

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	30-08-2023 17:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	30-08-2023 17:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Corporate Affairs
<b>Department Name/विभाग का नाम</b>	Na
<b>Organisation Name/संगठन का नाम</b>	Indian Institute Of Corporate Affairs (iica)
<b>Office Name/कार्यालय का नाम</b>	Manesar
<b>Item Category/मद केटेगरी</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Superintendent , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - LMV , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Mali/Gardener , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Mechanic - Machines , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Electrician , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Plumber , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Carpenter , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Painter , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mason , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Non-IT Technical; Mechanical engineer , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Junior Engineering Executive , Manpower Outsourcing Services - Minimum wage - Skilled; Non-IT Technical; Fire Operator (FO) , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Washer , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Service Supervisor , Manpower Outsourcing Services - Minimum wage - Skilled; IT-Technical; IT maintenance engineer , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Healthcare; Yoga Therapist
<b>Contract Period/अनुबंध अवधि</b>	3 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	1700 Lakh (s)

<b>Bid Details/बिड विवरण</b>	
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	5 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	44137113.8099
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes

#### **EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	48

(a). 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 :**

Administrative Officer  
Indian Institute of Corporate Affairs (IICA), Ministry of Corporate Affairs, Plot No. P-6-7-8 Sector - 5, IMT Manesar,  
Gurugram, Haryana - 122052  
(Debarun Kalita)

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	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 document (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.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

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 similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**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:X=1 Yy=2.5 crore N=1

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:X=5 Xx=50 N=2

**Geographic Presence: Office registration certificate:**NCT Delhi/Gurugram District

**Scope of work & Job description:**[1692524518.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.:[1692526205.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1692526226.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1692526233.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Superintendent ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Superintendent
Educational Qualification	Graduate
Specialization	Arts
Post Graduation	Optional
Specialization for PG	Arts
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Staff Supervisor

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"><li>• Minimum daily wage (INR) exclusive of GST : 1842</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) : 0</li><li>• Provident Fund (INR per day) : 75</li><li>• Number of working days in a month : 26</li><li>• Tenure/ Duration of Employment (in months) : 36</li></ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator ( 2 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Secondary School
Specialization	Computer Proficiency Certificate
Post Graduation	Not Required

Specification	Values
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Data Entry Operator

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 894</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

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

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Driver - LMV
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Driver

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 871.11</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Mali/Gardener ( 11 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**



Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Mali/Gardener
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Mali

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	11	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 741.23</li> <li>• Bonus (INR per day) : 67.28</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) : 24</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Mechanic - Machines ( 12 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Mechanic - Machines
Educational Qualification	ITI
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Multi Tasking Technical Operator

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	12	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 781</li> <li>• Bonus (INR per day) : 67.28</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</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Electrician ( 4 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Electrician
Educational Qualification	ITI
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Electricion

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	4	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 673.84</li> <li>• Bonus (INR per day) : 67.28</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</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Plumber ( 3 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Plumber
Educational Qualification	ITI
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Plumber

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 741.23</li> <li>• Bonus (INR per day) : 67.28</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) : 24</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Carpenter ( 2 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Carpenter
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Carpentor

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 741.23</li> <li>• Bonus (INR per day) : 67.28</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) : 24</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

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

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Painter
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA



Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Painter

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 741.23</li> <li>• Bonus (INR per day) : 67.28</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) : 24</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mason ( 2 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mason
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Mason

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 781</li> <li>• Bonus (INR per day) : 67.28</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) : 25</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Non-IT Technical; Mechanical Engineer ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Optional
Specialization for PG	Engineering (Civil/Mech /Elec./IT/Comp Sc./Electronics/E&E/Prod/Chem./Biotech)
Experience	7 to 10 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Executive Engineer

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 2014</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Junior Engineering Executive ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Junior Engineering Executive
Educational Qualification	Diploma
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Junior Engineer

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Non-IT Technical; Fire Operator (FO) ( 3 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Non-IT Technical
List of Profiles	Fire Operator (FO)
Educational Qualification	Diploma
Specialization	Fire Safety and Fire Prevention
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Fire Operator

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 914</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Washer
Educational Qualification	Not Required
Specialization	Laundry washing experience
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Laundryman

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 741.23</li> <li>• Bonus (INR per day) : 67.28</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) : 25</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Service Supervisor ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Service Supervisor
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech) , Arts , Science , Management( Marketing/Ope rtions/Finance/ General
Post Graduation	Optional

