of office/branch in Kerala	
8	**4.2.0**	EMD payment details or EMD exemption certificate	
9	**4.2.1**	Bank Account details	
10	**4.2.2**	Proof of pre-bid meeting attended	

ANNEXURE 2

UNDERTAKING TO BE SUBMITTED BY BIDDER(S)

Undertaking:
I/We hereby declare that:
(i) I/We have not been debarred or blacklisted under any provision of General Financial Rules or any other statute, Rules or regulations by any authority including Spices Board

(ii) I/We am/are in the business of supplying manpower to Government departments and private organizations of repute for at least 3 years (Relevant work orders are enclosed with Technical bid

(iii) I/ We have a average annual turnover/gross receipt of 6Crore in the financial years 2023-24, 2024-25 and 2025-26

(iv) I/ We have valid PAN, TAN and GST number and I/We am/are registered with the Employees Provident Fund (EPF) and Employees State Insurance (ESI) (copies of elevant cards and evidence of filing Income Tax returns, Tax Deduction at Source (TDS) statements and GST returns for FY 2023-24, 2024-25 and 2025-26 are enclosed with Technical bid).

(v) I/We have the necessary license for supply of Unskilled worker, required as per the prevailing rules and regulations of the Central Government or Government of Kerala.

(vi) I/We am/are competent and eligible to do the job mentioned in the Tender Notice in all respects under all laws

(vii) I/We am/are able to provide manpower of above eligibility and preference criteria.

(viii) I/ We do not have any criminal record or criminal antecedents or any criminal proceedings pending against me/us.

(ix) I/We am/are capable to pay wages and connected other amounts like EPF etc. from my/our own resources up to 3 (three) months and I/ we undertake not to delay payment of these beyond 7th day of next month as required under Section 17(1) of The Code on Wages, 2019 and Rule 21(1)(i)(a) of The Minimum Wages (Central) Rules, 1950. I also understand that in case of failure in this respect, my/our Performance Security may be forfeited by Spices Board for meeting the payment.

(x) I/We accept that if I/we withdraw or modify my/our Bid during the period of validity, or if I/we am/are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for a period of 1 (one) year from date of publication of this Tender Notice from being eligible to submit Bids for contracts with Spices Board.

(xi) If selected, I/We shall confirm my/our preparedness by and provide the manpower with in 30 days of the Work Order.

(xii) If selected, I/We shall deposit ESI, EPF, GST, Income Tax TDS and all other deductions/ contributions within time scrupulously as are/ may be legally required from time to time. In case of any malpractice in this regard I/ We shall be liable to any penal action including recovery, termination or penalty etc.

(xiii) If selected, I/We shall make proper arrangement to respond to calls and communications made by the Purchaser and supervise and manage the work of manpower provided by me/us.

(xiv) I/ We agree with all the terms and conditions as mentioned in the RFQ and as testimony of my/our agreement I/ We put my/our signature below each page

I/We hereby certify that the information furnished above is true and correct to the best my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted for this tender and for a further time as stipulated in the law and will not have any dealing with the Income tax Department in future.

(Signature of Authorized signatory)
Name.....
Mobile No .....
Email ID .....
Date.....
Place. .....