

### Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	16-11-2022 18:00:00
<b>Bid Opening Date/Time</b>	16-11-2022 18:30:00
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Ministry Of Agriculture And Farmers Welfare
<b>Department Name</b>	Department Of Agricultural Research And Education (dare)
<b>Organisation Name</b>	Indian Council Of Agricultural Research (icar)
<b>Office Name</b>	Icar-nivedi, Bangalore
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Mali/Gardner Helper , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Office Boy , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; Driver - HMV , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; Electrician , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Administrative Operator or Office Assistant or Executive Assistant
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	100 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<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,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
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	3 Days
<b>Estimated Bid Value</b>	21400000

**Bid Details****Evaluation Method**

Item wise evaluation

**EMD Detail**

Required

No

**ePBG Detail**

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

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

**Beneficiary:**

Director (Acting)

Drawn in favour of : ICAR Unit, NIVEDI Account Bank Name: State Bank of India Account No: 10476393073

Branch: Attur Branch IFSC Code: SBIN0013282

(The Director)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

MSE Purchase Preference

No

**Details of the Competent Authority for MSE**

Name of Competent Authority	Dr B R Shome
Designation of Competent Authority	Director (Acting)
Office / Department / Division of Competent Authority	ICAR-NIVEDI
CA Approval Number	5-515
Competent Authority Approval Date	31-10-2022
Brief Description of the Approval Granted by Competent Authority	Approved the proposal as this is not purchase of items but for hiring of manpower services

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

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

**Scope of work & Job description:**[1667304817.pdf](#)

**Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:**[1667304886.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1667305146.pdf](#)

#### Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
04-11-2022 14:00:00	ICAR-NIVEDI, Ramagondanahalli, Yelahanka, Bengaluru-560 064. Contact No: 080-23093101/106

#### Evaluation Method ( Item Wise Evaluation Method )

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Estimated Value	Item/Category	Quantity
Schedule 1	3000000	Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Mali/gardner Helper	Number of Resources to be hired : 2
Schedule 2	400000	Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Office Boy	Number of Resources to be hired : 3
Schedule 3	1000000	Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Cook	Number of Resources to be hired : 1

Schedule 4	700000 0	Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Multi-tasking Staff	Number of Resources to be hired : 7
Schedule 5	200000 0	Manpower Outsourcing Services - Minimum Wage - Highly-skilled; Others; Driver - Hmv	Number of Resources to be hired : 2
Schedule 6	100000 0	Manpower Outsourcing Services - Minimum Wage - Highly-skilled; Others; Electrician	Number of Resources to be hired : 1
Schedule 7	700000 0	Manpower Outsourcing Services - Minimum Wage - Highly-skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant	Number of Resources to be hired : 7

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Mali/Gardner Helper ( 2 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	Not Required
Specialization	Experience in gardening work
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

**Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064,Post Box No.6450, Ramagondanahalli, Yelahanka,	2	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.48</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 2.47</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 495</li> <li>• ESI (INR per day) : 16.09</li> <li>• Provident Fund (INR per day) : 59.4</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Office Boy ( 3 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Office Boy
Educational Qualification	High 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>	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064,Post Box No.6450, Ramagondanahalli, Yelahanka,	3	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.48</li> <li>• EPF Admin Charge (INR per day) : 2.47</li> <li>• Minimum daily wage (INR) exclusive of GST : 495</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 16.09</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 59.4</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

#### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Cook ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	

<b>Specification</b>	<b>Values</b>
Skill Category	Skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	Not Required
Specialization	Experience in cooking at reputed institutes or restaurants
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

**Additional Specification Documents**

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**Consignees/Reporting Officer**

<b>S.No.</b>	<b>Consignee/Reporting Officer</b>	<b>Address</b>	<b>Number of Resources to be hired</b>	<b>Additional Requirement</b>

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064,Post Box No.6450, Ramagondanahalli, Yelahanka,	1	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.69</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 2.7</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 539</li> <li>• ESI (INR per day) : 17.52</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 64.68</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Multi-tasking Staff ( 7 )**

**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>	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064,Post Box No.6450, Ramagondanahalli, Yelahanka,	7	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.69</li> <li>• EPF Admin Charge (INR per day) : 2.7</li> <li>• Minimum daily wage (INR) exclusive of GST : 539</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 17.52</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 64.68</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

#### Technical Specifications

Specification	Values
<b>Core</b>	

<b>Specification</b>	<b>Values</b>
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	Driver - HMV
Educational Qualification	With a valid license for two wheeler and LMV
Specialization	Experience in driving vehicles in reputed organizations or institutes etc
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

**Additional Specification Documents**

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**Consignees/Reporting Officer**

<b>S.No.</b>	<b>Consignee/Reporting Officer</b>	<b>Address</b>	<b>Number of Resources to be hired</b>	<b>Additional Requirement</b>

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064, Post Box No.6450, Ramagondanahalli, Yelahanka,	2	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.98</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 2.98</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 596</li> <li>• ESI (INR per day) : 19.37</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 71.52</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; Electrician ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	Electrician
Educational Qualification	ITI
Specialization	Experience in electrical and plumbing work
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>	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064,Post Box No.6450, Ramagondanahalli, Yelahanka,	1	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.98</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 2.98</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 596</li> <li>• Number of working days in a month : 26</li> <li>• ESI (INR per day) : 19.37</li> <li>• Provident Fund (INR per day) : 71.52</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

#### Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant ( 7 )

#### Technical Specifications

Specification	Values
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Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Degree from a recognized university with computer knowledge
Post Graduation	Optional
Specialization for PG	Commerce
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

**Additional Specification Documents**

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**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Muraleedharan P	560064, Post Box No.6450, Ramagondanahalli, Yelahanka,	7	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.98</li> <li>• EPF Admin Charge (INR per day) : 2.98</li> <li>• Minimum daily wage (INR) exclusive of GST : 596</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 19.37</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 71.52</li> <li>• Tenure/ Duration of Employment (in months) : 12</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. Buyer Added Bid Specific Scope Of Work(SOW)

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

### 3. Buyer Added Bid Specific ATC

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

### 4. 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.

## 5. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 6. Payment

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.

## 7. 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 ICAR-UNIT, NIVEDI A/C (Account No: 10476393073 Branch: Attur Branch IFSC Code: SBIN0013282) payable at Bengaluru. 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.

## 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 specifications 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

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---**