Specification	Values
Specialization for PG	Arts , Science , Engineering (Civil/Mech /Elec./IT/Comp Sc./Electronics/E&E/Prod/Chem./Biotech) , Management(Marketing/Operations /Finance/General
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Service Supervisor

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1401</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; IT-Technical; IT Maintenance Engineer ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	IT-Technical
List of Profiles	IT maintenance engineer
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Required
Specialization for PG	Engineering (Civil/Mech /Elec./IT/Comp Sc./Electronics/E&E/Prod/Chem./Biotech)
Experience	3 to 7 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	IT Assistant

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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	Kulvir Singh Lal	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Government of India, Plot No. 6,7 and 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1421</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 6</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Healthcare; Yoga Therapist ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Healthcare
List of Profiles	Yoga Therapist
Educational Qualification	Graduate
Specialization	Physical Education Certified Yoga Trainer
Post Graduation	Optional
Specialization for PG	Physical Education Certified Yoga Trainer
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Fitness and Sports Instructor

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	NEERAJ KUMAR	122052, Indian Institute of Corporate Affairs Ministry of Corporate Affairs Govt. of India, Plot No. 6,7, 8, Sector 5, IMT, Manesar	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1401</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) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

## 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**

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

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

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers 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. **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.

#### 9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Indian Institute of Corporate Affairs  
payable at  
Manesar

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Name of the Seller  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

#### 11. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS /

internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Indian Institute of Corporate Affairs

Account No.

604810210000007

IFSC Code

BKID0006705

Bank Name

Bank of India

Branch address

Manesar Branch, Haryana - 122050

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

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

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

#### 13. **Buyer Added Bid Specific SLA**

File Attachment [Click here to view the file.](#)

#### 14. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [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 [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/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---

## ADDITIONAL TERMS & CONDITIONS/Scope Of Work & Job Description

1. The bidder shall furnish along with the bid submitted, all such required documents (duly ink signed by authorized signatory and sealed with official company seal on each page) including a copy of the bid document (duly ink signed by authorized signatory and sealed with official company seal on each page), as a token and submission of our acceptance of the terms and conditions indicated therein.
2. The bidder shall furnish and upload the following mandatorily along with Bid:
  - i. **Additional Document 1:**  
Undertaking (*duly ink signed by authorized signatory and sealed with official company seal*) as per prescribed format as given at **Annexure I** in this ATC Document
  - ii. **Additional Document 2:**  
A scanned copy of the GeM bid document, duly ink signed by authorized signatory and sealed with official company seal on each page, as token of having gone through, understood, agreed and acceptance of all stated terms and conditions in the bid document
3. In case any of manpower deployed under the contract is (are) absent, a penalty equal to the wages of the absent manpower on that particular day shall be levied by the IICA and the same shall be deducted from the contractor's bills.
4. In case any of contractor's manpower deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 1 above shall be levied.
5. In case any public complaint is received attributable to misconduct/ misbehavior of contractor's personnel, a penalty as per GeM SLA Penalty terms, for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed/ replaced from the IICA immediately.
6. In case the contractor fails to commence/ execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Director General & CEO, IICA reserves the right to forfeit the Performance Security and the firm will be black listed for a period of four years from participating in such type of tenders.
7. The contractor must submit the age proof, residence proof, Aadhaar Card and police verification of the manpower before their deployment.
8. The contractor must ensure submission of medical certificate declaring fit for service in respect of each personnel from the registered Medical Practitioner/ Doctor **at the cost of the agency** at the time of their deployment.
9. IICA reserves the right to cancel or reject all or any of the tender without assigning any reason.

