

Bid Document

Bid Details	
Bid End Date/Time	09-04-2022 17:00:00
Bid Opening Date/Time	09-04-2022 17:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	80 (Days)
Ministry/State Name	Ministry Of Fisheries Animal Husbandry Dairying
Department Name	Department Of Animal Husbandry And Dairying
Organisation Name	Na
Office Name	Baghpat
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Healthcare; Lab. Technician , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Healthcare; Lab. Attendant , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Office Supervisor , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Skilled; IT-Technical; IT Lab Assistant , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Cook
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	34 Lakh (s)
Years of Past Experience required	2 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
SHG 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

Bid Details	
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	6894854.43
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	137897

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	10.00
Duration of ePBG required (Months).	18

(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:

Pay and Account Officer

Shastri Bhawan, Department of Animal Husbandry and Dairying, Ministry of Fisheries Animal Husbandry Dairying, New Delhi-110001

(Pao Extn. Department Of Ahd)

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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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. 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.

7. 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

Annual turnover Required by Buyer in Crores: Documentary proof of turnover to be uploaded in bidder's turnover category and no additional documents should be uploaded.

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: At least two no of projects contract value of one year. Documentary proof of experience to be uploaded in bidder's experience category and no additional documents should be uploaded.

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: At least 12 no of manpower. EPF/ESI Challan of December 2021 or later to be uploaded as documentary proof.

Geographic Presence: Office registration certificate: 1. UP (around 100 KMs of Baghpat)

2. NCR

Registration Certificate(RC)of Shop/Commercial Establishment/Rent agreement as documentary proof and uploaded in the "RC for Geographic Presence category.

Scope of work & Job description: [1648185300.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: [1648467579.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required: [1648185777.pdf](#)

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.: [1648554268.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Healthcare; Lab. Technician (5)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Healthcare
List of Profiles	Lab. Technician
Educational Qualification	Graduate
Specialization	Lab Technician
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	
Designation	Lab. Technician

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 617 • Bonus (INR per day) : 0 • ELDI (INR per day) : 3.09 • EPF Admin Charge (INR per day) : 3.09 • 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) : 74.04 • ESI (INR per day) : 20.05 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Healthcare; Lab. Attendant (6)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Healthcare
List of Profiles	Lab. Attendant
Educational Qualification	Secondary School
Specialization	Lab Attendant
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	
Designation	Lab. Attendant

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 512 • Bonus (INR per day) : 0 • ELDI (INR per day) : 2.56 • EPF Admin Charge (INR per day) : 2.56 • 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) : 61.44 • ESI (INR per day) : 16.64 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Office Supervisor (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Office Supervisor
Educational Qualification	Graduate
Specialization	Supervisor work of support staff
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	Office Supervisor

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

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	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 724 • ELDI (INR per day) : 3.62 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 3.62 • 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) : 86.88 • ESI (INR per day) : 23.53 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (4)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Data entry operator
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	Data entry operator

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 617 • ELDI (INR per day) : 3.09 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 3.09 • 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) : 74.04 • ESI (INR per day) : 20.05 • Tenure/ Duration of Employment (in months) : 12

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

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Secondary School
Specialization	Multi Tasking Staff
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

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 512 • ELDI (INR per day) : 2.56 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 2.56 • 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) : 61.44 • ESI (INR per day) : 16.64 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; IT-Technical; IT Lab Assistant (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	IT-Technical
List of Profiles	IT Lab Assistant
Educational Qualification	Graduate
Specialization	IT Related Work
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	IT Lab Assistant

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 617 • Bonus (INR per day) : 0 • ELDI (INR per day) : 3.09 • EPF Admin Charge (INR per day) : 3.09 • 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) : 74.04 • ESI (INR per day) : 20.05 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Sweeper (9)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable , Cleaning and Sweeping Work
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	Sweeper

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	9	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 512 • Bonus (INR per day) : 0 • ELDI (INR per day) : 2.56 • EPF Admin Charge (INR per day) : 2.56 • 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) : 61.44 • ESI (INR per day) : 16.64 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Cook (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	undefined
Post Graduation	Not Required
Specialization for PG	Not Applicable , Cooking and Housekeeping Work
Experience	0 to 3 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
Addon(s)	
Additional Details	
Designation	Sweeper

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	ASHWINI KUMAR SINGH	250609,CHAUDHARY CHARAN SINGH NATIONAL INSTITUTE OF ANIMAL HEALTH	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 512 • ELDI (INR per day) : 2.56 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 2.56 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 16.64 • Number of working days in a month : 26 • Provident Fund (INR per day) : 61.44 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions

1. 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.

2. Certificates

ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. 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.

5. 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.

6. 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.

7. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

8. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

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 specification 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.

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---