

Bid Document

| Bid Details | |
|--|---|
| Bid End Date/Time | 23-12-2022 16:00:00 |
| Bid Opening Date/Time | 23-12-2022 16:30:00 |
| Bid Offer Validity (From End Date) | 120 (Days) |
| Ministry/State Name | Ministry Of Earth Sciences |
| Department Name | National Centre For Coastal Research Nccr |
| Organisation Name | National Centre For Coastal Research Nccr |
| Office Name | Nccr Chennai |
| Item Category | Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Finance/Accounts; Accounts Officer , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Finance/Accounts; Accounting Operator or Accounts Assistants or Accounts Executive , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Establishment Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Establishment Assistant , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff |
| Contract Period | 1 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years) | 400 Lakh (s) |
| Years of Past Experience Required for same/similar service | 3 Year (s) |
| MSE Exemption for Years of Experience and Turnover | No |
| Startup Exemption for Years of Experience and Turnover | No |
| Document required from seller | 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 | No |
| Type of Bid | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| Estimated Bid Value | 10000000 |
| Evaluation Method | Total value wise evaluation |

EMD Detail

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

ePBG Detail

| | |
|-------------------------------------|---------------------|
| Advisory Bank | State Bank of India |
| ePBG Percentage(%) | 5.00 |
| Duration of ePBG required (Months). | 12 |

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

Beneficiary:

PAO, IMD, Chennai
PAO, IMD, Chennai
(Pao, Imd, Chennai)

Splitting

Bid splitting not applied.

MSE Purchase Preference

| | |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

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. 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.
4. 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:As per tender document and scope of tender/Job description

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 tender document and scope of tender/Job description

Geographic Presence: Office registration certificate:As per tender document and scope of tender/Job description

Scope of work & Job description:[1670913545.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.:[1670913652.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1670913676.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1670913718.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Finance/Accounts; Accounts Officer (1)

Technical Specifications

| Specification | Values |
|---------------------------|-----------------------|
| Core | |
| Skill Category | Highly-Skilled |
| Type of Function | Finance/Accounts |
| List of Profiles | Accounts Officer |
| Educational Qualification | Graduate |
| Specialization | Knowledge in MSOffice |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 10 to 15 Years |
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | Accounts Officer |

Additional Specification Documents

Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---|---------------------------------|---|
| 1 | Ramanathan V | 600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai | 1 | <ul style="list-style-type: none"> • EDLI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 5 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 1496.6 • Number of working days in a month : 30 • Provident Fund (INR per day) : 60 • ESI (INR per day) : 0 • Tenure/ Duration of Employment (in months) : 12 |

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive (3)**Technical Specifications**

| Specification | Values |
|---------------------------|--|
| Core | |
| Skill Category | Highly-Skilled |
| Type of Function | Finance/Accounts |
| List of Profiles | Accounting Operator or Accounts Assistants or Accounts Executive |
| Educational Qualification | Graduate |
| Specialization | Knowledge in MSOffice |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 5 Years |

| Specification | Values |
|---------------------------|-----------|
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | Executive |

Additional Specification Documents

Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---|---------------------------------|---|
| 1 | Ramanathan V | 600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai | 3 | <ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1180 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 5 • 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 : 30 • Provident Fund (INR per day) : 60 • Tenure/ Duration of Employment (in months) : 12 |

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Establishment Assistant (11)

Technical Specifications

| Specification | Values |
|---------------------------|-------------------------|
| Core | |
| Skill Category | Highly-Skilled |
| Type of Function | Admin |
| List of Profiles | Establishment Assistant |
| Educational Qualification | Graduate |
| Specialization | Knowledge in MSOffice |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 3 to 7 Years |
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | Establishment Assistant |

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 | Ramanathan V | 600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai | 11 | <ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 940 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 5 • 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 : 30 • Provident Fund (INR per day) : 60 • Tenure/ Duration of Employment (in months) : 12 |

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Establishment Assistant (7)

Technical Specifications

| Specification | Values |
|---------------------------|-------------------------|
| Core | |
| Skill Category | Skilled |
| Type of Function | Admin |
| List of Profiles | Establishment Assistant |
| Educational Qualification | Secondary School |
| Specialization | Knowledge in MSOffice |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |
| State | NA |
| Zipcode | NA |

| Specification | Values |
|---------------------------|-------------------------|
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | Establishment Assistant |

Additional Specification Documents

Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---|---------------------------------|--|
| 1 | Ramanathan V | 600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai | 7 | <ul style="list-style-type: none"> • EDLI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 5 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 866 • Number of working days in a month : 30 • Provident Fund (INR per day) : 60 • ESI (INR per day) : 0 • Tenure/ Duration of Employment (in months) : 12 |

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

Technical Specifications

| Specification | Values |
|---------------|--------|
| Core | |

| Specification | Values |
|---------------------------|---------------------|
| Skill Category | Unskilled |
| Type of Function | Admin |
| List of Profiles | Multi-tasking Staff |
| Educational Qualification | 8th STD |
| Specialization | Not Required |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | Office Assistant |

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 | Ramanathan V | 600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai | 8 | <ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 711 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 5 • 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 : 30 • Provident Fund (INR per day) : 60 • Tenure/ Duration of Employment (in months) : 12 |

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. 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.

