

### Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	06-01-2023 14:00:00
<b>Bid Opening Date/Time</b>	06-01-2023 14:30:00
<b>Bid Offer Validity (From End Date)</b>	90 (Days)
<b>Ministry/State Name</b>	Ministry Of Agriculture And Farmers Welfare
<b>Department Name</b>	Department Of Agriculture Cooperation And Farmers Welfare
<b>Organisation Name</b>	National Seeds Corporation Limited (nsc)
<b>Office Name</b>	Head Office Beej Bhawan Pusa Complex New Delhi
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Stenographer , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Finance/Accounts; Accounting Operator or Accounts Assistants or Accounts Executive , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mazdoor/Labour , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Electrician , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - LMV , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
<b>Contract Period</b>	2 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	700 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>	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),Additional Doc 1 (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>	Yes
<b>RA Qualification Rule</b>	50% Lowest Priced Technically Qualified Bidders

<b>Bid Details</b>	
<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>	57102945
<b>Evaluation Method</b>	Total value wise evaluation

#### **EMD Detail**

Advisory Bank	State Bank of India
EMD Amount	50000

#### **ePBG Detail**

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	27

(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:**

National Seeds Corporation Ltd  
 Head Office Beej Bhawan Pusa Complex New Delhi, Department of Agriculture Cooperation and Farmers Welfare,  
 National Seeds Corporation Limited (NSC), Ministry of Agriculture and Farmers Welfare  
 (Chairman Cum Managing Director)

#### **Splitting**

Bid splitting not applied.

#### **MSE Purchase Preference**

MSE Purchase Preference	Yes
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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.

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.

6. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

#### Additional Qualification/Data Required

**Scope of work & Job description:**[1671781111.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1671693507.pdf](#)

#### Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
30-12-2022 15:00:00	NSC Corporate Office Beej Bhawan New Delhi

#### Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Stenographer ( 3 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Stenographer
Educational Qualification	Graduate

Specification	Values
Specialization	01 Year certificate of Stenography and Six month Computer Course
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum 01 year experience in relevant field of work
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Designation	NSC Stenographer
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0

**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	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 738.2</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</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) : 23.99</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Data Entry Operator ( 16 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Six month Computer Course
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum 01 year experience in relevant field of work
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Designation	NSC DEO

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	16	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 738.2</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) : 23.99</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Stenographer ( 5 )**

**Technical Specifications**

<b>Specification</b>	<b>Values</b>
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Stenographer
Educational Qualification	Graduate
Specialization	six months computer course with knowledge of MS Word MS Excel and Power Point Presentation plus 01 year certificate of stenography and adaptive in taking dictation and transcribe the matter with min typing speed of 30 wpm
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum one year experience in relevant filed of work
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	Conveyance Allowance
Designation	NFSM & NMOOP Stenographer
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0

**Additional Specification Documents****Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	5	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 833.33</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 33.33</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Data Entry Operator ( 8 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	six months computer course having adequate knowledge of MS Word MS Excel and Power Point Presentation
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum one year experience in relevant filed of work
State	NA



Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Designation	NFSM and NMOOP DEO
Title for Optional Allowances 1	Conveyance Allowance
Title for Optional Allowances 2	0

**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	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	8	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 833.33</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 33.33</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive ( 2 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Individual having Bachelor degree in Commerce and knowledge in the field of accounts and professional degree in Commerce or Accounts or Working experience in accounts or retired government officials as accountant
Post Graduation	Not Required

<b>Specification</b>	<b>Values</b>
Specialization for PG	Not Applicable
Experience	experience required
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	Conveyance Allowance
Title for Optional Allowances 3	0
Designation	NFSM and NMOOP Accountant
Title for Optional Allowances 2	0

**Additional Specification Documents**

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**Consignees/Reporting Officer**

<b>S.No.</b>	<b>Consignee/Reporting Officer</b>	<b>Address</b>	<b>Number of Resources to be hired</b>	<b>Additional Requirement</b>

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	2	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 1000</li> <li>• Optional Allowances 1 (INR per day) : 50</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• ESI (INR per day) : 0</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Data Entry Operator ( 5 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Six month Computer Course
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum 01 year experience in relevant field of work
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Designation	RKVY DEO

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	5	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 738.2</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) : 23.99</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Data Entry Operator ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Six month Computer Course
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum 01 year experience in relevant field of work
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Designation	PKVY DEO
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0

**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	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	1	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 0</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</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 : 706.13</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• ESI (INR per day) : 22.95</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Data Entry Operator ( 3 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Six month Computer Course
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Minimum 01 year experience in relevant field of work
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	0
Designation	SHCS DEO
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	3	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 0</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</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 : 725.2</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• ESI (INR per day) : 23.57</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 12 )**



**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
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>	
<b>Additional Details</b>	
Designation	NSC MTS/MPA
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
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	12	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 616.63</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>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• ESI (INR per day) : 20.04</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 8 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	Conveyance Allowance
Designation	NFSM and NMOOP MTS/MPA

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	8	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 700</li> <li>• Optional Allowances 1 (INR per day) : 33.33</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 22.75</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 3 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
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>	
<b>Additional Details</b>	
Designation	RKVY MTS/MPA
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
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 678.57</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</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) : 22.05</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Designation	PKVY MTS/MPA

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	1	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 589.77</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) : 19.17</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 2 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
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>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Designation	SHCS MTS/MPA

**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	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	2	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 606.23</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) : 19.7</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mazdoor/Labour ( 6 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Not Required
Specialization	Physically fit persons and Below 45 years
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA



Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	NSC Labour
Title for Optional Allowances 2	0

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	6	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 559.73</li> <li>• EDLI (INR per day) : 0</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</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>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• ESI (INR per day) : 18.19</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

#### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Electrician ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Electrician
Educational Qualification	High School
Specialization	ITI in relevant field is preferable
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	atleast 3 years of experience in relevant field
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Designation	NSC Electrician
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0

**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	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	1	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 678.57</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) : 22.05</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver - LMV ( 2 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Driver - LMV
Educational Qualification	High School
Specialization	Valid Driving License of LMV
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	minimum 2 years of experience in relevant field
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Designation	NSC Driver

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	2	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 678.57</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) : 22.05</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 6 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 55 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	well conversant in reading and writing Hindi and English language
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title For Optional Allowances 1	0
Title For Optional Allowances 3	0
Title For Optional Allowances 2	0

**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	Shashank Verma	110012,BEEJ BHAWAN PUSA COMPLEX IARI	6	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Basic Pay (Minimum daily wage) : 678.57</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin charge (INR per day) : 0</li> <li>• ESI (INR per day) : 22.05</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Tenure/ Duration of Employment : 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. Buyer Added Bid Specific ATC

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

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