- 10. Any act on the part of the bidders to influence anybody in the IICA is liable to rejection of his tender.**
11. The contractor shall be responsible to provide immediate replacement to take place of any manpower engaged by him, who is not available for duty at the place of posting and such other additional manpower as may be required for additional area for which prior information have been given.
12. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Payment of Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI, Bonus etc. with regard to the manpower deployed by him. It will be the responsibility of the contractor to provide complete details of manpower deployed by him in the IICA.
13. IICA shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
14. The contractor shall not engage any sub-contractor or transfer or sub-contract the contract to any other person in any manner.
15. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard should be submitted to the IICA, if required by IICA.
16. The manpower engaged by the contractor shall not accept any gratitude or reward in any shape.
17. The contractor shall be responsible to maintain all property and equipment of the IICA entrusted to it. Any damage or loss caused by contractor's manpower to the IICA in whatever shape would be recovered from the contractor.
18. The manpower deployed has to be extremely courteous with very pleasant mannerism in dealings, especially with females in IICA and should project an image of utmost discipline. The IICA shall have right to have any manpower removed in case of complaints or as decided by representative of the IICA if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement timely in all such cases.
19. That in the event of any loss occasioned to the IICA, as a result of any lapse on the part of the contractor or its manpower which will be established after an enquiry conducted by the IICA, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Head of the IICA will be final and binding on the contractor.
- 20. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's manpower shall be directly borne by the contractor including all expenses/ fines. The concerned contractor's personnel shall attend the court as and when required.**
21. The contractor shall deploy manpower only after obtaining the IICA approval duly submitting curriculum vitae (CV) of the persons. The IICA shall be informed at least one week in advance and contractor shall be required to obtain the IICA's approval for all such changes along with their CVs.

22. During the course of contract, if any of contractor's manpower is found to be indulging in any corrupt practices causing any loss of revenue to the IICA, the IICA shall be entitled to recover the amount and or to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee as may be decided by DG & CEO, IICA.
23. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws or Regulations, be directed to be paid by the IICA, such money shall be deemed to be payable by the contractor to the IICA within seven days. The IICA shall be entitled to recover this amount from the contractor by deduction from money due to the contractor.
24. The contractor shall indemnify and hold the IICA harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/ services under the contract provided by the contractor.
25. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R&A) Act 1970.
26. The contractor shall ensure that the manpower deployed by him shall not take part in any staff union and association activities.
27. IICA shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
28. IICA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The IICA does not recognize any employee employer relationship with any of the workers/ manpower of the contractor.
29. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the IICA from the contractor.
30. The contractor shall provide the copies of relevant records/ documents during the period of contract or otherwise even after the contract is over whenever required by the IICA.
31. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ ESI etc. of each employee on monthly basis from the 2<sup>nd</sup>. month's bills and onwards. **Payment of bills preferred by the Contractor shall be subject to submission of relevant documents in this regard.**
32. **The contractor will have to make available to the Principal employer/ DDO copies of ECR, E-challan & wages registers etc. reflecting PF deductions along with the monthly bill for the preceding month. The contractor will also submit details employee-wise details of PF dues deducted from the salary/wages of the employees along with Employer share in the form of Electronic challan cum return (ECR). The contractor will submit separate ECR & separate E Challan in respect of its employees deployed in the IICA.**
33. Payments of wages to the guards must be paid through NEFT/ RTGS before the due date fixed by Govt. for payment of wages every month.

34. Previous month payment vouchers with Challan relating to deductions of E.S.I, E.P.F. for the persons deployed with IICA must be attached with the bills.
35. The Contractor shall be liable for Labour Court proceedings for any violations.
36. Termination of services of any person deployed by the Contractor shall be made by a letter of termination of Contractor; IICA will not be liable for issue any letter in this regard.
37. In the event of any provisions of the contact requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by the Principal Employer/ Officer and the Contractor or his authorized representative. Such modifications will not be effective until the same have been signed by both the parties. Any verbal or written arrangements for abandoning, modifying extending, reducing or supplementing the contract, or any of the terms thereof shall be deemed to be provisional and shall not be binding on IICA, unless and until the same are incorporated in a formal instrument and signed by the Principal Employer/ Officer and the Contractor.
38. As per Clause 1(a) of Section 5 of PAYMENT OF WAGES ACT 1936, wages of every person employed upon or in for the preceding month shall be paid before the expiry of the seventh day of the succeeding month.
39. Claim for payment against services rendered for a particular month shall be raised only post successful and verified disbursement of wages by seller for that month.
40. Leave records of all manpower, as entitled as per GeM T&C, to be maintained by Seller and produced on demand.
41. Disbursement of wages shall not be linked to receipt of payment for services rendered whatsoever and timely disbursement shall be ensured at all cost.
42. Seller shall be sole and exclusively responsible for timely disbursement of all due wages as per applicable monthly minimum wages rate and other statutory requirements (Including DA, ES,PF,ELDI, PF Admin Charge and relieving charges if applicable, exclusive of GST) as fixed vide order issued by O/o The Deputy Commissioner, Gurugram District, duly abiding by and complying with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Registration & Abolition) Act 1970, EPF, ESI etc. with regard to the personnel engaged by the company for providing the "Security Manpower Services."
43. Contractor shall nominate one senior level official from it's side, who shall be overall site in-charge on behalf of the contractor for managing, performing, execution of the contract as per scope, Buyer additional terms and conditions and GeM T&C, GeM service SLA etc., on behalf of the contractor as required and necessary to provide, render and deliver the contracted services as part of the awarded contract to the contractor.
44. The nominated senior level official from contractor shall act as the "Single Point of Contact (SPOC)" for all aspects of contracted services.
45. The manpower deployed against the contracted positions should be of such calibre, grade and efficiency as required to provide highest standards of quality and services. In

