

Bid Document

Bid Details	
Bid End Date/Time	22-12-2022 17:00:00
Bid Opening Date/Time	22-12-2022 17:30:00
Bid Offer Validity (From End Date)	120 (Days)
Ministry/State Name	Tripura
Department Name	Revenue Department Tripura
Organisation Name	N/a
Office Name	Dm And Collector South Tripura
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Others; Protection Officer Institutional Care; As Enclosed Herewith , Manpower Outsourcing Services - Fixed Remuneration - Others; Protection Officer Non Institutional Care; As Enclosed Herewith , Manpower Outsourcing Services - Fixed Remuneration - Others; Counsellor; As Enclosed Herewith , Manpower Outsourcing Services - Fixed Remuneration - Others; Data Analyst; As Enclosed Herewith , Manpower Outsourcing Services - Fixed Remuneration - Others; Social Worker; As Enclosed Herewith , Manpower Outsourcing Services - Fixed Remuneration - Others; Accountant; As Enclosed Herewith , Manpower Outsourcing Services - Fixed Remuneration - Others; Out Reach Worker; As Enclosed Herewith
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	5 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	No
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

Bid Details	
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	1684128
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	2.00
Duration of ePBG required (Months).	18

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

Beneficiary:

ADM & Collector, South Tripura
DM and Collector South Tripura, Revenue Department Tripura, 799155
(Asim Saha)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	No
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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. 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.
3. 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.
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.

5. 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

Geographic Presence: Office registration certificate:Tripura (State).

Scope of work & Job Description:[1670412562.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Others; Protection Officer Institutional Care; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Protection Officer Institutional Care
Educational Qualification	As Enclosed Herewith
Specialization	As Enclosed Herewith
Post Graduation	Optional
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Protection Officer (Institutional Care)

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	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 22441 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Protection Officer Non Institutional Care; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Protection Officer Non Institutional Care
Educational Qualification	As Enclosed Herewith
Specialization	As Enclosed Herewith
Post Graduation	Optional
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Designation	Protection Officer (Non Institutional Care)

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 22441 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Counsellor; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Counsellor
Educational Qualification	As Enclosed Herewith
Specialization	As Enclosed Herewith
Post Graduation	Optional

Specification	Values
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Counsellor

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12203 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 1464 • EDLI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1464 • ESI (INR Monthly) : 488 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Data Analyst; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Data Analyst
Educational Qualification	As Enclosed Herewith
Specialization	As Enclosed Herewith
Post Graduation	Optional
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Data Analyst

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12203 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 1464 • ESI (INR Monthly) : 488 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1464 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Social Worker; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Social Worker
Educational Qualification	As Enclosed Herewith
Specialization	As Enclosed Herewith
Post Graduation	Optional
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	

Specification	Values
Additional Details	
Designation	Social Worker

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12203 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 1464 • ESI (INR Monthly) : 488 • Provident Fund (INR Monthly) : 1464 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Accountant; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Accountant
Educational Qualification	As Enclosed Herewith

Specification	Values
Specialization	As Enclosed Herewith
Post Graduation	Optional
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Accountant

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 12203 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 1464 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1464 • ESI (INR Monthly) : 488 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Out Reach Worker; As Enclosed Herewith (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Out Reach Worker
Educational Qualification	As Enclosed Herewith
Specialization	As Enclosed Herewith
Post Graduation	Optional
Specialization for PG	As Enclosed Herewith
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Designation	Out Reach Worker

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	Asim Saha	799155, District Magistrate & Collector South Tripura, Belonia	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 6973 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 837 • ESI (INR Monthly) : 279 • Provident Fund (INR Monthly) : 837 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. 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.

3. 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.

4. 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.

5. **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 DM South Tripura Belonia 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.

6. **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.

7. **Buyer Added Bid Specific ATC**

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

8. **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.

9. **Purchase Preference (State)**

Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority : Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid inviting Authority whose credentials are validated online through Udyog Aadhaar/URC for that product category. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15 Quoted price as percentage margin of purchase preference/price} % of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15 % of total value as defined/ decided in relevant policy.

10. **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. 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---