

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	09-06-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	09-06-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Communications
Department Name/विभाग का नाम	Department Of Posts
Organisation Name/संगठन का नाम	Department Of Posts
Office Name/कार्यालय का नाम	Punjab Postal Circle, O/o Cpmg Punjab Circle
क्रेता ईमेल/Buyer Email	mmschandigarh.pb@indiapost.gov.in
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Others
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	17 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Participation restricted to CPSE/DPSU seller	Yes (This bid is reserved for participation only by CPSE/DPSU sellers and hence CPSE/DPSU sellers will be exempted from payment of Transaction charges)

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
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
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	34750

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। 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।

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

Beneficiary/लाभार्थी :

MANAGER MAIL MOTOR SERVICE CHANDIGARH
Punjab Postal Circle, O/o Cpmg Punjab Circle, Department of Posts, Department of Posts, Ministry of

MII Compliance/एमआईआई अनुपालन

MI Compliance/एमआईआई अनुपालन	Yes
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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 orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
8. 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: $x=1/2/3$

Y=27.8 lacs/17.37 lacs/13.9 lacs

N=03 years

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: $X=1/2/3$

XX=7/5/3

N=03 years

Scope of work & Job description:[1743592972.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1743593331.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Others (7)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	Secondary School
Type of Function	Others
List of Profiles	Driver - HMV
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Accidental and incidental charges
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	DRIVER-HMV

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	Lavani Abdul Arshad Khan	160017,O/O CHIEF POSTMASTER GENERAL PUNJAB CIRCLE, SANDESH BHAWAN, SECTOR-17-E, CHANDIGARH	7	<ul style="list-style-type: none">• Minimum daily wage (INR) exclusive of GST : 893• Bonus (INR per day) : 0• EDLI (INR per day) : 4.47• EPF Admin Charge (INR per day) : 0• Optional Allowances 1 (INR per day) : 89.3• 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) : 29.02• Provident Fund (INR per day) : 116.09• Number of working days in a month : 30• Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Buyer Added Bid Specific ATC**

Department of Posts

Terms and Conditions specific to the contract for supply of manpower for engagement of staff car Drivers in Jalandhar + Amritsar (07 Drivers)

The successful bidder has to supply Seven Drivers AT Jalandhar+ Amritsar for the period of **One year** from the date of acceptance of their bid agreeing to all the following terms and conditions. The period and number of man powers may be reduced or extended also as per the requirement of Department and conditions of GeM.

1. Interpretation Clause:

- a) Government means President of India.
- b) Manager means Manager, Mail Motor Services, and Chandigarh-160017
- c) The Chief Postmaster General, Punjab Circle, Chandigarh-160017 shall represent the President of India in all matters relating to this contract.
- d) Department means department of Posts.

2. Any correction made by the contractor in the bid paper shall be considered as invalid.

3. The successful bidder irrespective of its registration status, etc. will have to furnish the performance Security in the form described in GEM Contract, being 5% of the value of the contract value, in favour of THE MANAGER, MAIL MOTOR SERVICE, GPO, CHANDIGARH-160017 within seven days from the date of acceptance/issue of GeM Contract of the tender. The performance Security will not be adjusted against any payment due to the firm from the Department.

4. Any attempt to negotiate directly or indirectly on the part of a bidder with the authority who is competent finally to accept the bid after the bid has been submitted or to influence by any means the acceptance of a particular bid will render the bid liable to exclusion from consideration.

7. The Drivers should be in possession of a valid Driving License to drive Heavy motor vehicle and light motor vehicle. THE DRIVING TEST AT O/O THE MAIL MOTOR SERVICE, GPO, CHANDIGARH-160017 FOR HIRED DRIVERS OF SUCCESSFUL BIDDER WILL BE CONDUCTED BEFORE ENGAGEMENT BY SUCCESSFUL BIDDER.

8. The Drivers should not have a past criminal record.

9. The Drivers should wear a uniform to be provided by the successful bidder as prescribed by Department.

10. The Drivers will be provided with the working mobile phone by the successful bidder, so that Drivers can be contacted by the officers, whenever required. The call charges and also other charges for such phone should be borne by the successful bidder.

11. The Successful bidder will be fully responsible to compensate the loss caused by act of the Driver due to accidents, compensation awarded by MACT Court etc., if the driver provided by the successful bidder is found responsible for the said loss.

12. In case the Drivers provided by the Successful bidder are found at fault in any road accident case, the Successful bidder should pay the cost of repairs of the mail van or to the other vehicles/persons involved. In respect of other vehicles/persons involved, the successful bidder will be liable for any Civil/Criminal cases in any court of Law/ or in any Tribunal without any liability of the Department under any circumstances. The Department will in no way be party to such case. They will inform the Department, if such cases come up, and also inform about final conclusion of the case with documentary proof. In case of such instance do arise; the security deposit will not be refunded till the conclusion of the case. The cost of damage charges to the mail van if any shall be adjusted from the monthly bills/Security deposit payable to the Successful bidder.

