

Bid Document

| Bid Details | |
|--|--|
| Bid End Date/Time | 26-09-2022 15:00:00 |
| Bid Opening Date/Time | 26-09-2022 15:30:00 |
| Bid Offer Validity (From End Date) | 30 (Days) |
| Ministry/State Name | Ministry Of Defence |
| Department Name | Department Of Military Affairs |
| Organisation Name | Indian Army |
| Office Name | ***** |
| Item Category | Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Watch and Ward |
| Contract Period | 1 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years) | 178 Lakh (s) |
| Past Experience of Similar Services required | Yes |
| MSE Exemption for Years Of Experience and Turnover | Yes |
| Startup Exemption for Years Of Experience and Turnover | Yes |
| Document required from seller | Experience Criteria,Bidder Turnover,Certificate (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 | No |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| Evaluation Method | Total value wise evaluation |

EMD Detail

| | |
|-------------------|---------------------|
| Advisory Bank | State Bank of India |
| EMD Percentage(%) | 3.00 |
| EMD Amount | 133813 |

ePBG Detail

| | |
|-------------------------------------|---------------------|
| Advisory Bank | State Bank of India |
| ePBG Percentage(%) | 3.00 |
| Duration of ePBG required (Months). | 18 |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Principal

Sainik School Kapurthala, Department of Military Affairs, Indian Army, Ministry of Def Sainik School Kapurthala Punjab 144601
(Sainik School Kapurthala)

Splitting

Bid splitting not applied.

MSE Purchase Preference

| | |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

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 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.
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. 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.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Scope of work & Job description:[1662798491.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1662798524.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1662798616.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Multi-tasking Staff (15)**Technical Specifications**

| Specification | Values |
|--|---------------------|
| Core | |
| Skill Category | Unskilled |
| Type of Function | Admin |
| List of Profiles | Multi-tasking Staff |
| Educational Qualification | High School |
| Specialization | Not Required |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Certifications/Trainings required for the resources being hired | No |
| Additional Details | |
| Title for Optional Allowances 1 | 0 |
| Title for Optional Allowances 2 | 0 |
| Title for Optional Allowances 3 | 0 |
| Designation | MTS |

Additional Specification Documents**Consignees/Reporting Officer**

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|-----------------|---------------------------------|---|
| 1 | ***** | *****KAPURTHALA | 15 | <ul style="list-style-type: none"> • Bonus (INR per day) : 38.82 • EDLI (INR per day) : 2.33 • EPF Admin Charge (INR per day) : 2.33 • Minimum daily wage (INR) exclusive of GST : 466 • 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) : 15.15 • Number of working days in a month : 26 • Provident Fund (INR per day) : 55.92 • Tenure/ Duration of Employment (in months) : 12 |

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Watch And Ward (3)

Technical Specifications

| Specification | Values |
|---------------------------|------------------|
| Core | |
| Skill Category | Highly-Skilled |
| Type of Function | Admin |
| List of Profiles | Watch and Ward |
| Educational Qualification | Secondary School |
| Specialization | Not Required |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |
| State | NA |

| Specification | Values |
|--|------------------------|
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Certifications/Trainings required for the resources being hired | No |
| Additional Details | |
| Title for Optional Allowances 1 | 0 |
| Title for Optional Allowances 2 | 0 |
| Title for Optional Allowances 3 | 0 |
| Designation | Ward Boy Ex-Servicemen |

Additional Specification Documents

Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---------|---------------------------------|------------------------|
| | | | | |

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|-----------------|---------------------------------|---|
| 1 | ***** | *****KAPURTHALA | 3 | <ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 770 • Bonus (INR per day) : 64.14 • EDLI (INR per day) : 3.85 • EPF Admin Charge (INR per day) : 3.85 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 30 • Provident Fund (INR per day) : 92.40 • ESI (INR per day) : 25.03 • Tenure/ Duration of Employment (in months) : 12 |

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 50% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [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 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.

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.

---Thank You---