



Bid Number/बोली क्रमांक (बिड संख्या)[:] GEM/2023/B/3543505 Dated/दिनांक : 11-06-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिङ विवरण			
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-07-2023 15:00:00		
Bid Opening Date/Time/बिंड खुलने की तारीख/समय	07-07-2023 15:30:00		
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)		
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education		
Department Name/विभाग का नाम	Department Of Higher Education		
Organisation Name/संगठन का नाम	National Institute Of Technology (nit)		
Office Name/कार्यालय का नाम	Sikkim		
ltem Category/मद केटेगरी	Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator or Office Assistant or Executive Assistant; Graduate , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; various , Manpower Outsourcing Services - Minimum wage - Skilled; Others; various , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; various , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; various		
Contract Period/अनुबंध अविध	1 Year(s) 1 Day(s)		
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	500 Lakh (s)		
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)		
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes		
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छ्रट	No		
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No		

Bid Details/बिड विवरण		
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (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/बिंड से रिवर्स नीलामी सक्रिय किया	No	
Type of Bid/बिंड का प्रकार	Two Packet Bid	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days	
Estimated Bid Value/अनुमानित बिड मूल्य	35387203	
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation	

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाईजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	700000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

- (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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।
- (b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी:

Director NIT Sikkim NIT Sikkim, Ravangla South Sikkim. (Prof M C Govil)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अन्पालन

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes

- 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: The bidder should have executed at least 1 nos of project with contract value not less than 2 crores for each contract of providing manpower services to central/state government organisations or to CFTIs/Universities/PSUs etc or

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:The bidder should have executed at least 2 nos of project with contract value not less than 1 crores for each contract of providing manpower services to similar organisations.

Geographic Presence: Office registration certificate: Should have a registered office in the State of Sikkim

Scope of work & Job Description: 1686210274.pdf

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.: 1686210477.pdf

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
28-06-2023 12:00:00	conference room, NIT Sikkim

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values		
Core	Core		
Type of Function	Admin		
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant		
Educational Qualification	Graduate		
Specialization	any		
Post Graduation	Optional		
Specialization for PG	Not Applicable		
Experience	0 to 3 Years		
State	NA		
District	NA		
Zipcode	NA		
Addon(s)/एडऑन			

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

Consignee S.No./क्र. सं. परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Aurobinda Panda	737139,Kewzing Road, Barfung Block	1	Basic monthly pay (INR) exclusive of GST: 28000 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 - Minimum Wage - Highly-Skilled; Others; Various (30)

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	various
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

Specification	Values
Addon(s)/एडऑन	

Consignees/Reporting Officer/परेषिती / रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Aurobinda Panda	737139,Kewzing Road, Barfung Block	30	 Minimum daily wage (INR) exclusive of GST: 816 EDLI (INR per day): 75 Bonus (INR per day): 583.1 EPF Admin Charge (INR per day): 75 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): 1800 ESI (INR per day): 689.52 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Various (30)

Specification	Values			
Core				
Skill Category Skilled				

Specification	Values		
Type of Function	Others		
List of Profiles	various		
Educational Qualification	Not Required		
Specialization	Not Required		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	0 to 3 Years		
State	NA		
Zipcode	NA		
District	NA		
Addon(s)/एडऑन			

Consignees/Reporting Officer/परेषिती /रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Aurobinda Panda	737139,Kewzing Road, Barfung Block	30	 EDLI (INR per day) : 75 Bonus (INR per day): 583.1 EPF Admin Charge (INR per day): 75 Optional Allowances 1 (INR per day): 0 Optional Allowances 2 (INR per day): 0 Optional Allowances 3 (INR per day): 0 Minimum daily wage (INR) exclusive of GST: 695 Provident Fund (INR per day): 1800 Number of working days in a month: 26 ESI (INR per day): 587.28 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Various (30)

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	various
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values			
Zipcode	NA			
District	NA			
Addon(s)/एडऑन				

Consignees/Reporting Officer/परेषिती / रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Aurobinda Panda	737139,Kewzing Road, Barfung Block	30	 EDLI (INR per day): 75 Bonus (INR per day): 583.1 EPF Admin Charge (INR per day): 75 Optional Allowances 1 (INR per day): 0 Optional Allowances 2 (INR per day): 0 Optional Allowances 3 (INR per day): 0 Minimum daily wage (INR) exclusive of GST: 577 Number of working days in a month: 26 ESI (INR per day): 487.57 Provident Fund (INR per day): 1800 Tenure/ Duration of Employment (in months): 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Various (30)

Specification	Values			
Core				
Skill Category	Unskilled			
Type of Function	Others			
List of Profiles	various			
Educational Qualification	Not Required			
Specialization	Not Required			
Post Graduation	Not Required			
Specialization for PG	Not Applicable			
Experience	0 to 3 Years			
State	NA			
Zipcode	NA			
District	NA			
Addon(s)/एडऑन				

Consignees/Reporting Officer/परेषिती / रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती / रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Aurobinda Panda	737139,Kewzing Road, Barfung Block	30	 Minimum daily wage (INR) exclusive of GST: 494 EDLI (INR per day): 64.22 Bonus (INR per day): 583.1 EPF Admin Charge (INR per day): 64.22 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): 1541.28 ESI (INR per day): 417.43 Tenure/ Duration of Employment (in months): 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. 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.

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. 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.

5. Service & Support

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

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. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director NIT Sikkim payable at Ravangla

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS $\!\!\!/$ internet banking in Beneficiary name

Director NIT Sikkim Account No. 31996269106 IFSC Code SBIN0007218 Bank Name State Bank of India Branch address Ravangla

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

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.

11. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The bidder must either be a Proprietary/Partnership or Pvt. Ltd or Limited Company/Private or Government Agency/S ociety/limited liability partnership/legally constituted entities eligible to provide manpower service.

The bidders are required to submit Customer Satisfactory Performance Report (CSPR) from the organizations in which they have provided the manpower services. Such CSPR must have been signed by the authorized signatory of the organization concerned. The CSPR for the last three years is mandatory.

The bidder shall submit full details of his ownership and control or if the bidder is a partnership, joint venture or cons ortium, full details of ownership and control of each member thereof.

The bidder must submit the following documents with the bid documents:

- 1) GSTIN
- ii) ESIC
- iii) EPFO
- iv) PAN
- v)Firm Registration, Article of Association, MoA, MoU (if any), Partnership deed/Incorporation certificate.
- vi) Labour Department Registrations certificate/license valid work permit for Sikkim.
- vii) Signed copy of latest Minimum Wages Notification along with undertaking to abide by the labour Act.
- Viii) Affidavit/undertaking declaring that the bidder has not been blacklisted by any organization.

All the above documents must be of the bidding firm and valid for last Three (3) years. No documents of any other si ster concern or principal company is acceptable. Authorization obtained from other firms will NOT be acceptable and such bid(s) shall be rejected.

The Undertaking and formats as per the SLA document must also be filled and attached with the bid.

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12. Buyer Added Bid Specific SLA

File Attachment Click here to view the file.

13. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. Click here to view the file

Disclaimer/अस्वीकरण

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 <u>General Terms and Conditions/सामान्य</u> नियम और शर्तें, conditions stipulated in Bid and <u>Service Level Agreement</u> specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---