case of any complaint/deficiency against the contractor from the participant(s), a penalty of INR 2,000/- shall be imposed by the IICA. The penalty may be increased in case of repetition.

46. All staff deputed and deployed, as part of the contract must be humble and courteous.
47. All manpower deployed against the positions, as part of the awarded contract would be subject to various provisions related to hygiene, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and any other relevant statutory provisions
48. No criminal complaint/case should be pending against any of the manpower resource deployed at IICA premises.
49. No in campus residence shall be provided to any staff deployed and deputed by the contracto.
50. MIS report from time to time shall also be provided by the contractor to IICA in the prescribed format decided by IICA.
51. The contractor will also be required to execute a Non-Disclosure Agreement (NDA) with the IICA at the time of award of contract.
52. Wage based manpower, deployed and deputed by the contractor against the positions as per contract, shall be the sole responsibility of the contractor for payment of wages, as per applicable monthly minimum Nigam wage rates and other statutory requirements (Including DA, ESI,PF,ELDI, PF Admin Charge and relieving charges if applicable, exclusive of GST) , as per applicable skill and district tier/category, as fixed vide orders issued from time to time by Haryana Kaushal Nigam, duly abiding by and complying with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Registration & Abolition) Act 1970, EPF, ESI etc. with regard to the personnel engaged by the contractor for providing the tendered services.
53. All manpower deployed by contractor must be have certificate of verification of antecedents form jurisdictional police station. No criminal complaint/case should be pending against any of the staff deployed at IICA premises. A police verification certificate in this regard shall be provided by the contractor at no cost to IICA.
54. Change in personnel/staff deployed and deputed against any position, as part of the contract by the contractor, other than ones originally deployed (whose profiles have been submitted at contract commencement and who have been approved by IICA on initial contract award), shall be strictly and only with prior written approval and permission of the CAO/AO-I&II, IICA and subject to submission of requisite and applicable qualification, experience documents as applicable for the position and antecedent, character verification by police authorities and medical fitness certificate from government hospital. However, even in case of emergency replacement/ addition of personnel, the CAO/AO-I&II, IICA must be informed immediately, and in any case, not later than 24 hours of such replacement.

55. The contractor has to ensure that with the deployment of any manpower, the deployment letter needs to be submitted to IICA.
56. The contractor shall mandatorily issue valid ID cards to all personnel deployed and deputed in the IICA Campus as part of its contract and all such personnel shall mandatorily wear the same at all times while in the campus for duty. Entry into the IICA campus for all contract personnel/staff shall be solely and exclusively on the production of the contractor issued ID card, at the Gate No. 1 or any other campus entry points.
57. It shall be the responsibility of the contractor that behavior, conduct, attitude etc. of all its deployed and deputed manpower shall be of the standard and grade as is expected of such manpower working in central government offices.
58. Non-compliance of any of the above provisions may result in the termination of the contract.

59. **SPECIAL INSTRUCTIONS:**

**PROVIDING WORKFORCE:**

Minimum requirement of workforce to be deployed is given hereunder:-

1. The bidder must employ adult manpower only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
2. The bidder shall ensure that the entire workforce deployed shall have:-
  - (a) Always start with Sir/Madam
  - (b) Always talk in a polite manner.
  - (c) Not to Back Answer anybody/at any given situation.
  - (d) Coordination between Supervisors.
  - (e) Punctuality
  - (f) Briefing: -
    - i) To depute the manpower for different areas based on requirement.
    - ii) To give time to complete the job in the given time.
    - iii) To give them specific jobs and further cross check their alertness.

60. **OBLIGATIONS OF THE CONTRACTOR:-**

- i. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The

contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the IICA fully indemnified against liability of tax, interest, penalty, financial instability of the firm etc. of the contractor in respect thereof, which may arise.

