



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3239293
Dated/दिनांक : 09-03-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	22-03-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	22-03-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Indian Audit And Accounts Department
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Icisa,noida
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Housekeeping staff , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Mali/Gardener , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Pantry Boy , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Assistant Cook , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - HMV , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Personnel Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Mali/Gardener , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Receptionist Cum Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Librarian , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Office Supervisor
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	500 Lakh (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	No

Bid Details/बिड विवरण	
Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	28030000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	1401500

ePBG Detail/ईपीबीजी विवरण

Advisory Bank	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Sr. Administrative Officer
iCISA, Noida, A-52, Sector 62, Noida,UP 201309

(Vishwajit Kumar Srivastava)

Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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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. 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.
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

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:As per Additional Terms and Conditions (ATC) uploaded

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 Additional Terms and Conditions (ATC) uploaded

Geographic Presence: Office registration certificate:As per Additional Terms and Conditions (ATC) uploaded

Scope of work & Job description:[1678370921.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1678371069.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1678371633.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Number of Manpower,Annual Turnover,Net worth, Experience etc.	100	60	View file	Yes

Total Minimum Passing Technical Marks: 60

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
16-03-2023 15:00:00	iCISA, A-52, Sector 62, Noida, UP 201309

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Housekeeping Staff (22)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Housekeeping staff
Educational Qualification	8th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	22	<ul style="list-style-type: none">• Bonus (INR per day) : 59.23• EDLI (INR per day) : 2.88• EPF Admin Charge (INR per day) : 2.88• Minimum daily wage (INR) exclusive of GST : 711• Optional Allowances 1 (INR per day) : 0• Optional Allowances 2 (INR per day) : 0• Optional Allowances 3 (INR per day) : 0• ESI (INR per day) : 25.03• Provident Fund (INR per day) : 75• Number of working days in a month : 26• Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Mali/Gardener (3)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin
List of Profiles	Mali/Gardener
Educational Qualification	8th pass
Specialization	Not Required

Specification	Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 711 • EDLI (INR per day) : 2.88 • Bonus (INR per day) : 59.23 • EPF Admin Charge (INR per day) : 2.88 • 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 : 26 • Provident Fund (INR per day) : 75 • ESI (INR per day) : 25.03 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Pantry Boy (8)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Pantry Boy
Educational Qualification	10th pass or 8th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	8	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 788 • Bonus (INR per day) : 65.64 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 27.74 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Assistant Cook (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Assistant Cook
Educational Qualification	10th pass or 8th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	Additional Wage

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 788 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 74.85 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking

Staff (5)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	10th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 788 • EDLI (INR per day) : 2.88 • Bonus (INR per day) : 65.64 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 27.74 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate or 12th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	3	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Minimum daily wage (INR) exclusive of GST : 866 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver - HMV (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Driver - HMV
Educational Qualification	10th pass or 8th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	2	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Minimum daily wage (INR) exclusive of GST : 866 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Personnel Assistant (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Personnel Assistant
Educational Qualification	12th pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	3	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Minimum daily wage (INR) exclusive of GST : 866 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Cook (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	Dipolma in Hotel Management OR 10th Pass OR 8th Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	Additonal Wage

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	2	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Minimum daily wage (INR) exclusive of GST : 866 • Optional Allowances 1 (INR per day) : 209.15 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Mali/Gardener (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Mali/Gardener
Educational Qualification	10th Pass OR 8th Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 866 • EDLI (INR per day) : 2.88 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 2.88 • 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 : 26 • Provident Fund (INR per day) : 75 • ESI (INR per day) : 0 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Receptionist Cum Operator (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Receptionist Cum Operator
Educational Qualification	Graduate OR 12th Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 866 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Librarian (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Librarian
Educational Qualification	Bachelor in Library science
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 866 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Office Supervisor (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Office Supervisor
Educational Qualification	12th Pass OR 10th Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	1	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Minimum daily wage (INR) exclusive of GST : 940 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Office Supervisor (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Office Supervisor
Educational Qualification	12th Pass OR 10th Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Additional Terms and Conditions uploaded

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	Additonal Wage

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Munish Kumar	201307,A-52, Sector-62 Institutional Area, Phase II	1	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Minimum daily wage (INR) exclusive of GST : 940 • Optional Allowances 1 (INR per day) : 153.85 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 75 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

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.

Disclaimer/अस्वीकरण

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/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---