

### Bid Document

| Bid Details  |  |
|--|--|
| <b>Bid End Date/Time</b>   | 10-01-2023 17:00:00  |
| <b>Bid Opening Date/Time</b>   | 10-01-2023 17:30:00  |
| <b>Bid Offer Validity (From End Date)</b>                                    | 180 (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 - Highly-Skilled; Admin; Administrative Operator or Office Assistant or Executive Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Multi Tasking Staff                                    |
| <b>Contract Period</b>   | 2 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>                    | Yes  |
| <b>Startup Exemption for Years Of Experience</b>                             | Yes  |
| <b>Document required from seller</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*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>Estimated Bid Value</b>   | 10439000   |
| <b>Evaluation Method</b>   | Total value wise evaluation  |

#### EMD Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

**ePBG Detail**

|                                     |                     |
|-------------------------------------|---------------------|
| Advisory Bank                       | State Bank of India |
| ePBG Percentage(%)                  | 3.00                |
| Duration of ePBG required (Months). | 26                  |

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

**Beneficiary:**

Director

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 | Yes |
|-------------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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:**[1672399526.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1672399811.pdf](#)

#### **Pre Bid Detail(s)**

| <b>Pre-Bid Date and Time</b> | <b>Pre-Bid Venue</b>                      |
|------------------------------|---|
| 03-01-2023 14:00:00          | ICAR-NIVEDI, Ramagondanahalli, Bengaluru. |

#### **Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant ( 14 )**

#### **Technical Specifications**

| <b>Specification</b>      | <b>Values</b>  |
|---------------------------|--|
| <b>Core</b>               |  |
| Skill Category            | Highly-Skilled   |
| Type of Function          | Admin  |
| List of Profiles          | Administrative Operator or Office Assistant or Executive Assistant |
| Educational Qualification | Secondary School   |
| Specialization            | Not Required , Not Required  |
| Post Graduation           | Not Required   |
| Specialization for PG     | Not Required   |
| 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  |
|-------|-----------------------------|--|---------------------------------|---|
| 1     | Muraleedharan P             | 560064, Post Box No.6450, Ramagondanahalli, Yelahanka, | 14                              | <ul style="list-style-type: none"> <li>• EDLI (INR per day) : 3.25</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 3.25</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 : 650.85</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 78.1</li> <li>• ESI (INR per day) : 21.15</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul> |

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Multi Tasking Staff ( 5 )**

**Technical Specifications**

| Specification             | Values              |
|---------------------------|---------------------|
| <b>Core</b>               |                     |
| Skill Category            | Skilled             |
| Type of Function          | Admin               |
| List of Profiles          | Multi Tasking Staff |
| Educational Qualification | High School         |
| Specialization            | Not applicable      |
| Post Graduation           | Not Required        |
| Specialization for PG     | Not Required        |
| 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 |        |

#### 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, | 5                               | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 599.49</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.99</li> <li>• EPF Admin Charge (INR per day) : 2.99</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) : 19.48</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 71.93</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. **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.

## 3. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of The Director, ICAR-NIVEDI A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## 4. **Forms of EMD and PBG**

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 The Director Account No. Account Number: 10476393073 IFSC Code SBIN0013282 Bank Name State Bank of India Branch address Attur. 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.

## 5. **Buyer Added Bid Specific Scope Of Work(SOW)**

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

## 6. **Buyer Added Bid Specific ATC**

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

## 7. **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.

## 8. **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](#), 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---**