

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	30-12-2022 17:00:00
<b>Bid Opening Date/Time</b>	30-12-2022 17:30:00
<b>Bid Offer Validity (From End Date)</b>	75 (Days)
<b>Ministry/State Name</b>	Ministry Of Chemicals And Fertilizers
<b>Department Name</b>	Department Of Fertilizers
<b>Organisation Name</b>	Projects And Development India Limited (pdil)
<b>Office Name</b>	Noida
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Receptionist Cum Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Non-IT Technical; Assistant lineman , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Multi-tasking Staff
<b>Contract Period</b>	2 Year(s)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
<b>Bid to RA enabled</b>	No
<b>Type of Bid</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Total value wise evaluation

#### EMD Detail

Advisory Bank	AXIS BANK LTD
EMD Amount	135000

#### ePBG Detail

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	1.25
Duration of ePBG required (Months).	30

(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:**

Manager (MM)

Projects and Development India Limited (PDIL), Vadodara Gujarat-390023

(Krishan Swaroop)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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.

**Additional Qualification/Data Required**

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**Three similar completed Work each of value not less than Rs.2160000/-OrTwo similar completed Work each of value not less than Rs.2700000/-OrOne similar completed Work of value not less than Rs.4320000

**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:**Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least Rs.16,20,000/-.

**Geographic Presence: Office registration certificate:**Bidders are required to submit any government document issued in their firm name/owner name as proof of their office / establishment mention address in Gujarat.

**Scope of work & Job description:**[1671532164.pdf](#)

**Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:**[1671532667.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1671532689.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
26-12-2022 16:00:00	Krishan Swaroop M No.9572911878

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper ( 6 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	Leave with Wages
Designation	Safai Karamchari / Messenger (Un-Skilled Category)

**Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Gedala Srikanth	390023,PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA, PIN-390023, GUJARAT	6	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 49.56</li> <li>• EDLI (INR per day) : 0.38</li> <li>• EPF Admin Charge (INR per day) : 0.38</li> <li>• Minimum daily wage (INR) exclusive of GST : 595</li> <li>• Optional Allowances 1 (INR per day) : 30.51</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 19.34</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 74.24</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Receptionist Cum Operator ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Receptionist Cum Operator
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	Leave with Wages
Designation	Skilled Category

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Gedala Srikanth	390023,PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA, PIN-390023, GUJARAT	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 788</li> <li>• EDLI (INR per day) : 0.38</li> <li>• Bonus (INR per day) : 65.64</li> <li>• EPF Admin Charge (INR per day) : 0.38</li> <li>• Optional Allowances 1 (INR per day) : 40.41</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 74.24</li> <li>• ESI (INR per day) : 25.61</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Non-IT Technical; Assistant Lineman ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Non-IT Technical
List of Profiles	Assistant lineman
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
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	Skilled Category
Title for Optional Allowances 1	Leave with Wages

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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Gedala Srikanth	390023,PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA, PIN-390023, GUJARAT	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 788</li> <li>• EDLI (INR per day) : 0.38</li> <li>• Bonus (INR per day) : 65.64</li> <li>• EPF Admin Charge (INR per day) : 0.38</li> <li>• Optional Allowances 1 (INR per day) : 40.41</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 74.24</li> <li>• ESI (INR per day) : 25.61</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Multi-tasking Staff ( 8 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
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

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	Skilled Category
Title for Optional Allowances 1	Leave with Wages

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Gedala Srikanth	390023,PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA, PIN-390023, GUJARAT	8	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 788</li> <li>• EDLI (INR per day) : 0.38</li> <li>• Bonus (INR per day) : 65.64</li> <li>• EPF Admin Charge (INR per day) : 0.38</li> <li>• Optional Allowances 1 (INR per day) : 40.41</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 74.24</li> <li>• ESI (INR per day) : 25.61</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>



## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

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.

### 2. Generic

**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.

### 3. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Projects and Development India Ltd payable at Vadodara.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 5. Forms of EMD and PBG

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 Projects and Development of India Ltd payable at Vadodara. 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. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

### 7. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

### 8. Certificates

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.

### 9. Buyer Added Bid Specific ATC

### **Pre-Qualification Criteria (PQC)**

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#### **A. Pre qualification Criteria (Technical):**

1. Bidder shall have experience of having successfully completed similar works during last 07 (seven years) ending last of the month previous to the one in which Bids are invited, should be either of the following:

Three similar completed Work each of value not less than Rs. 21, 60,000/-

Or

Two similar completed Work each of value not less than Rs. 27, 00,000/-

Or

One similar completed Work of value not less than Rs. 43, 20,000/-

**Similar works definition:** Providing Manpower for housekeeping & other manpower services by the contractor preferably in PSUs / Corporate Sectors / banks / Institutions / offices etc.

**Documents Required:** The bidders are required to submit copy of Work Order / PO / Rate Contract / Agreement / Completion Certificate and or / Performance Certificate towards any proof of value of order executed preferably in PSUs / Corporate Sectors / banks / Institutions / offices etc during the last 7 years ending last day of month previous to the one in which tenders are invited.

2. **Bidder must have their office / establishment etc. in Gujarat state for proper coordination.**

Bidders are required to submit any government document issued in their firm name/owner name as proof of their office / establishment mention address in Gujarat.

#### **B. Pre qualification Criteria (Financial)**

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Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least **Rs.16,20,000/-**.

**Documents Required:** To meet the above criteria, the bidder are required to submit copy of Audited Annual Report (Balance Sheet and Profit & Loss account) OR submit Chartered Accountant's certificate for the last 03 (three) financial years.

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#### **10. Service & Support**

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.

## 11. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract 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, whereby 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 specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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---**