

Bid Document

Bid Details	
Bid End Date/Time	27-07-2021 18:00:00
Bid Opening Date/Time	27-07-2021 18:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	70 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Na
Organisation Name	Hindustan Petroleum Corporation Ltd
Office Name	Petroleum House
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Attendant , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Attendant
Contract Period	1 Year(s) 6 Month(s)
Minimum Average Annual Turnover of the Bidder	21 Lakh (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
Estimated Bid Value	13715832
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	ICICI
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	21

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

Beneficiary:

DGM-CPO, WZ

Hindustan Petroleum Corporation Limited, CGMO-WZ, Richardson & Cruddas Building, Byculla, Mumbai 400008.
(Anand Laxman Shinde)

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. 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.

3. 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

Annual turnover Required by Buyer in Crores:As per PQC attached in ATC.

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per PQC attached in ATC.

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:As per PQC attached in AT

Scope of work & Job description:[1626089950.pdf](#)

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:[1626076535.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1626076544.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Attendant (8)**Technical Specifications**

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Attendant
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	1 to 2 Years of LPG Plant Operations
State	NA
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 1	Employee Pension Scheme (EPS)
Title for Optional Allowances 3	Travelling Allowance
Designation	Unskilled-PrePost Inspection
Title for Optional Allowances 2	Leave with Wages

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Abhishek Dhan	400071,Mahul LPG Bottling Plant. L. U. Gadkari Marg, Near Gadkari Bus Stop, Chembur East, Mumbai-400074. Maharashtra	8	<ul style="list-style-type: none"> • Bonus (INR per day) : 53.73 • ELDI (INR per day) : 3.23 • EPF Admin Charge (INR per day) : 3.23 • ESI (INR per day) : 20.96 • Minimum daily wage (INR) exclusive of GST : 645 • Optional Allowances 1 (INR per day) : 53.73 • Optional Allowances 2 (INR per day) : 30.96 • Optional Allowances 3 (INR per day) : 100 • Provident Fund (INR per day) : 23.67 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 18

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Attendant (10)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Attendant
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	1 to 2 Years of LPG Plant Operations
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	Leave with Wages
Designation	Semi-Skilled-PrePost Inspection
Title for Optional Allowances 3	Travelling Allowance
Title for Optional Allowances 1	Employee Pension Scheme (EPS)

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Abhishek Dhan	400071,Mahul LPG Bottling Plant. L. U. Gadkari Marg, Near Gadkari Bus Stop, Chembur East, Mumbai-400074. Maharashtra	10	<ul style="list-style-type: none"> • ELDI (INR per day) : 3.57 • ESI (INR per day) : 23.21 • Provident Fund (INR per day) : 26.2 • Bonus (INR per day) : 59.48 • EPF Admin Charge (INR per day) : 3.57 • Optional Allowances 1 (INR per day) : 59.48 • Optional Allowances 2 (INR per day) : 34.27 • Optional Allowances 3 (INR per day) : 100 • Minimum daily wage (INR) exclusive of GST : 714 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 18

Buyer Added Bid Specific Additional Terms and Conditions

- 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.
- Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)
- Bidder shall submit the following documents along with their bid for Vendor Code Creation:
 - Copy of PAN Card.
 - Copy of GSTIN.
 - Copy of Cancelled Cheque.
 - Copy of EFT Mandate duly certified by Bank.
- 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.
- 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.

6. Buyer uploaded ATC document [Click here to view the file](#).
7. 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-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.

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---