



Bid Number/बोली क्रमांक (बिड संख्या)[:] GEM/2023/B/3892124 Dated/दिनांक : 30-08-2023

Bid Document/ बिड दस्तावेज़

09-09-2023 15:00:0009-09-2023 15:30:0075 (Days)Ministry Of Skill Development And EntrepreneurshipNa	
75 (Days) Ministry Of Skill Development And Entrepreneurship	
Ministry Of Skill Development And Entrepreneurship	
Na	
Directorate General Of Employment And Training (dge&t)	
Advanced Training Institute Ludhiana	
Manpower Outsourcing Services - Minimum wage - Highly- Skilled; Admin; Office Supervisor , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Mali/Gardner Helper , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - LMV	
11 Month(s)	
180 Lakh (s)	
3 Year (s)	
Yes	
Yes	
Yes	

Bid Details/बिड विवरण				
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer			
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Νο			
Type of Bid/बिड का प्रकार	Two Packet Bid			
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days			
Estimated Bid Value/अनुमानित बिड मूल्य	4513344			
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation			
EMD Detail/ईएमडी विवरण				

Required/आवश्यकता	No

ePBG Detail/ईपीबीजी विवरण

			11
			11
l Required/भाराश्य	हता	No	11
	1/(11	No	11
			11

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and

"Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of guality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer. 3. 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. 4. 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 / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year. 5. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

<u>OM_No.1 4 2021 PPD_dated 18.05.2023</u> 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. 6. 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.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: At Least 3 Projects With Contract Value Not Less Than 30 Lakh For Each contract Of Providing Manpower Services To Central/ State Government Dept./Public Sector under taking/ Autonomous in last 3F.Y.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: 3 Projects 75 manpower 3yr

Geographic Presence: Office registration certificate:Must have office within 150 KM range from Ludhiana, Punjab

Scope of work & Job description:<u>1693374287.pdf</u>

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required: <u>1693374882.pdf</u>

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: $\underline{1693374895.pdf}$

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Office Supervisor (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specificati on	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Office Supervisor
Educational Qualification	Graduate
Specializatio n	Commerce , Economics , Arts , Science , Management(Marketing/Ope rtions/Finance/ General , Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech) , Social
Post Graduation	Not Required
Specializatio n for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एड	Эйн

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Chander	141003,Advanced Training Institute Gill Road	2	 Minimum daily wage (INR) exclusive of GST : 897 Bonus (INR per day) : 0 EDLI (INR per day) : 4.485 EPF Admin Charge (INR per day) : 8.97 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 ESI (INR per day) : 29.15 Provident Fund (INR per day) : 107.64 Number of working days in a month : 22 Tenure/ Duration of Employment (in months) : 11

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values	
Core		
Skill Category	Skilled	
Type of Function	Admin	
List of Profiles	Data Entry Operator	
Educational Qualification	Secondary School	
Specialization	Not Required	
Post Graduation	Not Required	
Specialization for PG	Not Applicable	
Experience	0 to 3 Years	

Specification	Values		
State	NA		
Zipcode	NA		
District	NA		
Addon(s)/एडऑन			
t <u> </u>			

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Chander	141003,Advanced Training Institute Gill Road	6	 Minimum daily wage (INR) exclusive of GST : 816 Bonus (INR per day) : 0 EDLI (INR per day) : 4.08 EPF Admin Charge (INR per day) : 8.16 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 ESI (INR per day) : 26.52 Provident Fund (INR per day) : 97.92 Number of working days in a month : 22 Tenure/ Duration of Employment (in months) : 11

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Mali/Gardner Helper (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values			
Core				
Skill Category	Semi-skilled			
Type of Function	Others			
List of Profiles	Mali/Gardner Helper			
Educational Qualification	Not Required			
Specialization	Not Required			
Post Graduation	Not Required			
Specialization for PG	Not Applicable			
Experience	0 to 3 Years			
State	NA			
Zipcode	ΝΑ			
District	NA			
Addon(s)/एडऑन				

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Chander	141003,Advanced Training Institute Gill Road	4	 Minimum daily wage (INR) exclusive of GST : 695 Bonus (INR per day) : 0 EDLI (INR per day) : 3.475 EPF Admin Charge (INR per day) : 6.95 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 ESI (INR per day) : 22.59 Provident Fund (INR per day) : 83.4 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 11

