

Bid Document

Bid Details	
Bid End Date/Time	09-08-2021 14:00:00
Bid Opening Date/Time	09-08-2021 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	65 (Days)
Ministry/State Name	Ministry Of Communications
Department Name	Department Of Telecommunications (dot)
Organisation Name	N/a
Office Name	O/o Advisor, Dot, Ne Lsa, Shillong, 3rd Floor, Cto Building, Shillong, Meghalaya-793001
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Computer Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	5 Lakh (s)
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
SHG Exemption for Turnover	Yes
Document required from seller	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
Estimated Bid Value	2170815
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	43416

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	12

(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:

AO (CASH), O/o The CCA, NE-1 Circle, Shillong

O/o Sr DDG, Dot, Ne Lsa, Shillong, 3rd Floor, Cto Building, Shillong, Meghalaya-793001, Department of Telecommunications (DOT), N/A, Ministry of Communications

(Ao Cash)

Splitting

Bid splitting not applied.

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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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. 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.

Additional Qualification/Data Required

Scope of work & Job description:[1627286121.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Computer Operator
(3)**

Technical Specifications

Specification	Values
Core	

Specification	Values
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Computer Operator
Educational Qualification	Graduate
Specialization	basic knowledge of computer and ms office
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Satypal Meena	793001, Government of India Department of Telecommunications, Ministry of Communications O/o Sr. DDG NE LSA 3rd Floor, CTO Building, Shillong, Meghalaya- 793001	3	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • ELDI (INR per day) : 3.7 • EPF Admin Charge (INR per day) : 3.7 • ESI (INR per day) : 23.205 • Minimum daily wage (INR) exclusive of GST : 714 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Provident Fund (INR per day) : 85.68 • Number of working days in a month : 23 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Data Entry Operator (3)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Secondary School
Specialization	basic knowledge of computer and ms office
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 3	0
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Satypal Meena	793001,Government of India Department of Telecommunications, Ministry of Communications O/o Sr. DDG NE LSA 3rd Floor, CTO Building, Shillong, Meghalaya- 793001	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 609 • Provident Fund (INR per day) : 73.08 • ELDI (INR per day) : 3.045 • ESI (INR per day) : 19.7925 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 3.045 • 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 : 23 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Multi-tasking Staff (4)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Staff should be humble
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 3	0
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Satypal Meena	793001,Government of India Department of Telecommunications, Ministry of Communications O/o Sr. DDG NE LSA 3rd Floor, CTO Building, Shillong, Meghalaya- 793001	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 539 • Provident Fund (INR per day) : 64.68 • ELDI (INR per day) : 2.695 • ESI (INR per day) : 17.5175 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 2.695 • 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 : 23 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Additional Terms and Conditions

1. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
2. 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.
3. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
4. 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.
5. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of AO CASH O/o CCA NE-1 Circle payable at shillong. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
6. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the

Bid document, ATC and Corrigendum if any.

7. Buyer Added text based ATC clauses

1. Duration of the service contract may be extended up to 1 year beyond the initial contract (subject to satisfactory performance and mutual consent)

2. An office of the service provider must be located in the state of consignee on the day of submission of this tender for bid (Documentary evidence must be submitted)

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 specification 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.

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---