3. 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.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

| | | |
|----|--|--|
| 5 | The registered or Operational Office of the Bidder must be located in Chennai or in the adjoining locations and the bidder must submit proof for the same. | |
| 6 | Average turnover of the applicant from Manpower Services during the last three financial years (i.e. Year ending 31.03.2022) should not be less than Rs. 3 Crore. The bidder should submit the audited profit and loss account with IT return & CA Turnover certificates. | |
| 7 | Bidder should submit service certificate/reference letter/Work Order from three previous clients with the details as mentioned above. | |
| 8 | Tenderer should have valid GST Number and PAN Number. | |
| 9 | Should have ESIC and EPF Registration Number/Certificate. | |
| 10 | Bidder should have an operating office in Chennai and must attach proof for the same by way of any statutory registration. | |
| 11 | Bidder should have valid License for Manpower Services. | |

Place : Chennai

Date : 09.12.2022
Office

Head of

General Conditions:

1. Contract period: The contract will be initially awarded for a period of one year on trials basis and based on performance & requirement the contract can be extended for further two years. If the performance not found to be satisfactory the order will be terminated at any time with one month notice by NCCR.
2. The minimum wages will be revised in accordance with the revision in Central Govt. minimum Wages. However, the administrative / service charges shall remain the same during the tenure of the contract.
3. All the bidders are requested to submit their quotes/offers through online only <https://gem.gov.in/>
4. **Terms & conditions:**
 - a) Since NCCR expects contractor to comply engagement of right qualified staff for the right job and compliance of minimum wages as notified by appropriate authorities.
 - b) The Contractor shall be responsible for timely payment of their wages/salary directly in their bank accounts.
 - c) The contractor should pay the salary to the employees before 5th of every month without any **commission or profit**. Failure to disburse timely wages and its resultant action by any enforcing authority is the sole responsibility of the contractor and repetitive default in disbursement of wages shall lead to termination of contract without any notice apart from forfeiture of Security Deposit.
 - d) The contractor will also be responsible for statutory deductions from pay like EPF, ESI and Bonus as per rules. The contractor must confirm to the labour law requirements as per statutory rules inforce from time to time. Persons below 18 years of age will not be allowed to be engaged inside the NCCR. NCCR shall not be responsible whatsoever in any manner.
 - e) TDS will be deducted as per Government of India, Income Tax rules. Contractor should submit the copy of PAN card.
 - f) The requirement per day is about 38 persons approximately. However, in case of increase / decrease requirement the contractor shall supply additional services on prior notice of 3 working days at the quoted rates.
 - g) The contractor shall compulsorily obtain a 'Workmen Compensation Policy / Personal Accident Policy', at his own cost, covering all the risks in respect of all such staff deployed by him / her at NCCR, Third Party Liability in Contractor's all risk policy shall be for a minimum of ₹ 10.00 Lakhs per person for any one accident or occurrence. The copies of the same shall be submitted to the NCCR.

The contractor shall take all precautionary measures to ensure the safety of the workmen deployed by the contractor and the NCCR shall not be responsible in case of any eventuality.

- h) Each page of the tender, tender document, and any corrigendum issued shall be duly signed by the bidder and uploaded in GeM. An unsigned bid is liable for rejection.
- i) The Director, NCCR, Chennai, reserves the right to reject/issue the tender to any agency/bidder at his sole discretion without assigning any reason whatsoever agency at his sole discretion without assigning any reason whatsoever.
- j) Tenders incomplete/deficient in any respect whatsoever or not uploading supporting documents /not fulfilling the prescribed conditions are liable to be rejected.
- k) The successful bidder shall submit a security deposit of 5% of the total contract value as a security deposit within two weeks from the date of the issue of the LOI or work order. The security deposit must be in the form of a demand draught or bank guarantee made out to "PAO IMD, Chennai."
- l) The Contractor shall raise the bill on completion of every month, which should be duly certified by the NCCR's official and the payment shall be made through ECS within 30 days from the date of submission of complete bill with supporting documents (Receipt of EPF, ESI, GST, Payslip, NEFT etc., and NCCR shall not pay any amount in cash and no advance money shall be paid to Contractor in any case.

Place : Chennai

Date : 09.12.2022
Office

Head of

5. **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.

6. **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.

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 PAO, IMD payable at Chennai. 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.

8. 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.

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---