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values			
Core				
Skill Category	Unskilled			
Type of Function	Others			
List of Profiles	Sweeper			
Educational Qualification	Not Required			
Specialization	Not Required			
Post Graduation Not Required				
Specialization for PG	Not Applicable			
Experience 0 to 3 Years				

Specification	Values			
State	NA			
Zipcode	NA			
District	NA			
Addon(s)/एडऑन				

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Chander	141003,Advanced Training Institute Gill Road	6	 Minimum daily wage (INR) exclusive of GST : 616 Bonus (INR per day) : 0 EDLI (INR per day) : 3.08 EPF Admin Charge (INR per day) : 6.16 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 ESI (INR per day) : 20.02 Provident Fund (INR per day) : 73.92 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 11

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver - LMV (2)

Technical Specifications/तकनीकी विशिष्टियाँ

	Specif	ication		Values	
Core					
Skill Category			Skilled		
Type of Function		Others			
		Driver - LMV			
Education	al Qualification		High School		
Specializat	tion		Not Required	Not Required	
Post Gradı	uation		Not Required		
Specializat	tion for PG		Not Applicable		
Experience	e		3 to 7 Years		
State			NA		
Zipcode			NA		
Zipcode	District				
District	/एडऑन		NA		
District Addon(s) dditional		ents/अतिरिक्त विशिष्टि दस्तावेज़ रषिती/रिपोर्टिंग अधिकारी	NA		

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Chander	141003,Advanced Training Institute Gill Road	2	 Minimum daily wage (INR) exclusive of GST : 816 Bonus (INR per day) : 0 EDLI (INR per day) : 4.08 EPF Admin Charge (INR per day) : 8.16 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 ESI (INR per day) : 26.52 Provident Fund (INR per day) : 97.92 Number of working days in a month : 22 Tenure/ Duration of Employment (in months) : 11

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

4. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

5. Service & Support

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

6. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Documents as per eligibility criteria.

o Copy of GST Registration Certificate.

o Copy of PAN CARD

o Signed & stamped copy of bid documents. (Additional Terms and Conditions)

o Copy of relevant documents/experience certificate showing past experience etc.

Bidders must have GSTN and PAN in the name of the proprietor/firm on behalf of which offer shall be sub mitted. \cdot

Any information furnished by the bidder subsequently found to be incorrect would render the bid der in-eli gible for the bid.

• Bidder/ Supplier/ Organization / Proprietor/Any of the Director(S) shall not be banned or suspended or bla ck listed in last Three years by any Government/ Public Sector Undertaking/ Corporation Organization or c onvicted in any Court of law across India. An Affidavit on non-judicial stamp paper must be uploaded on th e GeM portal.

 \cdot (Affidavit of Non-Blacklisting duly attested by Notary to be attached). The same should not be older than date of published bid. \cdot

Office of the bidder Company/Firm must be located Within 150 Km range from Ludhiana, Punjab. Proof sho uld be attached.

Bidder/supplier/ organization/Proprietor should have valid GST Certificate. The L1 firm has to deposit the s ame in the office before execution of the work. \cdot

Bidder will ensure that salaries of outsourced staff must be disbursed by the 05th of every month . •

Certificate of EPF, ESI must be uploaded in bid document. ·

Successful bidder must submit all documents of PF and ESI with bill of every month.PF & ESI must be credi ted to their account every month.

No, any kind of other charges can be collected from the employees in the name of registration fee, documentation charges etc. if successful bidder demands any charges from the employee s the contract shall be terminated immediately and suitable action under law may be taken. S eeking any deposits or security amounts from the deployed resource or any other form of mon etary acceptance by the service provider is strictly prohibited.

If any such complaint is received, incident will be raised on GeM portal for suitable action as per incident M anagement policy GeM. In addition, buyer department may separately initiate suitable penal action as per

their laid down norms.

Disclaimer/अस्वीकरण

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

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

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

This Bid is governed by the <u>General Terms and Conditions/सामान्य नियम और शर्त</u>, conditons stipulated in Bid and <u>Service Level Agreement</u> specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्ते is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश को विडर हेम 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।

---Thank You/धन्यवाद---

14/14