

Bid Document

Bid Details	
Bid End Date/Time	14-12-2022 18:00:00
Bid Opening Date/Time	14-12-2022 18:30:00
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Revenue
Organisation Name	Central Board Of Direct Taxes (cbdt)
Office Name	Pr Commissioner Of Income Tax Refac Au 1 Jalandhar
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	38 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	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
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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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. 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.
7. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

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:The Bidder Should Have Executed At Least 2 Projects With Contract Value Not Less Than Rs.38,00,000 For Each Contract Of Providing Manpower Services To Central Government Departments.

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:The Bidder Should Have Executed At Least 2 Projects With Supply Of 20 to 25 Of Manpower In Each Contract Of Providing Manpower Services To Central Government Departments in Last 3 Financial Years.

Geographic Presence: Office registration certificate:JALANDHAR

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1670413223.pdf](#)

Scope of work & Job description:[1670413316.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Multi-tasking Staff (20)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	Multi Tasking Staff
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Vinay Sharma	144001,Room No. 208, Aaykar Bhawan, C.R. Building, Jalandhar	20	• Minimum daily wage (INR) exclusive of GST : 617 • EDLI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • 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) : 80 • ESI (INR per day) : 20 • Tenure/ Duration of Employment (in months) : 24

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

The duties of the Office Helpers/Sweepers would broadly include:-

1. The scope of work of cleaners includes dusting, sweeping shifting of material and records and any other work to be assigned by administrative authorities.
2. The Total number of helpers/sweepers/etc. Deployed shall be at the sole discretion of this office.
3. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.
4. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
5. The personnel should report to the office in charge assigned by this office.
6. The service provider is responsible for payment of monthly wages to the personnel to the engaged by it in compliance of all the statutory obligations under all related and applicable laws to it from time to time including Contract Labour Act. Minimum Wages Act, Employees Provident Fund, ESI

Act, etc. The Service Provider should ensure that wages are paid on or before 7th of following month irrespective of the fact that the bill for the month is pending for payment. It is mandatory for the service provider to pay the prevailing rates to the deployed helpers/sweepers.

7. All existing statutory regulations of Central Government shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior
8. The bill shall be submitted by the Service Provider on or before 7th of the following month. At the time of submission of bill for payment, the contractor/service provider should submit the proof for the previous payment made towards statutory liabilities. The service provider shall make only statutory deduction from the wages paid to the personnel. Payments shall be made only to the contracting agency and on monthly basis as per actual services. The contracting agency has to raise invoices in the first week of the next month for the service rendered in this month. The department shall make payment according to the availability of the funds.
9. The persons engaged by the contracting agency/service provider will be in the employment of the contracting agency/service provider only. There will not be any employer-employee relationship between the persons deployed by the contractor and the Income Tax Department.
10. The contractor /Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.
11. All damages caused by the personnel to the property of the office shall be recovered from service provider.
12. This office reserves the right to extend the contract further on the same terms and conditions subject to satisfactory performance or the service provider.
13. No other person except service providers authorized representative shall be allowed to enter the offices.
14. Department/ office will not involve in any dispute between the service provider and workers of the service provider.
15. Adhaar/PAN number of each helpers/sweepers and will be verified by the service provider and they will be allowed to work in this office only after proper police verification. Proper identification card shall be provided by the contractor/bidder to the person deployed as helpers /sweepers and it must be ensured that the same are worn to work and ID cards are displayed on person.
16. The contractor will have to issue wearable photo identity cards of its persons and the helpers/sweepers will be required to display it all time while in office failing which the person may be asked to leave the premises & penalty of Rs. 100/- on each instance of failure will be levied.

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---