

### Bid Document

Bid Details	
Bid End Date/Time	13-02-2021 12:00:00
Bid Opening Date/Time	13-02-2021 12:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	45 (Days)
Ministry/State Name	Ministry Of Science And Technology
Department Name	Department Of Scientific And Industrial Research (dsir)
Organisation Name	Council Of Scientific And Industrial Research (csir)
Office Name	Central Electronics Engineering Research Institute (ceeri), Pilani
Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Administrative Operator or Off , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Admin or Technical , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Office Peon
Contract Period	1 Year(s)
Bidder Turnover (Last 3 Years)	68 Lakh (s)
Experience Criteria	3 Year (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	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
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	13728233
Evaluation Method	Total value wise evaluation

#### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	274565

#### ePBG Detail

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

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

**Beneficiary:**

Director  
 Central Electronics Engineering Research Institute (ceeri), Pilani, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology (Director, Csiir-ceeri, Pilani)

**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:[1611900884.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 9 )**

**Technical Specifications**

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

**Addon(s)**

Certifications/ Trainings

Yes

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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Prahlad Ray Jat	333031,DIRECTOR, CSIR- Central Electronics Engineering Research Institute(CEERI), PILANI-333031	9	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 500</li> <li>• Bonus (INR) : 0</li> <li>• ELDI (INR) : 0</li> <li>• EPF Admin Charge (INR) : 5</li> <li>• ESI (INR) : 16</li> <li>• Optional Allowances (INR) : 0</li> <li>• Optional Allowances 2 (INR) : 0</li> <li>• Optional Allowances 3 (INR) : 0</li> <li>• Provident Fund (INR) : 60</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
<b>Addon(s)</b>	
Certifications/ Trainings	No

**Additional Specification Documents**

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Krishan Murari	302017,Scientist Incharge CSIR-CEERI, Jaipur Center CFC-1, Malviya Industrial Area, Jaipur	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 603</li> <li>• Provident Fund (INR) : 72</li> <li>• ELDI (INR) : 0</li> <li>• ESI (INR) : 20</li> <li>• Bonus (INR) : 0</li> <li>• EPF Admin Charge (INR) : 6</li> <li>• Optional Allowances (INR) : 0</li> <li>• Optional Allowances 2 (INR) : 0</li> <li>• Optional Allowances 3 (INR) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant ( 8 )****Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	one year computer certificate
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
<b>Addon(s)</b>	
Certifications/ Trainings	Yes

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

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

1	Prahlad Ray Jat	333031,DIRECTOR, CSIR- Central Electronics Engineering Research Institute(CEERI), PILANI-333031	8	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 707</li> <li>• Provident Fund (INR) : 85</li> <li>• ELDI (INR) : 0</li> <li>• ESI (INR) : 23</li> <li>• Bonus (INR) : 0</li> <li>• EPF Admin Charge (INR) : 7</li> <li>• Optional Allowances (INR) : 0</li> <li>• Optional Allowances 2 (INR) : 0</li> <li>• Optional Allowances 3 (INR) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>
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**Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Admin Or Technical ( 33 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Admin or Technical
Educational Qualification	Secondary School
Specialization	Diploma or ITI or Certificate course
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
<b>Addon(s)</b>	
Certifications/ Trainings	Yes

**Additional Specification Documents**

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Prahlad Ray Jat	333031,DIRECTOR, CSIR- Central Electronics Engineering Research Institute(CEERI), PILANI-333031	33	<ul style="list-style-type: none"> <li>• Bonus (INR) : 0</li> <li>• ELDI (INR) : 0</li> <li>• EPF Admin Charge (INR) : 6</li> <li>• ESI (INR) : 20</li> <li>• Minimum daily wage (INR) exclusive of GST : 603</li> </ul>

- Optional Allowances (INR) : 0
- Optional Allowances 2 (INR) : 0
- Optional Allowances 3 (INR) : 0
- Provident Fund (INR) : 72
- Number of working days in a month : 26
- Tenure/ Duration of Employment (in months) : 12

## Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Office Peon ( 3 )

### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Office Peon
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
<b>Addon(s)</b>	
Certifications/ Trainings	No

### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Prahlad Ray Jat	333031,DIRECTOR, CSIR- Central Electronics Engineering Research Institute(CEERI), PILANI-333031	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 427</li> <li>• Provident Fund (INR) : 51</li> <li>• ELDI (INR) : 0</li> <li>• ESI (INR) : 14</li> <li>• Bonus (INR) : 0</li> <li>• EPF Admin Charge (INR) : 4</li> <li>• Optional Allowances (INR) : 0</li> <li>• Optional Allowances 2 (INR) : 0</li> <li>• Optional Allowances 3 (INR) : 0</li> </ul>

- Number of working days in a month : 26
- Tenure/ Duration of Employment (in months) : 12

## Bid Specific Additional Terms and Conditions

- 1.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.
- 2.Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
- 3.Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
- 4.The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
- 5.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.
- 6.ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
- 7.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.Commercial Experience Eligibility Criteria:

For experience, the order(s) executed by the bidder, during the last five years ending on the last day of the month immediately preceding the month in which the last date of bid submission falls, should be considered as under:

Three orders each executed for similar item(such as yes) where executed value is not less than the amount equal to 30% of the estimated cost.(i.e Rs. 13728233)

OR

Two orders each executed for similar item(such as yes) where executed value is not less than the amount equal to 40% of the estimated cost.(i.e Rs. 13728233)

OR

One order executed for similar item(such as yes) where executed value is not less than the amount equal to 50% of the estimated cost.(i.e Rs. 13728233)

The last date of order execution may fall in the above mentioned period.

- 9.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 Director, CSIR-CEERI, Pilani 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 pledgor. 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.

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

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

**---Thank You---**