- ii. IICA will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein. Any other statutory deductions, if required shall also be made as applicable.
- iii. **The Contractor shall be responsible for the timely payment of wages to the personnel engaged and for any complaint in this regard the contractor shall be answerable to the IICA**

**(Ink Signature of the Bidder authorized signatory)**

**Name**  
**Mobile Number**  
**Email Address**  
**Registered Address of the Bidder**  
**Telephone No.**

**(Official Seal of the Company)**



**UNDERTAKING TO BE FURNISHED ALONG WITH BID  
(ON NON JUDICIAL STAMP PAPER OF INR 100/-)**

To

The Administrative Officer  
Indian Institute of Corporate Affairs  
Ministry of Corporate Affairs  
Government of India  
Plot No. P-6,-7-8, Sector-5  
IMT, Manesar,  
District - Gurugram  
PIN - 122052

Name of the firm/ Agency\_\_\_\_\_

Name of the tender\_\_\_\_\_ Due date: \_\_\_\_\_

Sir,

1. I/ We hereby agree to abide by all terms and conditions laid down and stipulated in GeM tender/bid document, GeM SLA, GeM General T&C, GeM Special T&C, GeM Additional T&C and any other T&C as stipulated in any of the documents, scope etc. from Buyer/GeM side.
2. This is to certify that I/ We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions.
3. I/ We abide by the provisions of payment of wages not less than DC, Gurgaon rates/Haryana Kaushal Nigam Rates for manpower, Contract Labour Act and other statutory provisions like Employees Provident Fund Act, ESI and any other charges applicable from time to time as per existing DC rates/ Haryana Kaushal Nigam Rates. I/ We will pay the wages to the personnel deployed at the same rates as per award of contract agreement with IICA and I/ We shall also be fully responsible for any violation of delay in payment etc.
4. I/We hereby agree and consent to process, release and disburse due wages of every person employed upon or in for the preceding month shall be paid **before the expiry of the seventh (7th) day of the succeeding month**, As per Clause 1(a) of Section 5 of PAYMENT OF WAGES ACT 1936, failing which I/We shall be liable for levying of penalty of Rs. 1000/- per day for each day of delay after the 7<sup>th</sup> day and uptill the day of

verified disbursement of wages and for forfeiture of Performance Bank Guarantee/Bid Security/Bank Guarantee in full. Further I/We submit that I/We are aware and accept that I/We shall stand for processing of all appropriate and applicable legal action as per provisions of all applicable acts inter alia various Labour Acts, Minimum Wages Act, Contract Labour (Registration & Abolition) Act 1970.

5. I/ We have never been blacklisted/ banned/ delisted to operate as an agency.
6. I/We hereby agree and consent that I/We shall be sole and exclusively responsible for timely disbursement of all due wages as per applicable monthly minimum wages rate and other statutory requirements (Including DA, ESI,PF,ELDI, PF Admin Charge and relieving charges if applicable, exclusive of GST) as fixed vide order issued by O/o The Deputy Commissioner, Gurugram District, duly abiding by and complying with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Registration & Abolition) Act 1970, EPF, ESI etc. with regard to the personnel engaged by the company for providing the "Manpower Services."
7. I/We hereby agree and consent that Disbursement of wages shall not be linked to receipt of payment for services rendered whatsoever and timely disbursement shall be ensured at all cost.
8. **I/We hereby agree and consent to Claim for payment against services rendered for a particular month shall be raised only post successful and verified disbursement of wages by seller for that month.**
9. **I/We hereby agree and consent to maintain all Leave records of all manpower, as entitled as per GeM T&C, and produced on demand.**
10. I/ We do hereby undertake that complete manpower of the Institute shall be ensured by our Agency, as well as any other point of consideration by our Agency.
11. I/ We do hereby undertake that I/We have gone through, perused and made myself/our self well and fully aware of each and every term, condition and stipulations as set forth and stated/indicated/mentioned in the GeM bid document, GeM SLA, Buyer specified Additional T &C, Buyer specified Scope of Work and further undertake and agree to comply and abide by each of the said conditions.
12. **I/We do hereby undertake that I/We have furnished along with the bid submitted, all such required documents (duly ink signed by me/us and sealed with official company seal on each page) including a copy of the bid document (duly ink signed by me/us and sealed with official company seal on each page), as a token and submission of our acceptance of the terms and conditions indicated therein.**

**(Ink Signature of the Bidder authorized signatory)**

**Name**

**Mobile Number**  
**Email Address**  
**Registered Address of the Bidder**  
**Telephone No.**

**(Official Seal of the Company)**