

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	17-12-2022 18:00:00
<b>Bid Opening Date/Time</b>	17-12-2022 18:30:00
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Ministry Of Commerce And Industry
<b>Department Name</b>	Department Of Commerce
<b>Organisation Name</b>	N/a
<b>Office Name</b>	R.no.27 C Udyog Bhawan, New Delhi, Delhi-110011
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
<b>Contract Period</b>	3 Year(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>Type of Bid</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Advisory Bank	State Bank of India
EMD Amount	119285

### ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	38

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

**Beneficiary:**

CPAO Commerce  
 Department of Commerce, Room No. 02, Basement 1, Vanijya Bhawan, New Delhi  
 (Cpao)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

MSE Purchase Preference	Yes
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1. 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.

2. 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.

3. 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:**[1670406884.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1670406953.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper ( 26 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
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
<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	Vikramaditya Singh Dev	110011,Udyog Bhawan	26	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 646</li> <li>• Bonus (INR per day) : 54</li> <li>• EDLI (INR per day) : 3</li> <li>• EPF Admin Charge (INR per day) : 3</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) : 21</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 69</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

## Buyer Added Bid Specific Terms and Conditions

### 1. 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.

### 2. Service & Support

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

### 3. 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.

### 4. 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.

#### 5. **Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

#### 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. **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.

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

Buyer Added text based ATC clauses

### **BID SPECIFIC ATC**

#### **(A) Contract Period**

1. Duration of the service contract may be extended upto 12 months (completing month) beyond the initial contract duration (subject to satisfactory performance and mutual consent).

#### **(B) Distribution of manpower**

2. The Bid is generated for 26 outsources manpower (cleaning staff). Even, the requirement of department is for 16 Cleaning Staff and 10 Labours / Mazdoors. The successful bidder has to provide the requisite manpower accordingly.

#### **(C) Service Charges**

3. The service charges has been fixed at the rate of 5% by this Department, accordingly the bills will be settled.

#### **(D) Documents to be attached with the bid**

4. The Bidder must submit the prescribed proforma (**Annexure-A**) duly filled up with the bid, otherwise the bid will not be evaluated and summarily **rejected**.

5. The pro-forma should be duly filled up, duly signed by authorised signatory and supported with all necessary documents.

6. Documents related to Experience / turnover etc. submitted by the bidder should be either in Hindi or in English language. In other case, bidder must provide translated copy of such document(s) either in Hindi or in English language. Otherwise these documents would **not be entertained** for evaluation.

7. The bidder / seller should have its office in Delhi / New Delhi. Necessary documents to the effect must be attached with the bid documents.

8. The bidder will upload countersigned and stamped copy of bid document at GEM portal as token for accepting all terms and conditions of the bid / contract.

9. The bidder must **enclose undertaking** regarding their firm is not blacklisted / debarred by the Govt.

#### **(E) Earnest Money Deposit (EMD)**

10. Bidder must submit the EMD in the form of Account Payee **Demand Draft only**. DD should be made in favour of CPAO, COMMERCE payable at NEW DELHI. Bidder has to upload scanned copy / proof of DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### **(F) Performance Security**

11. Successful Bidder must submit the Performance Security in the **form of ePBG only**. It should be made out or pledged in the name of CPAO, COMMERCE, NEW DELHI A/C (Name of the Seller). The bank should certify on it that ePBG can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the same will be released in favour of bidder by the Buyer after making endorsement on the back of the ePBG duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the ePBG and has to ensure delivery of hard copy of the same to the Buyer within 15 days of award of contract.

#### **(G) Deployment of representative / supervisor**

12. The successful bidder would deploy its one representative / supervisor for this Department who will visit office **daily** on specific time as mutually decided by buyer and seller to sort out any issue related to the manpower by the firm.

**(H) Experience**

13. While considering the experience of specific year, it should not be less than 10 months continuance period.

14. In case of ambiguity in term of a year (calendar / financial), it would be deemed financial year.

**(I) Bonus**

15. The service provider shall pay the bonus on annual basis.

**(J) Miscellaneous**

16. Buyer has the right to change the nomenclature of service outsourced during the contract period.

17. In case in variation in admissible amount on daily basis and monthly basis, the payment will be made on monthly basis.

18. Buyer has the right to decrease or increase any requisite number of manpower anytime during the contract period. The seller has to provide or withdraw these manpower in the stipulated time.

19. The Department reserves the right to terminate / cancel the contract with one-month advance notice to the Contractor, in case the services not required by this Department.

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**Annexure-A**

<b>Sl. No.</b>	<b>Description</b>	<b>Details (to be filled up by the bidder)</b>
1.	Name of the firm	
	Address of the firm	

	Name of authorised person	
	Contact No. of authorised persons	
2.	Status of Firm (necessary document should be attached)	.....
3.	Details of EMD	Amount (in INR) : Date of issue : Issuing Bank :
	If exempted, please attached copy of registration certificate issued by nodal government agency	
4.	PAN (necessary document should be attached)	No.....
5.	GST (necessary document should be attached)	No.....
6.	Details of office located in Delhi (necessary document should be attached)	Details of supporting documents 1. .... 2. .... 3. ....
7.	Dedicated / Toll tree Telephone No. of service support	No. ....
8.	Registration with EPFO (necessary document should be attached)	No.....
9.	Registration with ESIC (necessary document should be attached)	No.....
10.	Registration with Labour Commissioner : (necessary document should be attached)	No.....
11.	Bidder's Turnover in FY 2019-20, 2020-21, 2021-22  (necessary document should be attached)	FY 2019-20 Rs. ....  FY 2020-21 Rs. ....  FY 2021-22 Rs. ....

12.	Past experience for same/ similar services  (necessary document should be attached)	Experience in FY 2019-20, 2020-21 and 2021-22
13.	Past experience for same/ similar services in FY 2019-20, 2020-21 and 2021-22 (i.e. atleast 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  (necessary document should be attached)	1. Project Value (in Rs.) Period ..... to ..... Name of Office .....  2. Project Value (in Rs.) Period ..... to ..... Name of Office .....  3. Project Value (in Rs.) Period ..... to ..... Name of Office .....
14	Atleast 40% of the required manpower on service providers roll for atleast one year of FY 2019-20, or 2020-21 or 2021-22  (necessary document should be attached)	Number of manpower ..... Period ..... to ..... Name of Office .....
15.	Undertaking regarding declaration of non-blacklisted  (necessary document should be attached)	Date of issue .....
16.	Undertaking regarding declaration of non-insolvency/bankrupt/ liquidation/ court receivership or similar proceeding etc.  (necessary document should be attached)	Date of issue .....

Signature of authorised signatory

Date :

Stamp :

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## 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](#), 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---**