

Bid Document

Bid Details	
Bid End Date/Time	01-03-2021 18:00:00
Bid Opening Date/Time	01-03-2021 18:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	65 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Revenue
Organisation Name	Central Board Of Excise And Customs (cbec)
Office Name	Delhi
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; IT-Technical; IT EXPERT
Contract Period	1 Year(s)
Bidder Turnover (Last 3 Years)	6 Lakh (s)
Experience Criteria	3 Year (s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	1819000
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

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

Beneficiary:

PAO CBEC

Delhi, Department of Revenue, Central Board of Excise and Customs (CBEC), Ministry of Finance
(Pao Cbec)**Splitting**

Bid splitting not applied.

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

Additional Required Data/Document(s)Scope of work & Job description: [1612787231.pdf](#)**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (2)****Technical Specifications**

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Additional Details	
Designation	Data Entry Operator

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

S.No.	Consignee/Reporting	Address	Service Number	Additional Requirement
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	Officer		of Resources to be hired	
1	NITIN	121008,NACIN Complex, Sector 29	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 777 • Bonus (INR) : 64.72 • ELDI (INR) : 2.885 • EPF Admin Charge (INR) : 2.885 • ESI (INR) : 25.25 • Optional Allowances (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; IT-Technical; IT EXPERT (3)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	IT-Technical
List of Profiles	IT EXPERT
Educational Qualification	Graduate
Specialization	IT EXPERT
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Additional Details	
Designation	IT EXPERT

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	NITIN	121008,NACIN Complex, Sector 29	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 845

- Bonus (INR) : 70.39
- ELDI (INR) : 2.885
- EPF Admin Charge (INR) : 2.885
- ESI (INR) : 27.46
- Optional Allowances (INR) : 0
- Optional Allowances 2 (INR) : 0
- Optional Allowances 3 (INR) : 0
- Provident Fund (INR) : 69.23
- Number of working days in a month : 26
- Tenure/ Duration of Employment (in months) : 12

Bid Specific Additional Terms and Conditions

- 1.1. 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.
2. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
3. 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.
4. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
5. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
6. The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
7. 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.
8. ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
9. To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): A certificate by CHARTED ACCOUNTANT is required for turnover. 2. Only GST registration certificate is required as proof of office address of service provider located in the state of consignee(HARYANA).3. Experience certificate issued by the Central/State/PSU/PLC on its LETTER HEAD as a proof for experience criteria..
10. 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.
11. 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 PAO CBEC 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.
12. **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.
13. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
14. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
15. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---