

Bid Document

Bid Details	
Bid End Date/Time	11-06-2021 15:00:00
Bid Opening Date/Time	11-06-2021 15:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Social Justice And Empowerment
Department Name	Department Of Empowerment Of Persons With Disabilities
Organisation Name	N/a
Office Name	National Institute For The Empowerment Of Persons With Intellectual Disabilities (divyangjan), Manovikasnagar, Secunderabad - 500009
Item Category	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the Bidder	40 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),OEM Authorization Certificate,OEM Annual Turnover *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
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	3.00

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

Beneficiary:

Director

National Institute For The Empowerment Of Persons With Intellectual Disabilities (divyangjan), Manovikasnagar, Secunderabad - 500009, Department of Empowerment of Persons with Disabilities, N/A, Ministry of Social Justice and Empowerment (Niepid)

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. 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

Scope of work & Job description: [1621507937.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Data Entry Operator (6)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science

Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	

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
1	Dashrath Premdhari Choudhari	410210,B 102, Vasundhara CHS, Plot No.13-14, Sector 8, Kharghar, Navi Mumbai, Maharashtra- 410 210	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 853 • Provident Fund (INR per day) : 88.64 • ELDI (INR per day) : 0 • ESI (INR per day) : 27.72 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • 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 : 22 • Tenure/ Duration of Employment (in months) : 24
2	Amrita Sahay	201301,NIEPID MSEC NOIDA NIEPID RegionalCentre, C-44/A, Sector-40, Gautambudh Nagar, Noida-201301, U.P.	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 853 • Provident Fund (INR per day) : 88.64 • ELDI (INR per day) : 0 • ESI (INR per day) : 27.72 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances

				<ul style="list-style-type: none"> 3 (INR per day) : 0 Number of working days in a month : 22 Tenure/ Duration of Employment (in months) : 24
3	GURRUM HARIBABU	500009,Director, NIEPID (Formerly NIMH), MANOVIKASNAGAR, BOWENPALLY, SECUNDERABAD - 500009	3	<ul style="list-style-type: none"> Minimum daily wage (INR) exclusive of GST : 853 Provident Fund (INR per day) : 88.64 ELDI (INR per day) : 0 ESI (INR per day) : 27.72 Bonus (INR per day) : 0 EPF Admin Charge (INR per day) : 0 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 : 22 Tenure/ Duration of Employment (in months) : 24
4	Thulasikanthan Mugesh	700090,Bonhooghly, B.T.Road Kolkata - 700 090	1	<ul style="list-style-type: none"> Minimum daily wage (INR) exclusive of GST : 853 Provident Fund (INR per day) : 88.64 ELDI (INR per day) : 0 ESI (INR per day) : 27.72 Bonus (INR per day) : 0 EPF Admin Charge (INR per day) : 0 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 : 22 Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (8)

Technical Specifications

Specification	Values
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Core

Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	

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
1	Amrita Sahay	201301,NIEPID MSEC NOIDA NIEPID RegionalCentre, C-44/A, Sector-40, Gautambudh Nagar, Noida-201301, U.P.	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 784 • Provident Fund (INR per day) : 88.64 • ELDI (INR per day) : 0 • ESI (INR per day) : 25.48 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • 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 : 22 • Tenure/ Duration of Employment (in months) : 24
2	GURRUM HARIBABU	500009,Director, NIEPID (Formerly NIMH), MANOVIKASNAGAR, BOWENPALLY, SECUNDERABAD - 500009	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 784 • Provident Fund (INR per day) : 88.64 • ELDI (INR per day) : 0 • ESI (INR per day) :

				<ul style="list-style-type: none"> 25.48 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • 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 : 22 • Tenure/ Duration of Employment (in months) : 24
3	Thulasikanthan Mugesh	700090,Bonhooghly, B.T.Road Kolkata - 700 090	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 784 • Provident Fund (INR per day) : 88.64 • ELDI (INR per day) : 0 • ESI (INR per day) : 25.48 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • 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 : 22 • Tenure/ Duration of Employment (in months) : 24

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. **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. **NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.
5. 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.
6. **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.**
7. **Buyer Added text based ATC clauses** An Office of the service provider must be located in Hyderabad and should submit the document in proof of address. The service provider should liaise with Regional Centres (consignee) for smooth functioning of allotted manpower..
8. 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.
9. Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

10. 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 The Director NIEPID payable at Secunderabad. 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.
11. Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name NIEPID Institution Account No. 3631010100000025 IFSC Code PUNB0453800 Bank Name Punjab National Bank Branch address NIMH campur Branch Manovikasnagar Secunderabad. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

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---