13. In case of accidents registered by the Police Authorities against outsourcing Drivers, the Successful bidder should deal with the concerned Civil/Criminal court cases by themselves. The result of such cases should be intimated to the Department along with a copy of the court order immediately.

14. *In case there is any damages/claims/penalties/fines etc. on account of accident, non-observance of traffic rules or any other fault of the Driver/other staff provided by the Successful bidder, the Successful bidder would indemnify and pay the damage cost to the Department for any such payments.*

15. The Department shall not be responsible fully or partly to any labour or other dispute that may arise between successful bidder and the manpower supplied.

16. The successful bidder should comply with all statutory regulations that are in force and that may become applicable in future from time to time in all matters relating to the agreement/contract and matter arising there from.

17. The successful bidder should comply with all the laws/rules/regulation for carrying out his business, and should certify so.

18. In case of failure to provide the requisite manpower within the time stipulated for the purpose, the Department would be free to order manpower from any other agency. In case the Department has to pay more than it would have paid in case the work had been carried out by the other agency, the Department would recover the difference from the Successful bidder from the unpaid bills etc. or by any other means if no such bills are outstanding.

19. The Schedules of Mail Motor Services (MMS) runs during Day and Night and inter and intra city and states of India.

20. The requirement of manpower as Drivers will be of 8 Hours per day. Whenever work hours are extended in continuation of it, the payment will be made on hourly rate quoted for the extended period.

21. The Drivers cleaners should have clean habits, should be punctual in their attendance and should not engage with union activities which are prejudicial to the Government of India. They should be Obedient, Honest and Sincere.

22. The Drivers have to attend duty with uniform, identity card and name badge supplied by the successful bidder.

23. The Drivers provided by the Successful bidder will not have any claim for regular absorption in this unit.

24. As and when complaints are made by the Manager, Mail Motor Service, Chandigarh-160017 against any Drivers deployed, appropriate action shall be taken by the Successful bidder to change the complained Driver immediately.

25. The monthly due shall be claimed by the successful bidder for the period from 1st to end of each and every month.

26. The rates for supply of man power must be quoted inclusive of all GST, SOCIAL SECURITY COST or any kind of government dues to be paid and also applicable in future.

27. The Manager, Mail Motor Service, Chandigarh-160017 shall pay to the Successful bidder the wages/service charge of the Drivers on hourly basis and as per the actual duty performed by the deployed persons as per the rate quoted and accepted by the Department and described in GeM Contract.

28. The payment will be made directly to the agency/contractor based on monthly bill on the basis of **WORKING HOURS** of engaged drivers from agency/contractor.

29. There will be no liability of the Department for payment of any kind to the Driver on behalf of the successful bidder.

30. Necessary Income Tax/GST deductions along with all other statutory deduction will be made from the bills of the contractor at the rates admissible in force on that date.

31. The deployed persons are not entitled for any leave and paid holidays from the Department. The contractor will provide the substitutes of the driver.

32. Whenever, the vehicles driven by the drivers sponsored by the successful bidder involves a Break-down/Accidents, they should immediately inform to the department.

33. In case the performance of Successful bidder is found unsatisfactory the contract may be terminated by issuing 15 days notice.

35. The agreement may be terminated by either of the parties concerned by giving one month advance notice in writing.

36. The name, record and details of deputed persons shall be submitted to the office well in time and Police Clearance certificate submitted to the Department before Drivers starts work.

37. Police verification of documents of outsourced Drivers will be done by the successful bidder and submit it to the department before putting them on the duty.

38. For any additional requirement of man power, arrangement will be made by the Contractor within 3 WORKING DAYS time from the date of requisition.

39. The approved rate for per driver per hr. (8 hrs. duty) or different rate at which man power utilized from any other source (whichever is maximum) will be deducted from the bidder bill on the days he failed to supply man power. The department has right to engage outsourced driver, in case the manpower not provided by successful bidder and deduct wages of outsourced driver from invoice of successful bidder.

40. If the contractor fails or neglects to observe or perform any of his obligations, under the contract, it shall be lawful for the Department to forfeit either in whole or in part, the Security Deposit furnished by the Contractor.

41. The Performance Security deposit or any balance thereof shall be returned to the contractor after 90 days of the completion of the contract. The department shall be entitled to adjust or withhold the amount of the Performance Security or such part thereof as may be necessary towards any recoveries to be made from the contractor under the terms of the contract.

42. Government will not reimburse the party who bid for any loss in carrying out the contract.

43. The contract will be valid for one year from the date of signing of Agreement unless terminated earlier as per terms and conditions of Contract. **"The contract may be renewed for a further period of 06 months' subject to satisfactory performance and on the same terms and conditions."**

44. Department reserves the right to accept or reject any or all the bid without assigning any reason whatsoever.

2. Buyer Added Bid Specific ATC

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

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for

[attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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 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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---