

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	05-08-2021 19:00:00
<b>Bid Opening Date/Time</b>	05-08-2021 19:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	15 (Days)
<b>Ministry/State Name</b>	Uttar Pradesh
<b>Department Name</b>	Excise Department Uttar Pradesh
<b>Organisation Name</b>	N/a
<b>Office Name</b>	Aec Office Ambedkarnagar
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Computer Operator
<b>Contract Period</b>	7 Month(s) 16 Day(s)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>SHG Exemption for Years of Experience and Turnover</b>	No
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	104250
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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### Splitting

Bid splitting not applied.

1. 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:**[1627299788.pdf](#)

**Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:**[1627299815.pdf](#)

### Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Computer Operator ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Computer Operator
Educational Qualification	Diploma
Specialization	O Level with DOEACC Microsoft office Excel and Hindi English Typing
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
Certifications/ Trainings	No
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Designation	Computer Operator
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	Chandra Shekhar Singh	224122,AEC Office Ambedkarnagar	1	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• ELDI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 430</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 7.97</li> </ul>

## Buyer Added Bid Specific Additional Terms and Conditions

1. **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.
2. **Dedicated /toll Free Telephone No. for Service Support :** BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
3. **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. **Deployment of Existing working / deployed resources:** 1 number of Existing working / deployed resources of the procurement department having job satisfactory certificate, will be continued by the successful Service Provider under the new contract also – subject to their consent to the Terms and conditions of new contract concluded on the basis of this bid.
5. **Recruitment mandated through Sewayojan Portal:** Recruitment of candidates is mandated through Sewayojan Portal ([url:www.sewayojan.up.nic.in](http://www.sewayojan.up.nic.in)). Successful bidder / Service Provider has to select candidates registered on the Sewayojan Portal only for deployment under this contract. As such successful Service provider will have to make available adequate number of candidates / resources registered on sewayojan portal for selection / short listings by the Buyer department For 1 employee selection five times and for 2 or more than 2 employees to be three times, subject to the min of 10 candidates.
6. **Continuity of resources deployed by Service Provider:** Successful Service provider will ensure continuity of any allocated / deployed resources with the prior consent of the buyer department. Deployed

resources cannot be replaced by Service Provider without prior approval of buyer. Any replacement will also be provided through Sewayojan Portal only.

## 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](#), conditons 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---**