

Bid Document

Bid Details	
Bid End Date/Time	29-07-2021 16:00:00
Bid Opening Date/Time	29-07-2021 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	75 (Days)
Ministry/State Name	Ministry Of Human Resource Development
Department Name	Department Of School Education And Literacy
Organisation Name	Sarva Shiksha Abhiyan (ssa)
Office Name	Sarva Shiksha Abhiyan
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff
Contract Period	7 Month(s)
Minimum Average Annual Turnover of the Bidder	3 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
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
Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value	612136
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	9

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

Beneficiary:

State Project Director, Samagra Shiksha, Chandigarh

State Project Director, Samagra Shiksha, Additional Deluxe Building, Sector-9D, Chandigarh

(Sh. Rubinderjit Singh Brar)

Splitting

Bid splitting not applied.

1. 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.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (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.

3. 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.

4. 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

Geographic Presence: Office registration certificate: Seller Registered office must be located in Tri City

Scope of work & Job description: [1624877745.pdf](#)

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	Secondary 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)	
Certifications/ Trainings	No

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Ritu Saini	160009,Additional Deluxe Building, Sector-9, Chandigarh	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 535.1 • Bonus (INR per day) : 0 • ELDI (INR per day) : 2.5 • EPF Admin Charge (INR per day) : 2.5 • ESI (INR per day) : 17.39 • Optional Allowances 1 (INR per day) : 3 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Provident Fund (INR per day) : 60 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 7

Buyer Added Bid Specific Additional Terms and Conditions

1. Buyer Added text based ATC clauses

1. Seller Registered Office must be located in Tri- City.

2.All rules regarding implementation of EPF/ESI must be followed as per the guideline of GFR and instructions issued by the Govt. regarding EPF/ESI time to time.

3. The Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.

4. The TDS as applicable shall be deducted by the department from the bill raised by the Contractor and deposited by the department accordingly.

5. The requirement of the number personnel required to be supplied by the Contractor shall be at the sole discretion of Labour Department, Union Territory, Chandigarh.

6. The ESI and PF shall be deposited by the Contractor well in time.

7. All the payments to be made for the services provided by the Contractor shall be made directly to the Contractor who shall raise bill accordingly on monthly basis. i.e. before 15th of every month.

8. The rates to be paid to the Contractor shall be subject to the DC rates fixed by the Chandigarh Administration as applicable and notified from time to time in the official gazette. This will apply to the classes of personnel so found mentioned in the official gazette.

9. 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. Not more than one month old from the date of bid.

10. The Contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Minimum Wages Act, P.F., ESI, Holidays etc. The rates so allowed to and paid to the Contractor shall include all such statutory liabilities

11. The Service provider/bidder (individual/ firm/company) should not be black listed/prosecuted by any Central/State Governments/ Union Territories / Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research Institutions/any court of law. The bidder has to furnish latest/valid affidavit on non-judicial stamp paper duly attested by the Executive Magistrate/Notary regarding non-blacklisting/non prosecution of the firm as per Performa given below: AFFIDAVIT I/We (Name) Service Provider/ Partner/Sole Proprietor (strike out which is not applicable) of (Firm) do hereby solemnly affirm and declare that the individual/ firm/ company is not black listed/prosecuted by any Central/State Governments/ Union Territories / Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research Institutions/any court of law. Place DEPONENT VERIFICATION Verified that the contents of above affidavit are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from. Place DEPONENT Date, Not more than one month old from the date of bid. (Note: To be furnished on non-judicial stamp paper duly attested by the Executive Magistrate/Notary)

12. 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.

13. Execution of Service (Log Sheet) : The Service Provider will create Logs for each Service rendered. Before generation of the Bill, Logs will be verified by Buyer / Consignee. Some Miscellaneous detections if any arise during the execution of the Service and also meeting the requirement of the Contract

14. Delivery is required on 'As and when required basis' within 7 days of issue of delivery advice.

15. Duration of the service contract may be extended up to 1 year beyond the initial contract

duration (subject to satisfactory performance and mutual consent).

16. Experience Certificate from the concerned Govt. Department of the subject matter is required along with average turnover of last 3 Yrs by authority prescribed by GeM.

17. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Purchase Order copy along with Invoice(s) with self[1]certification by the bidder that supplies against the invoices have been executed. b. Execution certificate by client with order value. c. Any other document in support of order execution like Third Party Inspection release note, etc.

18. NET WORTH: Net Worth of the OEM should be positive as per the last audited financial statement.

19. 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. Due to covid-19 the deployment of manpower may be reduced more than 25% as per actual requirement by the department.

20. 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 along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff. Salary/ wages must be paid by 7 th of every month.

21. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of State Project Director, Samagra Shiksha, Chandigarh A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favor of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

22. 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.

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---